

Application « Vulcanus in Japan » : Info on compulsory documents no.1 - 3 - 6 - 8 - 9

Compulsory document no. 1 **APPLICATION FORM**

All sections of the application form must be filled in, and the form itself must be signed. Should this not be the case, it will be automatically rejected.

Long answers to the various questions could make the completed form more than 4 pages long. This is acceptable.

Compulsory document no. 3 (as per Application form) **LETTER EXPLAINING WHY YOU WISH TO TAKE PART**

(maximum 1 page; minimum font size: 12)

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| 1 | Academic background: | please provide a short description of your whole university career (not just your current specialisation) including foreign language studies. |
| 2 | General reasons for wanting to participate in the "Vulcanus in Japan" programme: | please explain why you want to participate - with regard to your personal, academic and professional development – e.g. Why Japan? Why Vulcanus? What makes you/your personality suited to Vulcanus? |
| 3 | Specific goals with regard to the different parts of the programme: | <ul style="list-style-type: none">• seminar about Japan• language course• company traineeship : What can you learn? What can you offer? |

Compulsory document no. 6 (as per Application form) **SYSTEM OF GRADING AT YOUR UNIVERSITY**

This document should explain the system of grading at your university and provide the details listed below. Some universities express the grading with letters, others with figures.

The following information should be provided:

Rank or grading (i.e.: from 0 to 30, or from 1 to 6, or from A to D, etc.)

Top possible mark (letter or figure)

Lowest possible mark (letter or figure)

Pass mark (letter or figure)

Average mark (letter or figure)

Compulsory document no. 8 (as per Application form) **MEDICAL CERTIFICATE**

Please include a MEDICAL CERTIFICATE stating that there are no pre-existing medical conditions that would affect your involvement in the Vulcanus programme (original document).

We strongly recommend full transparency regarding your state of health.

Please note the following:

1/ pre-existing medical disorders or illnesses (even though recessive upon application) are not reimbursed by the insurance company.

All costs for medical treatments (extremely expensive in Japan) not covered by the insurance will be charged to the student.

2/ some host companies may request a detailed health record from applicants for inclusion in the application file.

Compulsory document no. 9 (as per Application form) **CD-ROM OR USB STICK WITH EXCEL SHEET OF PERSONAL DATA**

1/ Download this file from: http://documents.eu-japan.eu/vulcanus_japan/af_data.xls (this file is unprotected; please do not delete any cells).

2/ Please format all the sheet as "text", then fill in the YELLOW row and save in "EXCEL 2007" or lower

3/ Fill in the YELLOW row with the same info you wrote on your application form. (In the VIOLET row of the Excel sheet, you will find the reference codes of the questions of the application form);

4/ Save it on a CD-Rom or USB key, with "Excel 2007" or lower

5/ write your name and nationality with permanent marker on the CD ROM or USB key & send it with your "Vulcanus in Japan" application.