



VULCANUS IN JAPAN 2024-2025 - HOW TO APPLY



Co-funded by
the European Union

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 an EU / SMP associated country 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 2023/24 on header paper <u>OR</u> letter from university administration, stamped | <u>Yes</u> | Yes | |

1 - APPLICATION FORM

Download word document (5 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 5 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.

→ 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/SMP associated country 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/SMP associated country 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): “(name of the student) is enrolled at the University (name of the university), (name of the city and country), for the entire academic year **2023/2024**, 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 2024.*

- *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.*

Step 2 - How to upload your documents

Save documents from 1 to 7, one by one, in pdf. Re-name each pdf as per above checklist (with appropriate number+name: *Example: 1-application form*). Transfer the 7 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. Please do not protect with password. The link shall be active until July 2024..

Step 3 - How to apply online

Please fill in online form at: <https://forms.gle/1n6PkkGgpzseQ88s9> in English, with the same information written in your paper application form, **plus** the drop-box hyperlink. Please **submit by 20 January 2024**.

Applications after this date 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.