



Application Guide for the International Internship Program

Co-sponsored by Babes-Bolyai University

Hosei University will co-host an on-site international internship program in Cluj-Napoca, Romania, lasting for about three weeks, at a number of companies, NGOs, and public offices in cooperation with Babes-Bolyai University, which is our partner university and one of the leading universities in Romania. The city of Cluj-Napoca where the university is located, is the second largest city after Bucharest, a very vibrant academic city, with lots of opportunities for studying, spending free time and meeting other international students and employees. It is located in the heart of Transylvania, approximately 500 km northwest of Bucharest.

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 the on-site internship program at host organizations in Cluj-Napoca. To be part of a project which combines internship with learning about a different culture and society. To have direct interactions with Romanian students and professors. To experience life in Cluj-Napoca and its surrounding areas and to take part in tourist activities during the weekend.
- Co-sponsor:** Babes-Bolyai University, Romania <https://www.ubbcluj.ro/en/>
- Number of participants:** 1 person
*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
- Training contents:** You will be assigned by Babes-Bolyai University to an organization selected from a wide range of host organizations, including IT companies, local NGOs and public administrations, etc., based on your major / minor, experiences and specific interests.
- 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:** The program offers a combination of presentations/classes about the Romanian history and culture, the actual internship in a company or other organization based on your interest and weekend activities for visiting main attractions in Transylvania.

Schedule:

Date	Contents	Site/submission location, 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 UBB and a host company
July 13th (Sat)13:00~16 :00(TBA)	Briefing session	Ichigaya G Lounge
Aug. 20th (Tue)to Sep. 17th (Tue) *Departure date will be 1-2 days before and after the program.	Overseas internship period	UBB or Hosting companies
Oct. 5th (Sat)	Reflection session	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.

Qualification: Applicants must satisfy all the following requirements

1. Communication skills in English or the local language of the destination (No minimum score standard)
※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 Babes-Bolyai 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. 20th. *New or updated passports must be obtained by May 25 (Sat).

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/ ,

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 ones 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 Cluj-Napoca at arrival and departure	✓	—
Accommodation fee *	✓	—
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 dormitory arranged by UBB (breakfast included).

** Throughout the program, several meals (lunches and dinners) will be covered for students by Babes-Bolyai University. During the weekend trips all meals will be paid by UBB. There are going to be two overnight trips to various cities and tourist destinations in Transylvania. A number of trips with public transportation in Cluj – 30 tickets will be also covered by UBB as part of the program. Public transportation includes buses, trams, and streetcars.

*** 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 (UBB) 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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