

HOW TO APPLY

How to prepare your documents :
Download the application form (4 pages) from <http://www.eu-japan.eu/events/vulcanus-japan>, 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/ejUCvsA7pi8OeAVE3> (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 2018
DEADLINE: 20 Jan. 2018 (latest possible postmark date)

Make a scan before sending. No file will be returned.
More information: 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   2018-2019 APPLICATION FORM

A GENERAL DATA

A1 Nationality of the applicant, as per passport	ID PHOTO <i>Please stick picture</i>
A2 Gender (Mr / Ms)	
A3 Family name(s) as per passport <input type="text"/>	
A4 First name(s) as per passport <input type="text"/>	
A5 Date of birth (dd/ mm/ yy) ___ / ___ / ___	A6 Age as of 1st Sept. 2018 ___
A7 Marital status:	
A8 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:	
A9 UNIVERSITY name (in English)	A10 Faculty - Department
A11 Course currently attended undergraduate / postgraduate <input type="checkbox"/> <input type="checkbox"/>	A12 Location of the University
A13 Is your file to be sent by the International Relations Office of your University? <input type="checkbox"/> YES <input type="checkbox"/> NO	
A14 Japanese host companies can apply until the end of January. From 9 January onwards, SOME of their offers will be visible by opening the file "LOP", at http://www.eu-japan.eu/events/vulcanus-japan (grey box). The file will be regularly updated, though the final list will include more placements than those on the online list. It is not necessary to fill in this field , but if you are interested in particular placement offer(s), please quote the relevant 'offer numbers' _____ 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 **exceptions** and **more information** please check document "More information on compulsory documents" at <http://www.eu-japan.eu/vulcanus-japan-0>

1	Application Form (this document).
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 (print from the website of your university can be accepted).
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 current academic year: 2017- 2018, until Summer 2018 <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 2018.</i>
8	Medical certificate issued after September 2017, stating that there are no pre-existing medical conditions that would affect your involvement in the Vulcanus activity.
9	(Do you wish to add optional documentation? Please add it at the end of your original file) In a separate folder, but in the same envelope: photocopy of the above-listed documents, from n°1 to n°8 (same order).
10	Online submission of personal data , through the online link https://goo.gl/forms/ejUCvsA7pi8OeAVE3 (only one submission permitted). Please fill in this survey ONLY AFTER 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-A1 Name of University currently attended

B-A2 City

B-A3 EU / COSME country

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

B-A7 Official length of the course you are following

B-A8 When do you expect to graduate? (month & year, without taking into account a potential participation in Vulcanus): ___ ___ / ___ ___ (mm / yy)

B-A9 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) Yes No

- **Overall view**

B-A10 How many official years have you successfully completed at the University/ Higher Education up to now? (at least 4 to be eligible). Please make the SUM, 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:

Possible levels: **P**=prépa (for France) / **U**=undergraduate) / **S**=specialisation / **M**=master's / **D**=doctorate or PhD

Examples:

1st example: If you have completed the exams of the 3rd bachelor/undergraduate

& you are enrolled in the 4th year (specialization or master) $4 U=4$ or $3 U+ 1 S = 4$ or $3 U+$

$1 M = 4$

2nd example: If you have completed 3 years bachelor/undergraduate, 2 years Master

& you are currently enrolled in the 1st year Doctorate $3 U+ 2 M + 1 D = 6$

B-A11 Are you following a double degree? [If "yes", please give details below] (please tick) Yes No

-Details of double degree, if applicable:

B-A12 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

- **More information**

B-A13 When did you first enrol at the University? / (mm/ yy)

B-A14 Did you enrol immediately after high school? (please tick) Yes No

B-A15 If not, why not?

B-A16 Have you interrupted your university studies for one/more year(s)? (please tick) Yes No

B-A17 If yes, for how many years? ___ ___ And why?

B-A18 Give details of additional academic results if relevant

B-A19 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) *If none, leave blank*

B-C SCHOOLS (from secondary education on)

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. *If none, leave blank*

B-E LANGUAGE SKILLS

Mother tongue:

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*

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.

F TIME SPENT ABROAD

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

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).

H CONTACT DETAILS

H-A APPLICANT	<input type="checkbox"/> Current		
	H-A1 Address (+ postal code)	_____	
	H-A2 Tel.: country code: 00	area code (0)	number
	H-A3 Mobile tel.: country code: 00	number	
	<input type="checkbox"/> 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 2019, 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 2018–beginning of September 2019). Should your graduation date be fixed during this period 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, 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 1st March to 1st June 2018

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. I understand that during and after the course, my details may be included in a printed/electronic Alumni directory/database.

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

i-8 Date: ___ / ___ / ___

i-9 Signature (full name): _____