



EU-JAPAN CENTRE FOR INDUSTRIAL COOPERATION EUROPEAN OFFICE

FOR THE ATTENTION OF THE INTERNATIONAL RELATIONS OFFICE

VULCANUS IN JAPAN 2014 - 2015

Brussels, November 2013

Dear Sir or Madam,

As you may be aware, the **VULCANUS IN JAPAN** trainee programme is aimed at EU university students of engineering, high-tech, other scientific fields (*). It offers industrial placements in Japanese companies in Japan. (Please find enclosed a description of the programme.)

The programme is run by the EU-JAPAN CENTRE FOR INDUSTRIAL COOPERATION (a joint venture co-financed by the European Commission and the Japanese Ministry of Economy, Trade and Industry). The programme, now in its 18th session, has been increasingly successful.

We are currently contacting all the people in charge of international traineeships at European universities, within the EU-28 Member States. I wonder whether it would be possible for you to advertise this programme **in your University**.

Please find enclosed:

1. A poster advertising the programme
(information also downloadable from <http://www.eu-japan.eu/vulcanus-japan-0>).
2. An application form
(also downloadable from <http://www.eu-japan.eu/vulcanus-japan-0>).
3. Information on how to prepare the compulsory documents that we request with the application.
4. "Frequently Asked Questions"
(also downloadable from <http://www.eu-japan.eu/vulcanus-japan-0>).

Applications must be sent by post (preferably through the International Relations Office). It is possible to send several applications in the same dispatch.

Each application must include all the documents listed in the 1st page of the application form (we cannot accept documents sent separately). The application form must be duly filled in, and signed. Should this not be the case, the application will be automatically rejected.

The application deadline is **20 January 2014** (as per postmark).

Please do not hesitate to contact me for any further information you may require.

Thank you in advance for your cooperation.

Yours faithfully,

Margherita Rosada
Vulcanus Programmes Manager

~~~~~  
EU-Japan Centre for Industrial Cooperation  
52 Rue Marie de Bourgogne - 1000 Brussels - Belgium  
Tel. +32.2.282.37.15 - Fax. +32.2.282.00.45 - E-mail: [m.rosada@eu-japan.eu](mailto:m.rosada@eu-japan.eu)

(\*) a list of faculties can be found at <http://www.eu-japan.eu/vulcanus-japan-0>  
We also welcome students in the field of Global Navigation Satellite Systems (GNSS)



## VULCANUS: HOW TO APPLY

### DOWNLOAD

Please download the application form (4 pages) from <http://www.eu-japan.eu/vulcanus-japan-0>

### FILL IN

Please complete electronically

### SUBMIT

Please prepare all the compulsory documents listed below.

Please send your folder:

- either by courier
- or by post (*normal or prior sending.*  
No "registered mail" can be accepted.)

Please send to:

**EU-Japan Centre for Industrial Cooperation**  
Rue Marie de Bourgogne, 52, ( V )  
1000 Brussels - BELGIUM

### DEADLINE:

**20 January 2014**

(latest possible postmark date)

No file will be returned to you/ Make a copy if desired.

More information: [vulcanus@eu-japan.eu](mailto:vulcanus@eu-japan.eu)

The EU-Japan Centre for Industrial Cooperation is a joint venture co-financed by the European Commission (DG Enterprise & Industry) and the Japanese Government (Ministry for Economy, Trade & Industry). The EU-Japan Centre alone is responsible for the information contained in its communications or publications. Neither the European Commission nor the Government of Japan is responsible for any use that may be made of the information contained therein.

## VULCANUS IN JAPAN 2014-2015 APPLICATION FORM

### A GENERAL DATA

**A1** NATIONALITY of the applicant

**A2** Mr / Ms

**A3** Family name(s) as per passport

**A4** First name(s) as per passport

**A5** Date of birth (dd/ mm/ yy)

/   /

**A6** Age as of 1st

Sept. 2014

**A7** Marital status:

**A8** Military service (please tick): ☐ completed; ☐ not required;

☐ to start after 01 Sept. 2015; ☐ other:

**A9** UNIVERSITY: Name  
(in English)

**A10** Faculty - Department

**A11** Course currently attended  
undergraduate / postgraduate

☐ ☐

**A12** Location of the  
University

**A13** Is your file to be sent by the International Relations Office of your University? (Recommended, though optional). ☐ YES ☐ NO

**A14** (this field can be left blank)

From 10-January onwards, companies **MAY** post their offer at

[http://www.eu-japan.eu/vulcanus-japan-0/placements\\_vj14.xls](http://www.eu-japan.eu/vulcanus-japan-0/placements_vj14.xls)

(this action is not compulsory). If you haven't sent your application yet, and you are interested in particular placement offer(s), please quote the relevant 'offer numbers'

or   or

## COMPULSORY DOCUMENTS to submit must be

\* original (no copies)

\* **IN ENGLISH** (should no English original of documents 5, 6 or 8 exist then these official documents can be submitted in another official EU language together with an English-language translation)

\* unstapled (ne pas agraffer, non aggraffare, sin grapar, ungeklammert)

\* ALL TOGETHER IN ONE FOLDER

\* with number handwritten in pencil on top right of 1st page of each document ( numbering as per scheme below )

\* in the following order

(Do you wish to add optional documentation? Please add it at the end of your file)

more info

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                           |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| 1  | Application Form (this document).                                                                                                                                                                                                                                                                                                                                                                                                    | <a href="http://www.eu-japan.eu/vulcanus-japan-0/more-info.pdf">http://www.eu-japan.eu/vulcanus-japan-0/more-info.pdf</a> |
| 2  | CV                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                           |
| 3  | Letter explaining why you wish to take part Max.1 page.                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                           |
| 4  | Letter of recommendation by a professor of one of your major topics                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                           |
| 5  | List of all your University grades, issued by your University                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                           |
| 6  | System of grading at your University (print from the web can be accepted).                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                           |
| 7  | Certificate of enrolment at your University (OR letter from university administration, stamped and signed) stating your enrolment for the academic year 2013- 2014, until Summer 2014 (original document).<br><i>NB: Should you enrol term after term, please provide the Autumn/Winter Term certificate of enrolment, + a letter certifying that you undertake to provide the Spring Term Certificate by the end of March 2014.</i> |                                                                                                                           |
| 8  | Medical certificate stating that there are no pre-existing medical conditions that would affect your involvement in the Vulcanus activity.<br><i>NB: UK: please obtain a "Fit Note" (not a medical certificate) <a href="http://www.nhs.uk/chq/Pages/2584.aspx">www.nhs.uk/chq/Pages/2584.aspx</a></i>                                                                                                                               |                                                                                                                           |
| 9  | USB stick with excel sheet of personal data, filled in & saved with Excel 2007 or lower, downloadable at <a href="http://www.eu-japan.eu/vulcanus-japan-0/af-data.xls">http://www.eu-japan.eu/vulcanus-japan-0/af-data.xls</a>                                                                                                                                                                                                       |                                                                                                                           |
| 10 | In a separate folder: photocopy of all the above-listed documents (same order).<br>No need to add a copy of USB stick).                                                                                                                                                                                                                                                                                                              |                                                                                                                           |



**B EDUCATION & LANGUAGE SKILLS****B-A UNIVERSITY**

- **Current Studies** (in the case of a double degree, please add a page after the application form. Please, mention B-A reference code)

**B-A1** Name of University currently attended

**B-A2** City

**B-A3** EU Member State

**B-A4** Faculty/Department

**B-A5** Major Subject

**B-A6** Level of the course you are following

→ levels: **U**=undergraduate / **S**=specialisation / **M**=master's / **D**=doctorate

Official year you are enrolled in

→ at least in 4th year – (2+2 for France)

**B-A7** Official number of years of the course you are following

**B-A8** Expected month & year of graduation (not counting the Vulcanus year off):   /   (mm/ yy)

- **Higher Education**

**B-A9** Sum of the official years successfully completed at the University/ Higher Education up to now, including the one you are currently enrolled in (though not completed yet). Please use U for undergraduate (2+2 in France), S for specialisation, M for master's, D for doctorate.

Examples:

1<sup>st</sup> example: If you have completed the exams of the 3rd undergraduate  
& you are enrolled in the 4th year  $4\text{ U}=4$  or  $3\text{ U}+1\text{ S}=4$

2<sup>nd</sup> example: If you have completed 3 years undergraduate, 2 years Master  
& you are currently enrolled in the 1<sup>st</sup> year Doctorate  $3\text{ U}+2\text{ M}+1\text{ D}=6$

Please write your formula and sum in this box:

**B-A10** Are you following a double degree? [If "yes", please include details in your CV] (please tick) ☐ Yes ☐ No

**B-A11** Have you already been awarded one or more degrees in another field of study?  
[If "yes", please include details in your CV] (please tick) ☐ Yes ☐ No

- **Further information**

**B-A12** When did you first enrol at the University? / (mm/ yy)

**B-A13** Did you enrol immediately after high school? (please tick) ☐ Yes ☐ No

**B-A14** If not, why not?

**B-A15** Have you interrupted your university studies for one/more year(s)? (please tick) ☐ Yes ☐ No

**B-A16** If yes, for how many years?   And why?

**B-A17** Give details of additional academic results if relevant

**B-A18** Course project or thesis at university/college (describe briefly in non-specialist language, indicating your key contributions and ideas)

**B-B OTHER TECHNICAL COURSES**

Dates: from... to... Certificates/qualifications obtained (give grades)

**B-C SCHOOLS (from age 14+)**

Dates: from... to... Relevant examinations /courses taken (baccalaureate, etc.). Give final grades.

**B-D SCHOLARSHIPS**

Detail any scholarships, prizes, papers published. Please attach list of publications if insufficient space.

**B-E LANGUAGE SKILLS****Mother tongue:**

List other languages

|                  | Written                  |                          |                          | Spoken                   |                          |                          |
|------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                  | Basic                    | Good                     | Excellent                | Basic                    | Good                     | Excellent                |
| * <b>English</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**C WORK EXPERIENCE**

List in chronological order any temporary, permanent or vacation employment (including voluntary work). Include military service and rank, if applicable.

| Employer             | Dates:<br>from...to... | Type of work - job title | Achievements |
|----------------------|------------------------|--------------------------|--------------|
| <br><br><br><br><br> |                        |                          |              |

**D PRACTICAL SKILLS**

What relevant hands-on practical experience, linked to your field of studies, do you have?  
(e.g. electrical/electronic hardware, mechanical equipment, computer systems, ...)

**E INTERESTS AND ACTIVITIES**

Give details of your main interests (how you spend your free time, including vacations). What have you contributed and what have you got out of them? Mention any positions of responsibility.

**F TIME SPENT ABROAD**

Dates (from ... to...), where, why:

**G ADDITIONAL INFORMATION + CHOICE OF PLACEMENT(S)**

If you feel there is anything which has not been adequately covered elsewhere on your application, please give details. Should you have declared (question A14) an interest in particular placement offer(s), please give your reasons for your choice(s).

**H CONTACT DETAILS**



|                                                            |           |                           |              |                  |
|------------------------------------------------------------|-----------|---------------------------|--------------|------------------|
| H-A APPLICANT                                              | Current   |                           |              |                  |
|                                                            | H-A1      | Address (+ postal code)   |              |                  |
|                                                            | H-A2      | Tel.:                     | country code | area code number |
|                                                            | H-A3      | Mobile tel.:              | country code | number           |
|                                                            | Permanent |                           |              |                  |
|                                                            | H-A4      | Address (+ postal code)   |              |                  |
| H-B INTERNATIONAL RELATIONS OFFICE of your University      | H-B1      | Name of person in charge: |              |                  |
|                                                            | H-B2      | His/her tel. no.:         | country code | area code number |
|                                                            | H-B3      | His/her fax no.:          | country code | area code number |
|                                                            | H-B4      | His/her e-mail:           |              |                  |
| H-C PROFESSOR who will write your letter of recommendation | H-B5      | Address of the office:    |              |                  |
|                                                            | H-C1      | His/her name:             |              |                  |
|                                                            | H-C2      | His/her tel. no.:         | country code | area code number |
|                                                            | H-C3      | His/her fax no.:          | country code | area code number |
|                                                            | H-C4      | His/her e-mail:           |              |                  |

## ii IMPORTANT NOTICE:

**i-1 - Deposit required (will be refunded at the end of the programme).** If accepted by a host company, you will be required to transfer a deposit (€ 200) to the EU-Japan Centre for Industrial Cooperation in Brussels. The deposit will be refunded in autumn 2015, after full completion of the programme. In case of your withdrawal, the deposit will be forfeited.

(please tick) ☐ I ACCEPT / ☐ I DO NOT ACCEPT

**i-2 - Thesis work cannot be based on traineeship work.** It is not permitted to use/include your work at the Japanese host company in a University thesis or equivalent. Please indicate if you accept this condition.

(please tick) ☐ I ACCEPT / ☐ I DO NOT ACCEPT

**i-3 - Your graduation date.** The Vulcanus programme must be attended in full (end of August 2014–beginning of September 2015). Should your graduation date be fixed during this period you accept to postpone it until after your return from Japan.

(please tick) ☐ I ACCEPT / ☐ I DO NOT ACCEPT

**i-4 - Each application is considered separately.** If you are applying together with a friend, should (s)he not be accepted, do you still wish to take part?

(please tick) ☐ YES / ☐ NO

**i-5 - No assistance or facilities are provided to friends or family members wishing to stay in Japan.**

(please tick) ☐ I ACCEPT / ☐ I DO NOT ACCEPT

**i-6 - Total commitment to Vulcanus from 1st March to 1st June 2014**

You will be informed of the results of the short-listing at the end of February. If short-listed, you will be asked to give your agreement for your file to be sent to compatible Japanese companies, which might choose you. The matching process will be over no later than the beginning of June. Should your application be accepted by a company by this time, do you commit yourself to Vulcanus over any alternative plans? (Failure to respect such a commitment would be unacceptable for the Japanese business mentality and might result in the company refusing to accept students in the future).

(please tick) ☐ YES / ☐ NO

*Should you be accepted, you will be asked to give a similar commitment for the duration of the programme.*

**i-7 - Does your personality suit Vulcanus?**

Whilst nearly all participants find Vulcanus a rewarding and enriching experience, it can at times prove stressful (due to loneliness, cultural differences, work pressures, etc.). Before you submit this application, please think very carefully whether you can deal with the challenges you might face.

(please tick) ☐ I HAVE READ AND UNDERSTOOD THIS WARNING

**APPROVAL OF APPLICATION BY THE APPLICANT:** I, the undersigned, declare that the information provided in this application is to the best of my knowledge true and complete. I realise that any false statement or omission, even if unintended on my part, may lead to the refusal of my application. If selected, I commit myself to attend the entire course, without missing a single activity. I understand that during and after the course, my details may be included in a printed/electronic Alumni directory/database.

**i-8 Date:**  /  /

**i-9 Signature (full name):** \_\_\_\_\_



# Application « Vulcanus in Japan » : Info on compulsory documents

## All documents must be

- **original, OR validated with an official stamp of the University.** (only possible exception: document n° 6)
- **in English,** (only documents 5/6/8 can be in your original EU language, if not available in English. In this case please also add translation in English)
- **unstapled,**
- **with number written in pencil on top right of 1<sup>st</sup> page of each document** (numbering as per list below),
- **in the order listed in this sheet of paper:**
- **sent together in one folder** (including one full copy of all documents, at the end of the folder)

## Compulsory document no. 1 APPLICATION FORM

All sections of the application form must be filled in.

The form itself must be signed. Should this not be the case, it will be automatically rejected.

Long answers to the various questions could make the completed form more than 4 pages long. This is acceptable.

## Compulsory document no. 2 CV

Don't forget all personal info (gender, full name, nationality, birth date, telephone numbers, email account, address)

## Compulsory document no. 3 LETTER EXPLAINING WHY YOU WISH TO TAKE PART

(maximum 1 page; minimum font size: 12)

- |   |                                                                                  |                                                                                                                                                                                                         |
|---|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Academic background:                                                             | please provide a short description of your whole university career (not just your current specialisation) including foreign language studies.                                                           |
| 2 | General reasons for wanting to participate in the "Vulcanus in Japan" programme: | please explain why you want to participate - with regard to your personal, academic and professional development – e.g. Why Japan?<br>Why Vulcanus? What makes you/your personality suited to Vulcanus? |
| 3 | Specific goals with regard to the different parts of the programme:              | <ul style="list-style-type: none"> <li>• seminar about Japan</li> <li>• language course</li> <li>• company traineeship : What can you learn? What can you offer?</li> </ul>                             |

## Compulsory document no. 4 RECOMMENDATION LETTER

The document should include:

- original signature of the professor (no scan)
- contact details of the professor (title / email / telephone)
- stamp of professor or of university whenever possible.

## Compulsory document no. 5 LIST OF UNIVERSITY GRADES

*This document can be in your original EU language, if not available in English. In this case please also add translation in English*

## Compulsory document no. 6 SYSTEM OF GRADING AT YOUR UNIVERSITY

This document should explain the system of grading at your university and provide the details listed below. Some universities express the grading with letters, others with figures.

- ➔ The following information should be provided:
- Rank or grading (i.e.: from 0 to 30, or from 1 to 6, or from A to D, etc.)
  - Top possible mark (letter or figure)
  - Lowest possible mark (letter or figure)
  - Pass mark (letter or figure)
  - Average mark (letter or figure)

*This document can be in your original EU language, if not available in English. In this case please also add translation in English  
If no original document is available, you can look for this information in the web and send a print.*

## Compulsory document no. 7 CERTIFICATE OF ENROLLMENT AT YOUR UNIVERSITY

Please submit certificate of enrolment **OR** letter from International relations office (with stamp and signature), 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 whole academic year 2013/2014, at the faculty of (name of the faculty)."

No further information on your academic history should be added.

**Compulsory document no. 8****MEDICAL CERTIFICATE**

Please include a MEDICAL CERTIFICATE stating that there are no pre-existing medical conditions that would affect your involvement in the Vulcanus programme (original document).

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 for inclusion in the application file.

**Compulsory document no. 9****USB STICK WITH EXCEL SHEET OF PERSONAL DATA**

1/ Download this file from: <http://www.eu-japan.eu/vulcanus-japan-0/af-data.xls> (this file is unprotected; please do not delete any cells).

2/ Please format all the sheet as "text", then fill in the YELLOW row and save in "EXCEL 2007" or lower

3/ Fill in the YELLOW row with the same info you wrote on your application form. (In the VIOLET row of the Excel sheet, you will find the reference codes of the questions of the application form);

4/ Save it on a USB key, with "Excel 2007" or lower

5/ write your name and nationality with permanent marker on the USB key & send it with your "Vulcanus in Japan" application.

**Compulsory document no. 10****PHOTOCOPIES OF ALL ABOVE MENTIONED DOCUMENTS**

(Please put all the photocopies together (same order) in a separate plastic sheet, and send them in the same envelope of the originals)



**FREQUENT QUESTIONS & ANSWERS**  
(for “Vulcanus in Japan” session 2014-15)

- 1    Q    **Do students need to find a Japanese host company by themselves?**  
A    No, companies apply to the Centre to participate in the programme and to host a student.
  
- 2    Q    **Which companies apply? Is a list available?**  
A    In the past the following companies have hosted Vulcanus students:  
*Toyota, Bosch Automotive Systems (Japan), Toppan Printing, Alps Electric, Honda, Hitachi, Dai Nippon Printing, NTT Data, Toshiba, Asahi Glass, Schlumberger (Japan), Asahi Kasei, Canon, Hitachi, Yasukawa Electric, NTT, Sanyo Electric, etc.*  
  
In January 2014, the applying companies may post (not compulsory) their placement offers at [http://www.eu-japan.eu/vulcanus-japan-0/placements\\_vj14.xls](http://www.eu-japan.eu/vulcanus-japan-0/placements_vj14.xls) . (Should this not be the case, please avoid contacting the Vulcanus team)
  
- 3    Q    **Will a list of available traineeships be provided?**  
A    Yes, after short-listing has been completed, the Centre will give each short-listed student details of the most suitable offer together with the complete list of all traineeships being offered.
  
- 4    Q    **How many applications are submitted?**  
A    It depends on the year. Last year more than 900 students applied.
  
- 5    Q    **How many applications will be short-listed?**  
A    It depends on the year. Last year about 120 were short-listed.
  
- 6    Q    **How many students take part in the programme?**  
A    It depends on the year. Currently 25 students have placements.
  
- 7    Q    **When will I know if I have been short-listed?**  
A    By the end of February 2014.
  
- 8    Q    **Should I be short-listed, when will I know if I have been accepted by a host company?**  
A    The matching procedure should be completed by the beginning of June 2014 with the majority of the companies involved providing an answer by the end of May 2014.
  
- 9    Q    **When will I have to send the deposit?**  
A    You will have to send the deposit ONLY should you be accepted by a company, and UPON REQUEST of the Centre.
  
- 10    Q    **Can I contact a former participant by e-mail, to ask him/her some questions?**  
A    For reasons of privacy, we do not give out alumni e-mail addresses until short-listing has been completed.
  
- 11    Q    **Where will the Japanese language course take place? Where will the traineeship take place?**  
A    The Japanese language course will take place in Tokyo; the traineeship will take place where the Host Company is located (very variable).
  
- 12    Q    **If I e-mail you my CV beforehand, could you have a look at it and let me know if I am eligible?**  
A    Sorry, no. Please do not send your CV by e-mail; we will not read it. Please note that the decision on short-listing will be taken by an external selection board.
  
- 13    Q    **What should I do if I am short-listed?**  
A    You will have to check your e-mail regularly and promptly provide the documentation we will request.
  
- 14    Q    **Will there be a preparatory meeting in Brussels?**  
A    Yes. In July 2014 (one day), prior to your departure for Japan. This meeting is compulsory (the travel expenses will be endorsed by the student and accommodation will be covered by our Centre).



|    |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15 | Q | <b>When will I receive the grant? Is it enough to live in Japan?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|    | A | The JPY ¥ 1,900,000 VIJ grant will be paid in several instalments. The first payment will be made in September. Subsequent payments will be made until the end of the internship. Please refer to the contract for the payment terms. The grant will only cover basic living costs. If you wish to take any trips or extra activities, you will have to bring money from home. Please note, you cannot get a paid employment in Japan with the Visa allocated to you.                                                                                                                                                                                                                                                                                                                                                                                                         |
| 16 | Q | <b>Who will purchase my ticket for Japan?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|    | A | You will have to buy your own return air ticket. Under Japanese immigration rules all Vulcanus trainees must enter Japan on the same day. By e-mail, we will instruct you which day this will be.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 17 | Q | <b>Until when can I <u>withdraw</u> from the programme without damaging the Centre?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|    | A | This is a <b><u>delicate issue</u></b> : in Japan there is no proper culture of traineeships, and once a file of a student has been sent to the Company, it is very difficult for the Company, culturally speaking, to understand the withdrawal of the student. Should a student withdraw after the beginning of March, it is very probable that the good relations between the Company and the Centre will be interrupted and that the Company will not apply again. This can cause substantial damage to the Centre's reputation and major problems in finding and retaining prestigious host companies.<br>Any withdrawal after the <b><u>beginning of March 2014</u></b> (the start of match-making) would cause big problems for the Centre. Please consider this issue and be certain of your intentions, before applying.                                             |
| 18 | Q | <b>* I will graduate in September 2014 (or similar); can I start the programme later? * I am looking for a traineeship of a shorter length (i.e. 5 months), could you provide one? * A traineeship has been offered to me by a Japanese company for 7 months, could I receive a Vulcanus grant?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|    | A | These and other similar scenarios are not possible. All participants must start the programme together (they must arrive the same day in Japan and, one year later, leave the same day from Japan – <b>These dates have to be announced by the Centre</b> ). The Vulcanus scheme is not flexible; participants must attend all its parts. Grants are offered exclusively to official Vulcanus participants.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 19 | Q | <b>If I apply with some friends, will it be possible to obtain placements in the same city?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|    | A | Match-makings are individual. Should you apply, you must be prepared to be the only short-listed applicant among your group of friends.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 20 | Q | <b>Will my accommodation include a private bathroom, kitchen, etc.? What furniture will there be in the room?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|    | A | This depends upon the Host Company. This information will be provided to us by the Company before your departure for Japan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 21 | Q | <b>May my partner or spouse spend some time/the whole year with me in Japan? Can you provide assistance for his/her visa, accommodation, etc?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|    | A | If you decide to apply, please fully understand and accept the following:<br>a/ Vulcanus <b><u>cannot</u></b> assist your partner/spouse in obtaining a visa for Japan.<br>Should you wish to take your partner/spouse to Japan, please be fully aware of the difficulties to obtain a visa for him/her, and apply to the programme <b>ONLY</b> if you are prepared to take part even if he/she will not obtain a visa.<br>b/ Through Vulcanus you are offered strictly personal accommodation in a company dormitory, where you are not allowed to host guests, whoever they be.<br>Should you wish to take your partner/spouse to Japan, all accommodation costs will be covered by you. The grant provided by Vulcanus is not sufficient to cover this extra cost, so please apply to the programme <b>ONLY</b> if you can cover the additional charges by your own means. |