**PASONA International Exchange Program**

Summer Internship Application

|  |  |
| --- | --- |
| Last Name: | First Name: |
| Citizenship: | Date of Birth: |
| Current Address: |
| Phone Number: |
| Email: |

**Emergency Contact:**

|  |  |  |
| --- | --- | --- |
| Last Name: | First Name: | Relationship: |
| Address: |
| Phone Number: |
| Email: |

**Currently Attending:**

|  |
| --- |
| Name of School/Institution: |
| Type of Degree Pursuing: | Date Enrolled: |

**Japanese Related Courses Taken/Taking:**

|  |  |  |
| --- | --- | --- |
| Course: | School/Institution: | Date: |
| Course: | School/Institution: | Date: |
| Course: | School/Institution: | Date: |

**Work Experience in Japan/ at Japanese Related Company:**

|  |  |
| --- | --- |
| Date: | Position: |
| Company/Organization: | Country |
| Date: | Position: |
| Company/Organization: | Country |
| Date: | Position: |
| Company/Organization: | Country |

**Previous Travel to Japan:**

|  |  |
| --- | --- |
| Dates: | Purpose: |
| Dates: | Purpose: |

**Language Ability**

Please rate your ability for each category: 10= fluent, 1 = only a few words

|  |  |  |  |
| --- | --- | --- | --- |
| Reading: | Writing: | Speaking: | Hearing: |

**Internship Preference:**

If you have a preference for an internship position, please list below (No guarantee of placement in desired field)

|  |
| --- |
| Industry: |
| Company |
| Type of Work: |

**About Memorandum of Understanding\*:**

Please write down the name of signee of your Memorandum of Understanding and his/her title.

|  |  |
| --- | --- |
| Name of the signee: | Title: |
| Which version of the letter does the signee prefer? (Please circle one of them) | Japanese ・ English |

\*Please find the sample of Memorandum of Understanding at the end of this form.

**\*Please fill out following portion in Japanese**

**１．自己ＰＲ**

**２．志望動機**

Your signature: Date:

**Check list for completing the application:**

* Resume
* Completed application form
* One recommendation letter by a faculty
* Certificate of enrollment
* Certificate of summer break period
* Two passport size photos taken within one month with your name printed on the backside (for visa application)
* Copy of passport (for visa application)

**PASONA International Exchange Program Application Review Committee**

**101 Metro Drive Suite 530**

**San Jose, CA 95110**

For questions and assistance, contact 408-452-1557 or email at japaninternship@pasona.com

**＜サンプル＞ 覚 書**

日本国法により設立在続し（会社住所）に事務所を有する会社である株式会社●●（以下「会社」という）と、

（大学住所）に住所を有する（大学名）（以下「大学」という）はパソナ国際交流プログラムに関して、以下の とおり合意する。

１．パソナ国際交流プログラムは、日本企業と（国名）教育機関の国際交流の促進を図るためインターンシップ として実施されるものとする。当該インターンシップには、大学の学生である●●氏（住所：●●）が参加 する。

２．本プログラムは２０１８年７月２日から２０１８年８月３１日まで日本国において開催される。 本合意を証するため、当事者は本覚書を２通作成し、各当事者は１部ずつ保有する。

会社： 株式会社●●

●●部

●● 印

大学：

#  （大学のサイン欄）

大学名

**Memorandum of Understanding (SAMPLE)**

＜Name of Company＞, a company duly organized and existing under the law of Japan with an office at ＜Address of Company＞, Japan (“Company”) and ＜Name of University＞, located at ＜Address of Company University＞ (“University”) agree as follows on the Pasona International Exchange Program.

1. The Pasona International Exchange Program (the “Program”) will be conducted as an internship to promote international exchange between Japanese businesses and ＜Name of country＞ educational institutions in which ＜Name of Intern＞, a student of the University, residing at ＜Address of Intern＞ (the “Intern”) will participate.
2. The Program will take place from July 2nd, 2018 to August 31st, 2018 in Tokyo Japan.

IN WITNESS WHEREOF, the Parties prepared this Memorandum in duplicate, with each party retaining one executed copy.

Company: ●●

Name: Title:

University: ●●

##  (Signature from school representative)