

## Internship in Japan - Application form

Personal details						
<b>First name</b>						
<b>Last name</b>						
<b>Nationality</b>						
<b>Gender</b>	<input type="checkbox"/> Male			<input type="checkbox"/> Female		
<b>Date of birth</b>	Year		Month		Day	
<b>Address</b>						
Health questionnaire						
<b>Do you have allergies?</b>		If yes, which ones?				
<b>Any chronic disease?</b>		If yes, which ones?				
<b>Are you taking medication?</b>		If yes, which ones?				
<b>Any food restriction?</b>		If yes, which ones?				
<b>Other relevant medical information</b>						
Contact details						
<b>Email</b>						
<b>Skype ID for interviews</b>						
<b>Telephone</b>			<b>Mobile phone</b>			
Academic details						
<b>University</b>						
<b>Major</b>						
<b>Graduation year</b>						

### Internship details

<b>Program type</b>	<input type="checkbox"/> Individual <span style="margin-left: 100px;">Total duration in weeks:</span>					
	<input type="checkbox"/> Language & Internship <span style="margin-left: 100px;">Duration in weeks (language course):</span>					
	<span style="margin-left: 100px;">Duration in weeks (internship):</span>					
<b>From</b>	Year		Month		Day	
<b>To</b>	Year		Month		Day	
<b>Payment details</b>						
<b>Preferred method</b>	<input type="checkbox"/> Bank transfer (+2,500 JPY)			<input type="checkbox"/> Credit or Debit Card		

### Emergency contacts

	<i>Contact #1</i>	<i>Contact #2</i>
<b>First name</b>		
<b>Last name</b>		
<b>Relationship with you</b>		
<b>Email address</b>		
<b>Skype ID</b>		
<b>Home phone</b>		
<b>Work phone</b>		
<b>Cell phone</b>		
<b>Address</b>		

## Terms and Conditions

### Internship arrangement program agreement

This agreement is made between ICC Consultants (ICC), located at 1F F-Nissei Ebisu Building, 3-16-3 Higashi, Shibuya-ku, Tokyo 150-0011, Japan, and the above signed participating intern.

This agreement is made in reference to the following facts:

The intern is intently searching for an internship experience and desires assistance in arranging formalities connected with this program; ICC has contacts with individuals and companies in Japan; the intern desires to make use of the services and expertise extended by ICC to facilitate this internship experience.

ICC will arrange the internship program and all related services to the best of its ability and in the best interests of the Intern.

#### 1) For all program options, ICC is responsible for

- A) Deciding if the intern can join the program, after reviewing his or her application documents and conducting an interview.
- B) After receiving a signed copy of this agreement and the non-refundable deposit of JPY 55,000 from the intern, ICC will attempt to match the intern to a host organization before the start of the program and/or arrival in Japan.
- C) Counseling and support during regular office hours at ICC office or by telephone for any cultural, life, or work-related issues.
- D) Interview training and business preparation session
- E) Orientation in Japan
- F) Guidance in finding accommodations in Japan with a choice of 2 options:
  - i.) Shared house (with Japanese nationals and foreign citizens)
  - ii.) Other: hotel or weekly mansion, at an additional cost to be determined later.
- G) 24 hours a day emergency support.
- H) Monthly events (cultural, networking, social, etc.) (only for Tokyo area)
- I) Certificate of Completion
- J) Personalized letter of recommendation (personalized for your needs on request)

## 2) The intern is responsible for

### A) Valid passport

- I. Until the end of the internship period
- II. From a country exempted of visa for short-term stay by the Ministry of Foreign Affairs of Japan
- III. Taking the necessary measures and paying the necessary costs to obtain a valid visa for the duration of the internship

### B) Obtaining a visa if necessary

ICC accepts applicants on the visa exemption list by the Ministry of Foreign Affairs of Japan, or applicants with a working holiday visa, student visa, working visa or spouse visa. For other cases, ICC will help to facilitate the required documents to apply for a short term visa, but it is the intern's responsibility to contact the Japanese embassy/consulate in his country to make the arrangements required. In case the visa is delayed or declined, ICC will not take any responsibility.

C) Travel and health insurance between his/her country and Japan. ICC provides the intern with insurance during the internship period (Please refer to 4.C).

D) Immunizations (generally not needed for Japan but the intern is advised to confirm any personal health concerns with their family physician)

E) Providing ICC, prior to joining the program, with any medical information that may affect his or her ability to participate in said program, including but not limited to, pre-existing or prior conditions, allergies, and prescription medications.

F) Disclosing to ICC any outstanding criminal offenses or legal claims

G) Airfare and any other transportation fees needed to travel to Japan

H) Accommodation, daily meals, local transportation, social and entertainment expenses and daily life matters like laundry, telephone calls, etc.

I) Being respectful, honest, friendly, and positive-minded with the host organization managers, employees, and customers. The intern will work to the best of his or her abilities at the host organization. The intern promises to be punctual, well dressed and groomed for each day of work at the host organization. The intern will maintain frequent communication with the managers of the organization and ICC regarding difficulties or issues that arise in the work arrangement.

## 3) Specifications of ICC's "Internship in Japan" programs

A) Generally the internships offered by ICC have the following specifics, unless otherwise specified:

- I. Internships can last from 4 to 24 weeks
- II. Internships are full-time
- III. Internships are unpaid

B) To fully activate an application, a candidate must submit:

- I. Application form and signed Terms and conditions
- II. Payment of the non-refundable JPY 55,000 application fee

C) To start the placement process, a candidate must submit:

- I. Resume
- II. Cover letter

- III. Picture for the resume
- IV. Passport copy
- V. Recommendation letter (optional)
- VI. For the fields of Architecture, Design, Fashion and Media a sample and/or portfolio of their work.

#### **4) Exclusions and releases**

##### A) Medical release authorization:

ICC and its representatives authorize the intern to seek medical attention in the event of sickness, accident or other emergency during the program. This authorization shall be valid for the entire duration of the program. The intern is financially responsible for any medical treatment received which is not covered by the provided accident and sickness insurance.

##### B) Marketing release:

The intern lends his or her consent and authorizes ICC to use his or her name, photographs, files or video likeness, as well as any comments or statements made by the intern, in materials or publications for commercial and/or promotional purposes. The intern has the right to decline this point with his previous communication to ICC.

##### C) Exclusion of liability:

The intern accepts the risks and bears full responsibility for any injury that may occur, or any damage to the company's property arising from participation in the program. The intern releases and forever discharges ICC, its respective partners, agents, employees and host organization from all actions, causes of actions, suits, claims, or demands whatsoever, that may arise from the intern's participation in this program. The intern will have an insurance agreement with Tokyo Marine Nichido (Overseas Travel Insurance Plan A) starting 3 days before the initial day of the internship until 2 days after the last day of the internship. After the internship period, the insurance between the intern and Tokyo Marine Nichido will expire. The intern will be responsible to have his/her own insurance if he decides to stay in Japan outside the covered period. ICC assumes absolutely no responsibility for any damages, death, personal injury, emotional problems, or theft during the period of this program.

##### D) Work environment release:

Although ICC will make suggestions and provide advice before and during the internship to both the host organization and intern, the host organization is the ultimate authority on the work situation for the Intern. The host organization will determine where and when the intern will work. The intern is encouraged to openly discuss their training details with the host organization management directly during the interview to resolve potential conflicts.

#### **5) Duration of agreement**

This agreement is valid only for the program dates stipulated herein. After the completion of this contract the intern is expected to return to his or her home country and absolves ICC of any further responsibility. If the intern decides to stay in Japan, he or she does so at his or her own risk and responsibility.

#### **6) Program fees**

- A) The fees have to be paid within 7 days of issuance of the invoice by ICC.

B) The applicant is responsible for paying any banking or transfer fees that are incurred during payment (i.e international bank transfer fees).

C) Application fee (10% tax included):

The intern has to pay the application fee in order to activate his application to the program.

D) Program fee (10% tax included):

The invoice for the program fee will be issued by ICC once the internship placement has been confirmed by both the host company and the intern. Payment can be made by credit card or bank transfer for the following program amounts:

**INDIVIDUAL PROGRAM** (As of August 2019)

Duration	Application fee	Program fee	Total
3 - 4 weeks	JPY 55,000	JPY 275,000	<b>JPY 330,000</b>
5 - 8 weeks		JPY 330,000	<b>JPY 385,000</b>
9 - 12 weeks		JPY 385,000	<b>JPY 440,000</b>
13 - 16 weeks		JPY 440,000	<b>JPY 495,000</b>
17 - 20 weeks		JPY 495,000	<b>JPY 550,000</b>
21 - 24 weeks		JPY 550,000	<b>JPY 605,000</b>

**(OPTIONAL) LANGUAGE CLASSES + INTERNSHIP**

All year round

Minimum 4 weeks of classes + 4 weeks of internship

Any combination of duration possible, within the limits of your visa

Some deductions and/or surcharges on the language school fee might apply depending on the duration and time period.

The exact amount for the whole program will be given to you by email before invoicing the application fee.

*Total cost of this course = language classes fees + internship fees*

Example: 1 month of language classes + 2 months of internship = 151,500 + 385,000 = 536,500 JPY

## 7) Insurance coverage

The intern is eligible for overseas travel insurance provided by ICC. The insurance contract is issued by JI Accident & Fire Insurance Co., Ltd. and is subject to the Overseas Travel Insurance General Conditions and any other provisions attached or endorsed or otherwise expressed in the insurance contract.

The period of insurance covers from 3 days before the start of the program until 2 days after the end of the internship.

The insurance benefits are as follows:

Accident Death	1,000,000 JPY
Accident Disability	1,000,000 JPY
Sickness Death	1,000,000 JPY
Accident Medical Expenses	1,000,000 JPY
Sickness Medical Expenses	1,000,000 JPY
Personal liability	100,000,000 JPY
Baggage	100,000 JPY

The death benefit is paid to the beneficiary stated in the “Emergency Contact #1 or #2” of the application form for this internship program.

If the intern has planned to rent or to drive a car during his stay in Japan, signing up for the car insurance is strongly recommended. ICC does not recommend driving in Japan and if done it will be under the intern’s own risk and responsibility.

In case the intern leaves Japan during the period of validity of the insurance, the expenses made in other countries upon coming back to Japan or during the transportation will not be covered.

Your signature on those terms and conditions will act as your agreement to the insurance contract issued by JI Accident & Fire Insurance Co., Ltd.

## 8) Termination policy

- A) If the host organization terminates the placement for reasons unrelated to the intern's conduct, ICC will attempt to arrange placement with another organization. No additional fees will be charged for this service.
- B) If the host organization terminates the placement for reasons related to the intern's conduct, ICC will not be obligated to arrange an alternate placement for the intern.
- C) If the intern terminates the placement for personal reasons, ICC will not be obligated to arrange an alternate placement for the intern. If the intern leaves the host organization before the end of the agreed period of work experience, the intern will be deemed to have terminated his or her program. The intern agrees to inform ICC no less than 7 days prior to his or her proposed departure from the host organization.
- D) ICC itself reserves the right to cancel this contract and terminate the intern's program at any time in case of unprofessional or inappropriate behavior by the intern. Examples of unprofessional behavior include, but are not limited to, causing physical or mental harm to others, damaging property, continuous absenteeism or tardiness at work, performing work with obvious negligence, theft, etc. If the intern exhibits such behavior, ICC will notify the intern in writing that the program is terminated and ICC support and services will not be valid any longer. After the program is terminated, the intern will accept all responsibility for his or her own actions and risks. If the intern chooses to remain in Japan following the termination of this agreement, it will be at the intern's own risk and responsibility. The intern is not entitled to a refund if the program is terminated for unprofessional and/or inappropriate behavior.
- E) ICC cannot guarantee that the intern will be successful or happy in this program. Living and working in another country, speaking a different language, learning and trying to understand very different customs, trying to make friends, maintaining health and eating properly are difficult aspects of this program. This program can be stressful and it is expected that interns will deal maturely and professionally with the many challenges contained therein. The intern understands that their selection for this program acknowledges their independent nature and ability to take personal responsibility for their well-being and success in said program.

## 9) Intern's obligations and responsibilities

- A) Stay in regular contact with ICC and respond to all communications from ICC, especially during the placement process.
- B) Attend all interviews on time (including phone or Skype interviews) that will be pre-arranged and organized by ICC in the process of arranging the internship or otherwise.
- C) Follow the rules, policies, requirements and instructions established by the host company regarding days and hours of attendance at its offices during the internship.
- D) Observe and respect Japanese culture and comply with all the laws and regulations in Japan.



## 10) Refund policy

Neither the host organization nor ICC bears any liability for any losses or claims incurred by an intern in connection with dismissal, early withdrawal, or the host organization's or ICC's termination of the program.

### A) Application fee

- a. If the intern cancels within 8 (eight) calendar days of its application, then the application fee will be refunded in full (less banking fees).

### B) Program fee

- a. The intern is eligible for a refund of 50% of the program fee if:
  - i. The program fee has already been paid to ICC  
and
  - ii. The intern quits the program for any reason prior to arrival in Japan after accepting an internship offer from a host organization arranged by ICC
- b. The intern will be liable for 50% of the program fee if:
  - i. The program fee has not been paid to ICC
  - ii. The intern quits the program for any reason after confirming an internship offer from a host organization arranged by ICC, prior to arrival in Japan
- c. The intern will not be eligible for a refund if:
  - i. He or she withdraws from the program after he or she has arrived in Japan
  - ii. He or she is terminated after the start of the internship for behavioral reasons

## 11) Guarantee policy

ICC will make its best effort to find a host company for the intern. In case ICC is not able to place the intern prior his arrival to Japan, ICC will not charge the program fee. The intern is allowed to choose the industry (we guarantee an internship but sometimes cannot guarantee the industry) in which he or she wishes to participate and has the right to approve the matching with a host organization after receiving the internship offer. If the intern approves the host organization and agrees to participate, either verbally or otherwise, then the matching process is completed, and no further work will be done to introduce another organization to the intern.

## 12) Confidentiality

The intern agrees not to disclose, in any case whatsoever, any confidential information gained as a result of working with the host organization. Thus, no reports, communications or publications shall be disseminated without the prior approval and signed agreement of the host company.

ICC will keep all personal information confidential and will only share the information from CV or cover letter with third parties with the purpose of introducing the candidates to the host companies and to arrange the interviews.

## 13) Indemnification

The intern and their heirs, successors and assignees agree to indemnify ICC, its past and present trustees, officers, employees, agents, and their heirs, successors and assignees of and from each, from any and all loss, cost, damage, liability or expense (including reasonable legal fees), resulting in or arising from his/her participation in the program.

## 14) Amendment

This agreement may not be amended except in writing unless specifically referred to as an “Amendment” and executed by the parties.

## 15) Jurisdiction

The terms of this agreement will be governed by and construed in accordance with the laws of Japan.

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Signature of the participant

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Date of signature

Everybody at **Internship In Japan** would like to thank you for your application and we are looking forward to seeing you in Japan!