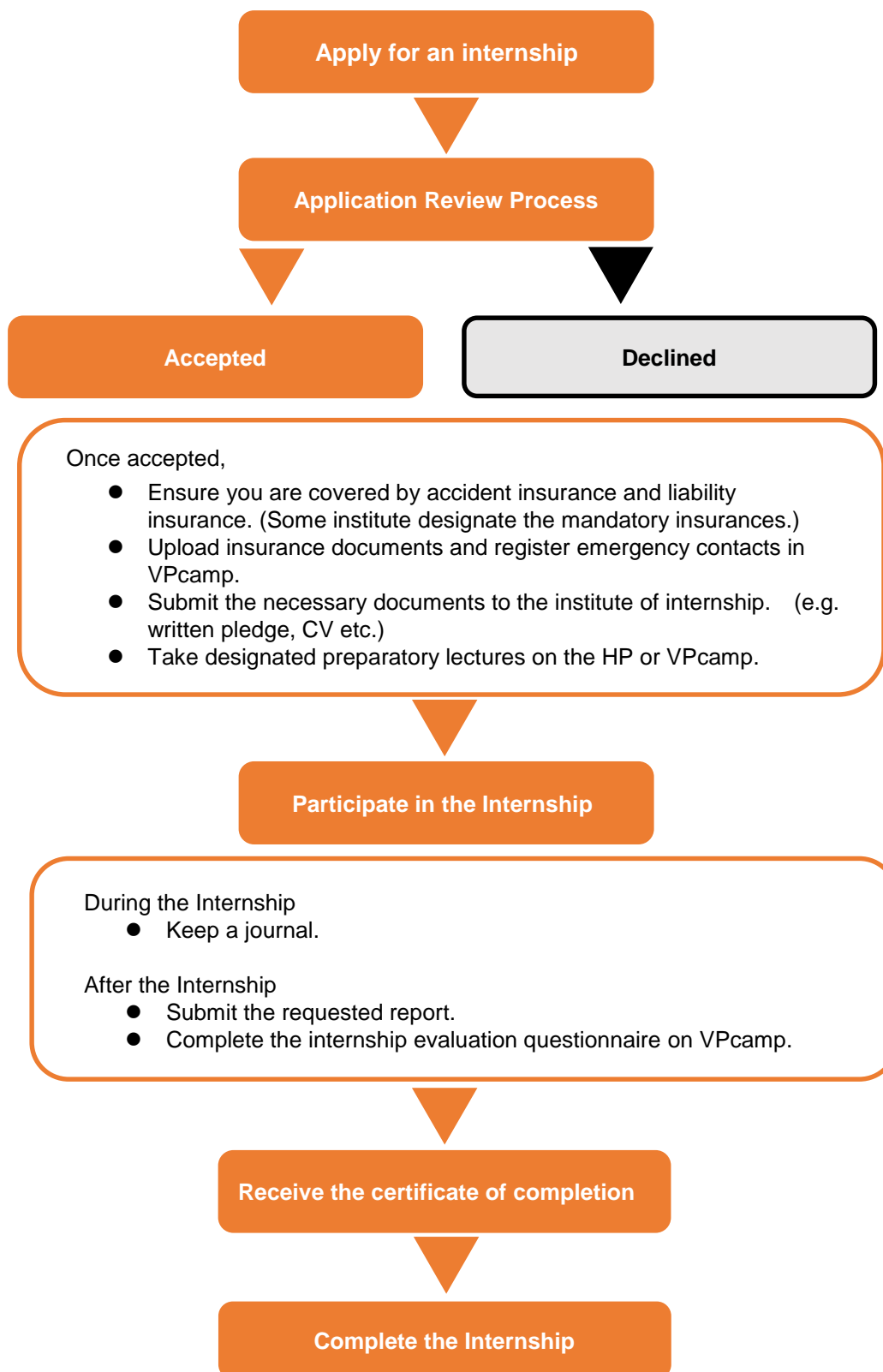


## Process Overview



### Apply for an Internship

- Choose an internship you want to participate in:
  - Search by area / organization  
<http://www.vetintern.jp/area/>
  - Search by contents  
<http://www.vetintern.jp/contents/>
  
- If you apply an internship via VPcamp for the first time, create your account with your mail address and set a password.  
<https://vetintern.jp/entry/signup>
- If you have already your account, login with your mail address and password.  
<https://vetintern.jp/entry/login>
  
- Fill in the application form. The application form is attached in Appendix 1 for your reference.

### Application Review Process

- All applications are reviewed giving attention to every aspect of your application not only your qualification but also your statement of purposes. Be aware the review is executed in a comprehensive manner; balance among universities, the location of university, and other factors also are taken into account.
- The admission decision is notified to all applicants by e-mail within around 10 days after closing the application period. In case you don't receive notification, contact VPcamp office.

### Once Accepted, What to Be Done Next

- Make sure you are covered by accident insurance and liability insurance in order to prepare an unexpected accident during the internship. It is recommended to contact your university first to inquire about your insurance status since you might have bought insurance at university admission.
- Select the insurance suitable for the internship. The terms and conditions to claim the insurance payout or compensation vary from one contract to another. Some internship requires the insurance designated by the institute of internship.
- Get the documents proving that you are covered by accident insurance and liability insurance. Scan or take a photo of your documents at lower DPI (dots per inch) that produces a legible image. The file should be provided in JPEG format, not exceed 6000px in height and width and no larger than 10MB. .
- Identify 2 emergency contacts. One is to be your academic supervisor or an equivalent

person at your university. The other is to be someone in your private relations like your family. Both contacts should be informed and consent beforehand to that you will be on internship and they are designated as your emergency contacts during the period of your internship.

- Register the insurance documents and emergency contacts in the additional registration form on VPcamp. Upload the JPEG file into the VPcamp and register your two emergency contacts (i.e. at university and private) there.

[http://www.vetintern.jp/successful\\_applicants/](http://www.vetintern.jp/successful_applicants/)

The additional registration form is attached in Appendix 2 for your reference.

- The institute of internship will reach you to inform :
  - The designated place to meet up, and the date and time
  - The place(s) of internship, and the date and time
  - Dress code
  - Program details
  - Access
  - Accommodation advice
  - Contact name and number
  - Necessary documents (e.g. written pledge, CV, etc.)
  - The details of internship report(s) to be submitted at the end of the internship.

### Accommodation and Transportation

- You should bear the cost of accommodation and transportation.
- Accommodation should be arranged by yourself.
- The institute of internship might provide information about accommodation
- It is recommended to arrange early accommodation and transportation otherwise you might miss the opportunity of internship.

### Preparatory Lectures

- Make sure to take the preparatory lectures prior to the internship if any. It would help you learn more from the internship and leverage the opportunity to the full advantage.
- The preparatory lectures are available at VPcamp. The password is provided via e-mail to the admitted applicants.

<http://www.vetintern.jp/video/>

### During the Internship

- Be punctual. Be sure to meet up at the designated place at the time on the day.
- Be sure to carry the contact name and number for just in case.

- Pay attention to the instructions given by the institute of internship. At the beginning, the institute provides an orientation including conventions and rules during the internship.
- The institute of internship is NOT an educational institute. Keep in mind that the institute performs their tasks collaborating with other departments, organizations, or partners. Follow their instructions or guidance. Think and act for yourself how to optimize the value of internship.
- Keep a journal during the period of internship.
- Make sure the requirements of the report you should submit.

### Complete the Internship

- Submit the requested report. Meet the deadline.
- Complete the internship evaluation questionnaire through the link on VPcamp that is sent via e-mail from VPcamp office
- The certificate of completion and your evaluation will be provided from the institute one or two months later if you get through all necessary processes.

### Important Reminders

- What to bring.  
Generally below are at minimum requested to bring, make sure to bring:
  - Seal
  - Student identification card
  - National health insurance card
  - Notepad, writing paper, and pen etc.
  - Anything designated by the institute
- Preliminary research about the institute  
It is recommended to know about the institute of internship beforehand, for example, to know:
  - Organization chart, number of staff, the relevant ministry(s)
  - Description of job
  - Recent news
- Dress code  
Business casual. Dress appropriately as intern student - shirt, trousers, suite and tie for male students and blouse, skirt or trousers for female students. If special instructions are given from the institute, follow them.
- Attention:
  - Obey the instructions given by the institute.
  - Remember the names of staff in the institute to communicate smoothly.
  - Prevent private talk during the internship.

- Make sure to keep the internship supervisor in the institute be notified where you are. Let him/her know when you are away from the site.
- Switch off your mobile phone during working hour.
- Keep the smoking guidelines. It is recommended to prevent smoking during working hour. Be aware some institutes prohibits smoking on site.
- Use and treat carefully tools or facilities in the institute. Return back them as they were.
- Pay attention to make the working area neat and clean. Clean up the area every day at the end of the work.
- Communicate with the supervisor at the end of the work every day to make sure the schedule and plan of the next day.
- Communicate with the supervisor efficiently, accurately and closely.
- Don't enter the off-limits area or take photos without permission.
- In case an accident occurs, not only during working hours but also on the way to commute, notify the supervisor immediately and get instructions on what should be done. Also be sure to inform your university and VPcamp office as well.
- Keep a journal on what you did, what you find and what you learn every day during the period of internship.
- Confidentiality obligation  
Even after the internship, you are not allowed to disclose the confidential information that you may obtain through the internship. If you need, contact the supervisor of the institute.
- Written pledge  
Read carefully the pledge and then sign. If any questions, ask the supervisor.

Appendix 1: Application Form on VPcamp			
姓	( 必須 )	Family Name	(Mandatory)
名	( 必須 )	Given Name	(Mandatory)
カナ	( 必須 )	Family Name	(Mandatory)
カナ	( 必須 )	Given Name	(Mandatory)
年齢	( 必須 )	Age	(Mandatory)
性別	( 必須 )	Gender	(Mandatory)
生年月日	( 必須 )	Date of birth	(Mandatory)
メールアドレス	( 必須 )	E-mail address	(Mandatory)
郵便番号	( 必須 )	Postal code	(Mandatory)
住所	( 必須 )	Address	(Mandatory)
携帯電話番号 携帯番号に電話をかけることがありますので、ご了承ください。(VPcamp事務局 電話番号：03-5841-5383)	( 必須 )	Mobile phone number We may reach you at your mobile. (VPcamp office phone: 03-5841-5383)	(Mandatory)
電話番号		Other phone number	
参加希望の実習先	( 必須 )	Institute of internship	(Mandatory)
所属大学	( 必須 )	University	(Mandatory)
所属講座名	( 必須 )	Course	(Mandatory)
学年	( 必須 )	Grade	(Mandatory)
志望動機	( 必須 )	Purpose	(Mandatory)
志望動機について 400字前後で記述	( 必須 )	Statement of purpose within 150 Words.	(Mandatory)
指導教官の氏名	( 必須 )	Academic advisor	(Mandatory)
出身都道府県	( 必須 )	Prefecture of your university	(Mandatory)
靴のサイズ	( 必須 )	Shoes size	(Mandatory)
白衣のサイズ	( 必須 )	White coat size	(Mandatory)
動物アレルギーの有 無 あり・なし	( 必須 )	Animal allergies yes or no	(Mandatory)
英検		Eigo Kentei (N/A)	
TOEICの点数		TOEIC score	
TOEFLの点数		TOEFL score	
備考 ( 実習上懸念される健康状態など )		Comments (e.g. special health considerations to be taken into account during the internship.	

Appendix 2: Additional Registration Form on VPcamp			
<p>保険加入証明書等 指定された保険の加入 証明書を写真に取り、 アップロードしてくだ さい。</p>	<p>※加入する保険が2つ以 上の場合は一枚の画像 におさめてください。 ※縦・横のサイズを 6000px以下、ファイル サイズが10MB以下の ファイルが使用可能で す。</p>	<p>The documents proving that you are covered by accident insurance and liability insurance. Take a photo of the documents and upload.</p>	<p>※If you have 2 documents, take a photo of both into a single file. ※The file should not exceed 6000px in height and width and no larger than 10MB. .</p>
<p>大学における緊急連絡 先（大学の指導教員な ど） ※指導教員には実習に 参加する旨と緊急連絡 先となることの上承を 得ること。</p>		<p>Emergency contact at university (your academic supervisor or equivalent person) ※Your academic advisor to be informed and consent to beforehand you will be on internship and he/she is designated as your emergency contact during the period of your internship.</p>	
大学関係者の所属(大学 名・研究室)		Affiliation (University, Research Laboratory)	
大学関係者の氏名		Name	
大学関係者の電話番号 (大学または職場)		Phone number (University or Work)	
大学関係者の電話番号 (携帯)		Phone number (Mobile)	
大学関係者のメールア ドレス		E-mail address	
緊急連絡先（親族）		Emergency contact (Family)	
親族の所属		Affiliation	
応募者本人との続柄		Relationship	
親族の所属氏名		Name	
親族の電話（職場）		Phone number (Work)	
親族の電話（携帯）		Phone number (Mobile)	
親族のメールアドレス		E-mail address	