



2015 the University of the Ryukyus
Japanese Business Internship Program
Application Information

2015 University of the Ryukyus Japanese Business Internship Program

Guidebook

1. Program Summary

Through the University of the Ryukyus' International Student Center, this short-stay program is designed for students who have a desire to work in a Japanese business, and have a high proficiency level in Japanese language.

In this program, students will be taught common communication knowledge, and Japanese business manner, used in an actual business scene, such as the differences between the markets in Japan and foreign countries, about business culture and society... about taught professional education.

Through this internship program, students will master effectively, practical business competency, and up bring students who can play an active role in this industry, who will promote understanding of Japan's industry.



Participants 2014



Business Japanese Study Training Course

2. Applicant requirements for internship program qualification

- 1.) Applicant's home university is a current partner exchange university with the University of the Ryukyus. Also, the applicant must be currently enrolled as either an undergraduate or graduate student at their home university, and attain approval for participation in the program by the applicant's home university.
- 2.) Upon completion of this short-term internship program, the student will return to their home university in order to continue and complete their respective studies.
- 3.) Applicant must possess a Japanese ability level of at least the equivalent to a N2 level of the Japanese Language Proficiency Test (JLPT), as well as hold a Japanese language level to appropriately be able to communicate to work in an actual business setting.

*For participants arriving at Naha International Airport on Tuesday, August 5, 2014, a staff member from the university will be there to pick you up at the airport and transport you to your place of stay. However it must be stressed that this type of transportation access will only be available for students on this day only. For any other day, the student will need to find their own form of transportation from the airport to their place of stay.

3. Number of Participants

4 students

Selection of participants will be based on the quality of the student's application and submitted documents. There will also be a video-telephone interview conducted.

4. Program Schedule

8/3: Participants arrive in Okinawa

8/4: Opening ceremony & orientation
Business Japanese language test

8/5: Business Japanese Study Training Course 1, 2
Special Lecture 1, 2 (Composition of resume part 1)

8/6: Special Lecture 3-6 (Composition of resume part 2)

8/7: Special Lecture 7 (Internship readiness preparation)
Special Lecture 8 (How to write a letter of appreciation)

Business Japanese Study Training Course 3, 4

8/10: Business Japanese Study Training Course 5, 6

8/11: Business Japanese Study Training Course 7, 8

8/12: Learning about participant's company of internship 1, 2

8/13: Learning about participant's company of internship; visit to company

8/14: Special Lecture 9, 10

On hands learning of Okinawan culture (Sanshin & Eisa)

8/17-9/11: Internship work

9/14-9/15: Prepare for internship study report presentation

Survey and interview

9/16: Internship study report presentation, and finishing ceremony

9/17: Participants return to home country



ザ・テラスホテルズ(株)



沖縄観光コンベンションビューロー



沖縄電力(株)



(株) オリオンビール



(有) スタプランニング



(株) ラジオ沖縄



沖縄ツーリスト(株)



(株) 琉球新報社



(株) DFS 沖縄



トヨタレンタリース沖縄(株)



忠孝酒造(株)



ANA クラウンプラザ沖縄ハーバービュー



(有) サザンクロスロード



(株) パシフィックホスピタリティグループ

5. Course Registration Information

Certificate of Completion will be received upon completion of the finishing ceremony. This program is noncredit course for 2015.

*Note: Placement for each student in their desired internship will be ultimately based on which company is suited best for each student upon decision by the university.

**Note: The internship itself will NOT be a paid internship

6. Participant Fees, etc.

<Each participant shall be responsible for their own expenses during the program>

1.) Internship course textbook "Bonjinsha Business Japanese 1 & 2" (approximately 4,000 yen).

*If you already own this textbook, you may bring it with you to use so that you will not need to purchase a new one.

2.) Roundtrip ticket to and from Okinawa.

3.) Transportation costs while living in Okinawa (approximately 20,000 – 50,000 yen)

4.) Meal expenses, and other personal expenses.

<Expenses the University of the Ryukyus will provide for>

1.) Lodging expenses during the duration of the program (including one day prior and one day after the program's specified duration, August 3, 2015 – September 16, 2015 (46 days).

*If a participant wishes to stay for a longer period exceeding this duration, the student must pay for their expense.

**If a participant wishes not to live in the University's designated place of stay, they must be responsible for their own lodging arrangements and expenses.

2.) Insurance fee:

Personal accident insurance for students and researchers: 1,000 yen

Incidental liability insurance for gakkens: 340 yen

*Both insurance fees are completely separate from normal travel insurance fees, and required by the University. Travel insurance fees are of the responsibility of the participant.

7. Application Requirements

1.) Application form

2.) Certificate of current enrollment at applicant's home university (written in either English or Japanese)

3.) Applicant's academic transcript obtained from home university (written in either English or Japanese)

4.) Letter of Recommendation (can be written in any format, in either English or Japanese)

5.) (2) Passport sized photos (Approximately 4cm x3cm, taken within six months of application submission; picture must contain no background)

8. Deadline for Submission of Application:

Friday, June 5, 2015

9. Address for Application Submission:

The University of the Ryukyus
International Collaboration Section
1 Senbaru, Nishihara, Okinawa
Japan, 903-0213

*Application must be submitted by person in charge of international student exchange affairs at applicant's home university.

**Please note that any application that is NOT directly submitted by person in charge of international student exchange affairs at applicant's home university will NOT BE ACCEPTED.

***For those applying from the University of Hawaii at Manoa campus, applications MUST be submitted by the individual student, AND for students applying through the University of Hawaii at Hilo campus, applications MUST be submitted by course instructor.

10. Notification of Application Acceptance Results

At the beginning of July 2015 the University of the Ryukyus will notify the person in charge of international student exchange affairs at applicant's home university of application results.

*Applicants at the University of Hawaii at Manoa will be notified directly of results, and applicants at the University of Hawaii at Hilo will be notified by course instructor.

11. Lodging Information

The University of the Ryukyus will secure and pay for all housing accommodations of internship program participants.

*Lodging area will be off-campus, with approximately 2-4 people per room, during August 3, 2015 – September 17, 2015 (45 nights and 46 days)

**If a participant chooses not to live in the designated lodging, or if the participant quits the program before completion, they will be responsible for securing their own lodging accommodations, as well as all expenses.

***Students will not be able to reside in the International House on campus.

12. VISA Information

Each participant will be classified under a short term stay residency status.

*There may be an instance in which the participant may not be required to obtain a VISA, depending on their nationality; the University of the Ryukyus will confirm this.

**Expenses accrued during VISA acquirement will be paid for by the participant.

13. If there are any questions or concerns in regards to any part of this internship, please contact:

Rie MAESHIRO (Ms.)

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University of the Ryukyus

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