

## Internship in Japan - Application form

Personal details								
First name								
Last name								
Nationality								
Gender	<input type="checkbox"/> Male		<input type="checkbox"/> Female			<input type="checkbox"/> Other		
Date of birth	Year		Month		Day			
Address								
Contact details								
Email								
Skype ID								
Telephone				Mobile phone				
Academic details								
University								
Major								
Graduation year								
Internship details								
Program type	Remote Internship in Japan Program							
Preferred Dates	From:	Year		Month:		Day:		
	To:	Year		Month:		Day:		
Duration	<input type="checkbox"/> 3 – 4 weeks		<input type="checkbox"/> 5 – 8 weeks			<input type="checkbox"/> 9 – 12 weeks		

### Payment details

<b>Preferred method</b>	<input type="checkbox"/> Bank transfer (+2,500 JPY)	<input type="checkbox"/> Credit or Debit Card
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### Emergency contacts

	<i>Contact #1</i>
<b>First name</b>	
<b>Last name</b>	
<b>Relationship with you</b>	
<b>Email address</b>	
<b>Skype ID</b>	
<b>Contact number</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 this program, ICC is responsible for the following:

- A) Deciding if the intern can join the program, after reviewing his or her application documents and conducting an interview.
- B) Beginning match the intern to a host organization before the start of the program, after receiving a signed copy of this agreement and the program fee from the intern.
- C) Counseling and support during regular office hours by email or telephone for any cultural or work-related issues.
- D) Monthly events (seminars, lectures, workshops, etc.)
- E) Interview training and business preparation session
- F) General orientation before the start of the internship
- G) Certificate of Completion upon graduation
- H) Presenting the personalized letter of recommendation after graduation (personalized for your needs on request)

#### 2) The intern is responsible for the following:

- A) Providing ICC, prior to joining the program, with any medical information that may affect his or her ability to participate in said program.
- B) Arranging the stable Internet access. This will be required for participating in scheduled video call meetings.
- C) Keeping in a regular contact with the host organization and ICC team.
- D) 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 interaction. The intern will maintain frequent communication with the managers of the organization and ICC regarding difficulties or issues that arise in the program.

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

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

- I. Internships can last for 4 to 12 weeks
- II. Internships are done remotely
- 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 program fee

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

- I. Resume
- II. Cover letter
- III. Picture for the resume
- IV. Recommendation letter (optional)
- V. For the creative fields a sample of work and/or portfolio of their work.

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

A) 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.

B) 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. ICC assumes absolutely no responsibility for any damages, death, personal injury, emotional problems, or theft during the period of this program.

C) 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 how and when the intern will work. The intern is encouraged to openly discuss their training details with the host organization management directly during the program 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 absolves ICC of

any further 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) Program fee (10% tax included):

The invoice for the program fee will be issued by ICC once the application has been confirmed. Payment can be made by credit card or bank transfer for the following program amounts:

**REMOTE INTERNSHIP PROGRAM** (As January 2021)

<b>Program fee</b>
126,500 JPY

**7) 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. The intern is not entitled to a refund if the program is terminated for unprofessional and/or inappropriate behavior.
- E) Should ICC decide that they will not begin the program under any circumstances, the intern will be given the option of a full refund or the ability to postpone to a later intake.

**8) 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 online sessions on time.
- C) Follow the rules, policies, requirements and instructions established by the host company
- D) Observe and respect Japanese culture and comply with all the laws and regulations.

## 9) 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) Program fee

- a. If the intern cancels within 8 (eight) calendar days of its application (Japan time), then the program fee will be refunded in full (less banking fees).
- b. 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 the start
- c. 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 prior to the start
- d. The intern will not be eligible for a refund if:
  - i. He or she withdraws from the program after he or she has started the program
  - ii. He or she is terminated after the start of the internship for behavioral reasons

## 10) 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 desired starting date, 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.

## 11) 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.

### 11) 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.

### 12) Amendment

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

### 13) Jurisdiction

With respect to any disputes between ICC and the Intern relating to this Agreement, both ICC and the Intern submit to the exclusive original jurisdiction of the Tokyo District Court 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 participating in our program!