

Internship in Japan - Application form

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

Internship details

Program type	<input type="checkbox"/> Study + Internship					
	Total duration in weeks:					
From	Year		Month		Day	
To	Year		Month		Day	
Payment details						
Preferred method	<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>
First name		
Last name		
Relationship with you		
Email address		
Skype ID		
Home phone		
Work phone		
Cell phone		
Address		

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 introduce a Japanese school and 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) Support in preparing documents for the student visa application
- E) Interview training and business preparation session
- F) Orientation in Japan
- G) Guidance in finding accommodations in Japan
- H) 24 hours a day emergency support.
- I) Monthly events (cultural, networking, social, etc.)
- J) Certificate of Completion
- K) 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. 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 will help to facilitate the required documents to apply for a student visa, but it is the intern's responsibility to provide the necessary documentation on time, 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) Apply for the Japanese National Health Insurance once the intern is in Japan. ICC will instruct the intern about how to do it.
- 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 48 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 unless otherwise specified.
- 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) Tuition fees to the school
- E) Internship 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:

Duration	Application fee	Tuition fees	Program fee	Total
21-24 weeks	JPY 55,000	JPY 500,000 (average)*	JPY 316,800	JPY 872,000
25 - 48 weeks	JPY 55,000	JPY 800,000 (average)	JPY 634,000	JPY 1,489,000

*Tuition fees are slightly different depending on the school. This fee is paid to the school directly.

7) Insurance coverage

The intern is eligible for Japanese National Health Insurance. Under the NHI system, an NHI member pays a designated portion of the medical cost for treatment at a medical facility that accepts NHI, and NHI covers the remainder.

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.

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) Tuition fees: depend on the school policies
- C) Program fee
 - a. The intern is eligible for a refund of 50% of the internship 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. However, In case ICC is not able to place the intern prior his arrival to Japan, ICC will not charge the internship program fee until the placement is secured. 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.

Signature of the participant

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!