

## HOW TO APPLY

### How to prepare your documents :

Download the application form (4 pages) from <http://www.eu-japan.eu/events/vulcanus-japan> (grey box), fill in electronically, print out and sign. Gather all the documents listed below (from 1 to 9)

### How to apply (2 steps):

#### 1/ Submit online data:

After having completely filled in the application form (this document), please fill in accordingly and submit the online form at

<https://goo.gl/forms/TRSwZwdA9oIH9sxf1>

(only one submission permitted)

#### 2/ Send your file by courier or post:

Prepare all the compulsory documents listed below.

Send your folder to:

**EU-Japan Centre for Industrial Cooperation**

Rue Marie de Bourgogne, 52, ( V )

1000 Brussels - BELGIUM

**between 5 and 20 January 2019**

**DEADLINE: 20 Jan. 2019** (latest possible postmark date)

**Make a scan before sending. No file will be returned.**

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

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## VULCANUS IN JAPAN 2019-2020 APPLICATION FORM

### A GENERAL DATA

<b>A1</b> Nationality of the applicant, as per passport	<b>ID PHOTO</b> <i>Please stick picture</i>
<b>A2</b> Gender (Mr / Ms)	
<b>A3</b> Family name(s) as per passport	
<b>A4</b> First name(s) as per passport	
<b>A5</b> Date of birth (dd/ mm/ yy) □□ / □□ / □□	<b>A6</b> Age as of 1st Sept. 2019 □□
<b>A7</b> Marital status:	
<b>A8</b> Military service (please tick): <input type="checkbox"/> completed; <input type="checkbox"/> not required; <input type="checkbox"/> to start after the end of the Vulcanus programme; <input type="checkbox"/> other:	
<b>A9</b> UNIVERSITY name (in English)	<b>A10</b> Faculty - Department
<b>A11</b> Course currently attended undergraduate / postgraduate <input type="checkbox"/> <input type="checkbox"/>	<b>A12</b> Location of the University
<b>A13</b> Is your file to be sent by the International Relations Office of your University? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>A14</b> Japanese host companies can apply until the end of January. From 8 January onwards, <b>SOME</b> of their offers will be visible by opening the file "LOP", at <a href="http://www.eu-japan.eu/events/vulcanus-japan">http://www.eu-japan.eu/events/vulcanus-japan</a> (grey box). The file will be regularly updated, though the final list will include more placements than those on the online list. <b>It is not necessary to fill in this field</b> , but if you are interested in particular placement offer(s), please quote the relevant 'offer numbers' □□ or □□ or □□	

### COMPULSORY DOCUMENTS must be:

- \* in English
- \* unstapled (*ne pas agraffer, non aggraffare, sin grapar, ungeklammert, niet samengeniet*)
- \* all together in one envelope
- \* with number handwritten in pencil on top right of 1st page of each document ( numbering as per scheme below )
- \* in the following order
- \* original (if in blue in the list below)

For **more information** please check document "More information on compulsory documents" at <http://www.eu-japan.eu/vulcanus-japan-0> (grey box)

1	<b>Application Form</b> (this document).
2	<b>CV</b>
3	<b>Letter explaining why you wish to take part</b> Max.1 page. .
4	<b>Letter of recommendation</b> by a professor of one of your major topics, with his/her contact details & signature. (Copy accepted)
5	List of all your <b>University grades</b> (print from the website of your university can be accepted).
6	<b>System of grading</b> at your University (print from the web can be accepted).
7	<b>Certificate of enrolment at your University OR letter from university administration, stamped and signed</b> stating your enrolment for the current academic year: 2018- 2019, until Summer 2019 <i>NB: Should you enrol term after term, please provide the Autumn/Winter Term certificate of enrolment, + a letter written by yourself, certifying that you undertake to provide the Spring Term Certificate by the end of March 2019.</i>
8	<b>Medical self-declaration</b> issued and dated after September 2018, 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. (Copy accepted)
9	(Do you wish to add optional documentation? Please add it at the end of your original file) <b>In a separate folder, but in the same envelope: photocopy of the above-listed documents, from n°1 to n°8 (same order).</b>
10	<b>Online submission of personal data</b> , through the online link <a href="https://goo.gl/forms/TRSwZwdA9oIH9sxf1">https://goo.gl/forms/TRSwZwdA9oIH9sxf1</a> (only one submission permitted). Please fill in this survey <b>ONLY AFTER</b> having completely filled in the application form and before sending your

application by post (more info in box on top left of this page).

## B EDUCATION & LANGUAGE SKILLS

### B-A UNIVERSITY / HIGHER EDUCATION

- **Current** (in the case of a double degree, please check field B-A10)

<b>B-A1</b>	Name of University currently attended
<b>B-A2</b>	City
<b>B-A3</b>	EU / COSME country
<b>B-A4</b>	Faculty/Department
<b>B-A5</b>	Major Subject
<b>B-A6</b>	Level of the course you are following (levels: <b>U</b> =undergraduate) / <b>S</b> =specialisation / <b>M</b> =master's / <b>D</b> =doctorate) Official year you are enrolled in
<b>B-A7</b>	Official length of the course you are following
<b>B-A8</b>	When do you expect to graduate? (month & year, <b>without taking into account</b> a potential participation in Vulcanus): <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> (mm / yy)
<b>B-A9</b>	Vulcanus participants are not expected to graduate during the programme. If your graduation is scheduled during the Vulcanus year, will you be able to anticipate/postpone it? (please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No

- **Overall view**

<b>B-A10</b>	How many <u>official</u> years have you successfully completed at the University/Higher Education up to now? (at least 4 to be eligible). Please make the <u>SUM</u> , including the year you are currently enrolled in (though you haven't completed it yet). Please read examples below, then write your formula and sum in this box: <i>Possible levels: P=prépa (for France) / U=undergraduate) / S=specialisation / M=master's / D=doctorate or PhD</i> <i>Examples:</i> <i>1<sup>st</sup> example: If you have completed the exams of the 3rd bachelor/undergraduate &amp; you are enrolled in the 4th year (specialization or master) <math>4U=4</math> or <math>3U+1S=4</math> or <math>3U+1M=4</math></i> <i>2<sup>nd</sup> example: If you have completed 3 years bachelor/undergraduate, 2 years Master &amp; you are currently enrolled in the 1<sup>st</sup> year Doctorate <math>3U+2M+1D=6</math></i>
<b>B-A11</b>	Are you following a double degree? [If "yes", please give details below] (please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No <i>-Details of double degree, if applicable:</i>
<b>B-A12</b>	Have you already been awarded one or more degrees in another field of study? [If "yes", please include details in your CV] (please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No

- **More information**

<b>B-A13</b>	When did you first enrol at the University? / (mm/yy)
<b>B-A14</b>	Did you enrol immediately after high school? (please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>B-A15</b>	If not, why not?
<b>B-A16</b>	Have you interrupted your university studies for one/more year(s)? (please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>B-A17</b>	If yes, for how many years? <input type="text"/> <input type="text"/> And why?
<b>B-A18</b>	Give details of additional academic results if relevant
<b>B-A19</b>	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) <i>If none, leave blank</i>
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### B-C SCHOOLS (from secondary education on)

Dates: from... to...	Relevant examinations /courses taken (baccalaureate, etc.). Give <u>final</u> grades.
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### B-D SCHOLARSHIPS

Detail any scholarships, prizes, papers published. Please attach list of publications if insufficient space. <i>If none, leave blank</i>
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**B-E LANGUAGE SKILLS**

Mother tongue:

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Other languages:

	Written			Spoken		
	Basic	Good	Excellent	Basic	Good	Excellent
* English	<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 employment (temporary, permanent, voluntary work etc ). Include military service, if applicable.  
*If none, leave blank*

Employer	Dates: from...to...	Type of work - job title	Achievements

**D PRACTICAL SKILLS**

Do you have any hands-on practical experience, linked to your field of studies?  
(e.g. electrical/electronic hardware, mechanical equipment, computer systems, ...). Please detail. *If none, leave blank*

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**E INTERESTS AND ACTIVITIES**

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

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**F TIME SPENT ABROAD**

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

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

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

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H CONTACT DETAILS	
H-A APPLICANT	Current
	H-A1 Address (+ postal code) _____
	H-A2 Tel.: _____ country code: 00 area code (0) _____ number _____
	H-A3 Mobile tel.: _____ country code: 00 number _____
	Permanent
	H-A4 Address (+ postal code) _____
H-A5 Tel.: _____ country code: 00 area code (0) _____ number _____	
H-A6 e-mail: _____	
H-B INTERNATIONAL RELATIONS OFFICE of your University	H-B1 Name of person in charge: _____
	H-B2 His/her tel. no.: _____ country code: 00 area code (0) _____ number _____
	H-B3 His/her fax no.: _____ country code: 00 area code (0) _____ number _____
	H-B4 His/her e-mail: _____
	H-B5 Address of the office: _____
H-C PROFESSOR who will write your letter of recommendation	H-C1 His/her name: _____
	H-C2 His/her tel. no.: _____ country code: 00 area code (0) _____ number _____
	H-C3 His/her fax no.: _____ country code: 00 area code (0) _____ number _____
	H-C4 His/her e-mail: _____

## ii IMPORTANT NOTICES

**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 2020, after full completion of the programme. In case of your withdrawal, the deposit will be forfeited.

**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.

**i-3 - Your graduation date.** The Vulcanus programme must be attended in full (end of August 2019–beginning of September 2020). Should your graduation date be fixed during this period, please indicate if you accept to postpone it until after your return from Japan.

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

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

**i-6 - Total commitment to Vulcanus from 1<sup>st</sup> March to 1<sup>st</sup> June 2019**

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).

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

(please tick)  **I ACCEPT ALL THE ABOVE NOTICES**

**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. (please tick)  **YES**

**I HAVE DULY SUBMITTED THE ONLINE FORM WITH MY PERSONAL DATA (COMPULSORY DOC N°10)** (please tick)  **YES**

→ I hereby acknowledge my full understanding of the data protection policy of the EU-Japan Centre.

(see <https://www.eu-japan.eu/privacy-policy>)

(please tick)  **YES**

**i-8 Date:**  /  /

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