



## Spring International Internship Program 2024

### [Business]

# Application Guide for the Business Internship Program Co-sponsored by FPT University

Hosei University will co-host a business internship program, lasting for about four weeks, at several companies in Vietnam. This is in cooperation with FPT University, which is our partner university, established with the aim of cultivation of human resources by FPT Corporation, the largest information technology (IT) company in the country. Under the program, students can experience an internship not only in IT fields such as software development, but also in various other business fields, including human resources, marketing, publicity and quality assurance.

Objective	To develop business skills at a global level through practical training at Vietnamese companies.
Co-sponsor	FPT University (in Vietnam) *Refer to the official site: <a href="http://international.fpt.edu.vn/">http://international.fpt.edu.vn/</a>
Number of participants	Up to 5 *If none of the applicants are deemed suitable for a certain location, the program itself may be canceled.
Eligible applicants	University students and graduate students (regular course students only) *Any major is acceptable, but the available positions and companies of the internship are mainly in IT & Business.
Visiting site	Da Nang (in Vietnam) *Work location depends on the place of each internship-hosting company. Refer to the list of Internship Host Companies.
Credit Granting	Credit may be applied, depending on faculty approval. *Refer to the list of Credit Granting Programs provided by the Global Education Center.
Training contents	Selected applicants will take part in training sessions to develop basic knowledge including Vietnamese culture and business manners at Vietnamese companies, and then will be sent to different hosting companies to do an internship for about four weeks. After the selection of applicants, they will be assigned to suitable hosting companies depending on the category of business and type of work desired by each participant - encompassing a broad range of business fields, including IT fields such as software development as well as human resources, marketing, publicity, and quality assurance - through in-person and online meetings and other modes of correspondence among FPT University and hosting companies in Vietnam.

### 【Schedule】

Dates	Contents	Site / Submission destination, etc.
Scheduled to be conducted online a few times	Information Session	Refer to the Global Education Center website for details.
Sep. 25 <sup>th</sup> (Wed.) – Oct. 9 <sup>th</sup> (Wed.) 2 p.m.	Application Period	Refer to the “Application procedure” below.
Oct. 15 <sup>th</sup> (Tue.) or later	Announcement of the applicant screening result	Notification by e-mail
Oct. 19 <sup>th</sup> (Sat.) *Cannot be changed	Interview	Details will be provided later
Oct. 22 <sup>nd</sup> (Tue.) or later	Announcement of the oral interview result	Notification by e-mail
From November to December *Excluding terms of classes and exam periods	Procedures to allocate interns to suitable hosting companies	Attend an online interview with a coordinator from FPT university and a host company
Jan. 11 <sup>th</sup> (Sat.) 1 p.m. – 4 p.m. (TBA)	Briefing session	Ichigaya G Lounge (Ouchiyama building 2F)

Feb. 16 <sup>th</sup> (Sat) – Mar. 15 <sup>th</sup> (Sat) *Departure dates	Overseas internship period	FPT University or Hosting companies
Apr. 12 <sup>th</sup> (Sat.) afternoon (TBA)	Reflection seminar	Ichigaya G Lounge (Ouchiyama building 2F)
May. 2025 (TBA) *Optional	Debriefing at the event	Ichigaya Hosei Global Day 2025

\*Attendance for Information Session is not mandatory but recommended as it introduces contents of the program.

\*Refer to the “Internship Agenda” for program details.

\*All communications regarding the application, selection, and post-acceptance procedures will be sent to the e-mail address given by Hosei University (@stu.hosei.ac.jp).

### 【Participation fees】

Fees	Paid by Hosei University	Paid by each participant
Traveling expenses in Japan	—	✓ (Actual cost)
Round-trip airfare (Airline to be designated by the university)	—	✓ (Actual cost)
Program participation fee (Including training and inspection fees)	✓	—
Transportation costs to and from the airport in Vietnam at arrival and departure	✓	—
Accommodation fee *	✓	—
Overseas travel insurance (Designated by the university)	—	✓ (Approx. 20,000 JPY)
Meal costs	—	✓ (Actual cost)
Commuting costs (Between your lodging facility and hosting company)	—	✓ (Actual cost)
Personal expenses	—	✓ (Actual cost)

\* Participants will be staying at the hotel room shared by two students. During the program, 2-3 days will be spent with a Vietnamese host family in order to deepen understanding of Vietnamese culture.

NOTE: This program is eligible for the Japan Student Services Organization (JASSO) scholarship (70,000 yen). However, applicants must have Japanese citizenship or permission to permanently reside in Japan (including special permanent residents). For details, please refer to the Japanese version of the application guideline.

**【Qualification】** Applicants must satisfy all the following requirements:

1. Communication skills in English or the local language of the destination (TOEIC 550 or more)

\*Communication skills in the local language would be desirable but are not essential.

2. Applicants must be able to participate in all of the explanatory meetings and review seminars designated by Hosei University and FPT University before and after the internship program.

3. Consent of a guarantor for the application/participation

4. Passport must be valid for at least 6 months from the departure date.

\*New or renewed passports must be obtained by the date of interview.

**【Application】** <Period> **Wednesday, October 9th 2 p.m. \*FINAL DEADLINE**

1. <Documents> Prepare a copy of your student ID, language certificate, and passport (scanned data PDF of the original).

2. <Essay> Download the application form data from Global Education Center website below and enter your answers to each item. Please also check the website for the format for submission.

[http://www.global.hosei.ac.jp/programs/oncampus/volunteer\\_internship/](http://www.global.hosei.ac.jp/programs/oncampus/volunteer_internship/)

3. Through the application form below to answer the questions and submit the required documents (described in “1”) and application essay (described in “2”).

<https://forms.gle/Q3GKFq7tMmi1ocm86>

\*<Note> **You can't apply for more than one program in the spring of 2024**

\*Make sure to submit the Application Essay as a Word file.

\*Application documents and essay must be prepared by yourself. If any misconduct is discovered, such as using corrected sentences or using content created by others (including generative AI, etc.), the applicant

will be disqualified.

\*Those who are currently participating or planning to participate in an overseas program (SA program, etc.) at Hosei University should confirm in advance with Global Education Center regarding their eligibility to apply for this program.

**【Note】 Be sure to confirm the following before submitting your application:**

1. Participants are not allowed to visit countries other than the destination on the way to or back from the program.
2. Participants must purchase air tickets designated by the university for the purpose of risk control.
3. Participants must take out overseas travel insurance designated by the university.
4. In case of cancellation, you will be charged with an amount equivalent to the actual costs claimed by the co-host (FPT) at that point.
5. Participants must sign a pledge before departure.
6. Participants must submit a report in a predetermined manner.
7. Read the Ministry of Foreign Affairs' safety information concerning security of your destination and the precaution statement of the Ministry of Health, Labor and Welfare quarantine station for infections and other health hazards.
8. Participation in the program may be terminated if a participant engages in any act that is illegal or offensive to public order and morals.

< Contact >

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