

VULCANUS IN JAPAN 2022-2023 - HOW TO APPLY

The application procedure is time consuming.
Please start preparing your documents at least two weeks before the deadline

Step 1 - How to prepare the compulsory documents for the online application & for the postal sending

Please prepare all the following documents:

N° and name of each compulsory document	Original paper document (to be sent by courier if short-listed)	Original in English	In English (If not available, then in a EU / Cosme language, + English translation made by yourself.
1 Application Form		Yes	
2 CV		Yes	
3 Motivation letter		Yes	
4 Letter of recommendation		Yes	
5 List of all your University grades			Yes
6 System of grading at your University			Yes
7 Certificate of enrolment at your University for year 2021/22 on header paper <u>OR</u> letter from university administration, stamped	<u>Yes</u>	Yes	
8 Medical self-declaration, co-signed by your General Practitioner, OR Medical self-declaration, not co-signed + medical certificate			Yes

1 - APPLICATION FORM

Download word document (4 pages) from <https://www.eu-japan.eu/events/vulcanus-japan> (grey box)

Please fill in ALL sections, date and sign. (If not, your application will automatically be rejected). The completed form may be longer than the original 4 pages.

→ *The document must be filled in In English*

2 – CV (MAX 1 page).

Please ensure you do include the following information: gender, full name as per passport, nationality, birth date, telephone numbers (with international calling code), email account, skype address, postal address, marital status

→ *The document must be In English*

3 - MOTIVATION LETTER (*letter explaining why you wish to take part*). (MAX 1 page; font size 12)

- Academic background → Short description of your whole university career (not just your current specialization).
- General reasons for wanting to participate in "Vulcanus in Japan": → Why you want to participate - regarding your personal, academic and professional development – e.g. Why Japan? Why Vulcanus? What makes you/your personality suited to Vulcanus?

Specific goals regarding the different parts of the programme → A- Seminar about Japan / B -Language course / C - Traineeship (What can you learn? What can you offer?)

→ *The document must be In English*

4- RECOMMENDATION LETTER *by a professor of one of your major topics*. (MAX 1 recommendation letter).

The document should include: 1/ signature of the professor; 2/ his/her contact details (full name-title-email-telephone); 3/ stamp whenever possible

→ *Copy accepted*

→ *The document must be In English*

5 - LIST OF UNIVERSITY GRADES

→ *Print from the website of your university can be accepted.*

→ *If no English version available, please send version in EU/Cosme language, + English translation made by yourself.*

6 - SYSTEM OF GRADING at your university

Some universities express the grading with letters, others with figures. → This document should provide the following information: *Rank or grading (i.e.: from 0 to 30, or from 1 to 6, or from A to D, etc.) *Top possible & lowest possible mark (letter or figure), *Pass mark (letter or figure), *Average mark (letter or figure).

- Print from the website of your university can be accepted.
- If no English version available, please send version in EU/Cosme language, + English translation made by yourself

7 - CERTIFICATE OF ENROLMENT AT YOUR UNIVERSITY

Please submit certificate of enrolment (original document) **OR** letter from your University administration (with original stamp), stating the following (or equivalent): "Mr/Ms (name of the student) is enrolled at the University (name of the university), (name of the city and country), for the entire academic year 2021/2022, at the faculty of (name of the faculty)." **No further information on your academic history should be added.** **NB:** If you enrol term after term, please submit the Winter Term certificate of enrolment + a self-declaration, certifying that you will submit the Spring Term certificate by late March 2022.

- When applying, please submit the scan of ORIGINAL PAPER document – (Original paper document to be provided by courier after the selection, upon request of the Vulcanus administration)
- The original paper document must be in English

8 - MEDICAL DOCUMENTS.

IMPORTANT: We strongly recommend full transparency regarding your state of health. Please note the following: 1/ pre-existing medical disorders or illnesses (even though recessive upon application) are not reimbursed by the insurance company. All costs for medical treatments (extremely expensive in Japan) not covered by the insurance will be charged to the student. 2/ some host companies may request a detailed health record from applicants.

MEDICAL DOCUMENTS TO SUBMIT: Please chose **one** of the following options:

OPTION 1: Medical self-declaration, dated after September 2021, certifying that 1/ you are able to follow all parts of the programme without specific support from a third party, 2/ you will not need any regular medical visit during the programme hours. The self-declaration must be dated, co-signed and stamped by your General practitioner.

OPTION 2: Medical self-declaration as per instructions above, dated and signed only by yourself; + medical certificate, dated and signed after September 2021, stating that there are no pre-existing medical conditions that may affect your normal participation in the Vulcanus activities.

- If no English version available, please send version in EU/Cosme language, + English translation made by yourself.

Step 2 - How to upload your documents

Save documents from 1 to 8, one by one, in pdf. Re-name each pdf as per above checklist (with appropriate number+name: *Example: 1-application form*). Transfer the 8 PDF into a FOLDER. Rename the folder as follows: **ACRONYM OF THE COUNTRY WHERE YOUR UNIVERSITY IS BASED_ your family name(s) in capital letters- your given name(s) in lowercase letters (as per passport)** (example: FR_GARCIA FERNANDEZ Juan Diego).

>>>Please find acronyms of countries at https://ec.europa.eu/eurostat/statistics-explained/index.php?title=Glossary:Country_codes <<<

Upload the folder in your Dropbox (If need be, please create an account at <https://www.dropbox.com/>). Create a hyperlink to it, that you will copy-paste in the online form. Please make sure to share a folder with ALL the requested documents, no hyperlink to individual pdf will be accepted.

Step 3 - How to apply online

Please fill in online form at: <https://forms.gle/Zr5A882uQUdvSx3Q6> in English, with the same information written in your paper application form, **plus** the drop-box hyperlink. Please **submit by 20 January 2022**.

Applications submitted before or after these dates will not be accepted

IMPORTANT: You must fill in and submit your online form in one shot. **Only one submission permitted**, to avoid being disqualified.

Step 4 - Sending of your certificate of enrolment by courier, and other docs, if short-listed

Please keep **ALL** your paper documents in a safe place.

The short-listing results will be communicated by the end of February. **If** the Vulcanus administration informs you that **you are short-listed**: you will be asked to send your certificate of enrolment (and some other documents) **by courier** within one week from the notification (postal sending is not permitted).

IMPORTANT: your paper documents must be identical to those submitted via Dropbox. Should this not be the case, you will automatically be disqualified.