

## FPT Summer International Internship program 2024



# FPT Summer 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 a number of 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.

**Note: You can't apply for more than one program in the summer of 2024**

Objective: To acquire business skills at a global level through internships at Vietnamese companies.

Co-sponsor: FPT University (in Vietnam) <http://international.fpt.edu.vn/>

Number of participants: 5 persons

\*If none of the applicants are deemed suitable for a certain location, participation in the program at the destination may be cancelled

Eligible applicants: University students and graduate students

\* Any major is OK, but the available positions and companies of the internship are mainly in IT & Business.

Internship site: Vietnam Danang \*Work location depends on the place of each internship-hosting company.

Application for Credit: Credit can be applied for but credit granting policies may differ between faculties.

\*Check the List of Credit Granting Policy of Faculties for the Programs directed by Global Education Center

Training contents: Selected applicants will take part in training sessions to acquire 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.

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.
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 Aug. 4. \*New or updated passports must be obtained by May 25 (Sat.).

Schedule:

Dates	Contents	Site/submission destination, etc.
Apr. 23rd (Tue), 24th (Wed), 26th (Fri) May 11th (Sat) Hosei Global Day 2024	Information Session	Refer to Global Education Center web site in detail.
Apr. 22nd (Mon) ~May 13th (Mon)14:00	Application Period	Submit of forms via the online application form.
May 21st (Tue) or later	Announcement of the applicant screening result	Notified by e-mail
May 25th (Sat) ※Cannot be changed.	Interview	Details will be informed later
May 27th (Mon)or later	Announcement of the oral interview result	Notified by e-mail
In June to July	Procedures to allocate interns to suitable hosting companies (Excluding terms of classes and exam periods)	Conduct an online interview with coordinator from FPT university and a host company
July 13th (Sat) 13:00~16 :00(TBA)	Briefing session	Ichigaya G Lounge
August 5th (Mon) to 30th (Fri) *Departure date will be 1-2 days before and after the program.	Overseas internship period	FPT University or Hosting companies
Oct. 5th (Sat) (TBA)	Reflection seminar	Ichigaya G Lounge
Mid-May 2025 (Optional)	Debriefing at the event	Hosei Global Day 2025

\*Attendance for Information Session is not mandatory but helps you to know about contents of the program.

\* Please refer to the “Internship Information Agenda” for program details.

- Application: 1) •Submit the Application Form, which you can get from Hosei University Global Education Center web site. [https://www.global.hosei.ac.jp/programs/oncampus/volunteer\\_internship/](https://www.global.hosei.ac.jp/programs/oncampus/volunteer_internship/) , via the online application form below within the application period. <https://ws.formzu.net/fgen/S323903103/>
- Also submit a scanned copy of your Student ID card and language certificate.
  - Please make sure to submit the Application Form as a Word file.
  - Please note that the "Application Form" 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.
- 2) Both document screening and interview screening results will be sent to your university e-mail address (@stu.hosei.ac.jp).
- 3) 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 the application for this program.

Participation fees:

	Paid by university	Paid by each participant
Traveling expense 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 from and to the airport in Vietnam at arrival and departure	✓	—
Accommodation fee *1	✓	—
Overseas travel insurance (Designated by the university)	—	✓ (Approx. ¥20,000)
Meal costs	—	✓ (Actual cost)
Commutation 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.

\*\* 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.

**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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