

VULCANUS: HOW TO APPLY

VULCANUS IN JAPAN   2014-2015
APPLICATION FORM

DOWNLOAD

Please download the application form (4 pages) from <http://www.eu-japan.eu/vulcanus-japan-0>

FILL IN

Please complete electronically

SUBMIT

Please prepare all the compulsory documents listed below.

Please send your folder:

- either by courier
- or by post (*normal or prior sending. No "registered mail" can be accepted.*)

Please send to:

EU-Japan Centre for Industrial Cooperation
Rue Marie de Bourgogne, 52, (V)
1000 Brussels - BELGIUM

DEADLINE:

20 January 2014

(latest possible postmark date)

No file will be returned to you/ Make a copy if desired.

More information: vulcanus@eu-japan.eu

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A GENERAL DATA

A1 NATIONALITY of the applicant		ID PHOTO <i>Please glue</i>
A2 Mr / Ms		
A3 Family name(s) as per passport		
A4 First name(s) as per passport		
A5 Date of birth (dd/ mm/ yy) □□ / □□ / □□		A6 Age as of 1st Sept. 2014 □□
A7 Marital status:		
A8 Military service (please tick): <input type="checkbox"/> completed; <input type="checkbox"/> not required; <input type="checkbox"/> to start after 01 Sept. 2015; <input type="checkbox"/> other:		
A9 UNIVERSITY: Name (in English)		A10 Faculty - Department
A11 Course currently attended undergraduate / postgraduate □ □		A12 Location of the University
A13 Is your file to be sent by the International Relations Office of your University? (Recommended, though optional). <input type="checkbox"/> YES <input type="checkbox"/> NO		
A14 (this field can be left blank) From 10-January onwards, companies MAY post their offer at http://www.eu-japan.eu/vulcanus-japan-0/placements_vj14.xls (this action is not compulsory). If you haven't sent your application yet, and you are interested in particular placement offer(s), please quote the relevant 'offer numbers' <input type="checkbox"/> <input type="checkbox"/> or <input type="checkbox"/> <input type="checkbox"/> or <input type="checkbox"/> <input type="checkbox"/>		

COMPULSORY DOCUMENTS to submit must be

- * **original (no copies)**
- * **IN ENGLISH** (*should no English original of documents 5, 6 or 8 exist then these official documents can be submitted in another official EU language together with an English-language translation*)
- * **unstapled** (*ne pas agraffer, non aggraffare, sin grapar, ungeklammert*)
- * **ALL TOGETHER IN ONE FOLDER**
- * **with number handwritten in pencil on top right of 1st page of each document (numbering as per scheme below)**
- * **in the following order**

(Do you wish to add optional documentation? Please add it at the end of your file)

more info

1	Application Form (this document).	http://www.eu-japan.eu/vulcanus-japan-0/more-info.pdf
2	CV	
3	Letter explaining why you wish to take part Max.1 page. .	
4	Letter of recommendation by a professor of one of your major topics	
5	List of all your University grades , issued by your University	
6	System of grading at your University (print from the web can be accepted).	
7	Certificate of enrolment at your University (OR letter from university administration, stamped and signed) stating your enrolment for the academic year 2013- 2014, until Summer 2014 (original document). <i>NB: Should you enrol term after term, please provide the Autumn/Winter Term certificate of enrolment, + a letter certifying that you undertake to provide the Spring Term Certificate by the end of March 2014.</i>	
8	Medical certificate stating that there are no pre-existing medical conditions that would affect your involvement in the Vulcanus activity. <i>NB: UK: please obtain a "Fit Note" (not a medical certificate) www.nhs.uk/chq/Pages/2584.aspx</i>	
9	USB stick with excel sheet of personal data , filled in & saved with Excel 2007 or lower, downloadable at http://www.eu-japan.eu/vulcanus-japan-0/af-data.xls	
10	In a separate folder: photocopy of all the above-listed documents (same order). No need to add a copy of USB stick).	

B EDUCATION & LANGUAGE SKILLS**B-A UNIVERSITY**- **Current Studies** (in the case of a double degree, please add a page after the application form. Please, mention B-A reference code)**B-A1** Name of University currently attended**B-A2** City**B-A3** EU Member State**B-A4** Faculty/Department**B-A5** Major Subject**B-A6** Level of the course you are following→ levels: **U**=undergraduate) / **S**=specialisation / **M**=master's / **D**=doctorate

Official year you are enrolled in

→ at least in 4th year – (2+2 for France)

B-A7 Official number of years of the course you are following**B-A8** Expected month & year of graduation (not counting the Vulcanus year off): / (mm/ yy)- **Higher Education****B-A9** Sum of the official years successfully completed at the University/ Higher Education up to now, including the one you are currently enrolled in (though not completed yet). Please use U for undergraduate (2+2 in France), S for specialisation, M for master's, D for doctorate.

Examples:

1st example: If you have completed the exams of the 3rd undergraduate & you are enrolled in the 4th year U=4 or U+1 S = 42nd example: If you have completed 3 years undergraduate, 2 years Master & you are currently enrolled in the 1st year Doctorate U+2 M + 1 D = 6

Please write your formula and sum in this box:

B-A10 Are you following a double degree? [If "yes", please include details in your CV] (please tick) Yes No**B-A11** Have you already been awarded one or more degrees in another field of study? [If "yes", please include details in your CV] (please tick) Yes No- **Further information****B-A12** When did you first enrol at the University? / (mm/ yy)**B-A13** Did you enrol immediately after high school? (please tick) Yes No**B-A14** If not, why not?**B-A15** Have you interrupted your university studies for one/more year(s)? (please tick) Yes No**B-A16** If yes, for how many years? And why?**B-A17** Give details of additional academic results if relevant**B-A18** Course project or thesis at university/college (describe briefly in non-specialist language, indicating your key contributions and ideas)**B-B OTHER TECHNICAL COURSES**

Dates: from... to... Certificates/qualifications obtained (give grades)

B-C SCHOOLS (from age 14+)Dates: from... to... Relevant examinations /courses taken (baccalaureate, etc.). Give final grades.**B-D SCHOLARSHIPS**

Detail any scholarships, prizes, papers published. Please attach list of publications if insufficient space.

B-E LANGUAGE SKILLS

Mother tongue: _____

List other languages	Written			Spoken		
	Basic	Good	Excellent	Basic	Good	Excellent
	* English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C WORK EXPERIENCE

List in chronological order any temporary, permanent or vacation employment (including voluntary work). Include military service and rank, if applicable.

Employer	Dates: from...to...	Type of work - job title	Achievements

D PRACTICAL SKILLS

What relevant hands-on practical experience, linked to your field of studies, do you have?
(e.g. electrical/electronic hardware, mechanical equipment, computer systems, ...)

E INTERESTS AND ACTIVITIES

Give details of your main interests (how you spend your free time, including vacations). What have you contributed and what have you got out of them? Mention any positions of responsibility.

F TIME SPENT ABROAD

Dates (from ... to...), where, why:

G ADDITIONAL INFORMATION + CHOICE OF PLACEMENT(S)

If you feel there is anything which has not been adequately covered elsewhere on your application, please give details. Should you have declared (question A14) an interest in particular placement offer(s), please give your reasons for your choice(s).

H CONTACT DETAILS

H-A APPLICANT	Current		
	H-A1	Address (+ postal code)	_____
	H-A2	Tel.: country code	area code number
	H-A3	Mobile tel.: country code	number
	Permanent		
	H-A4	Address (+ postal code)	_____
H-A5	Tel.: country code	area code number	
H-A6	e-mail:	_____	
H-B INTERNATIONAL RELATIONS OFFICE of your University	H-B1	Name of person in charge:	_____
	H-B2	His/her tel. no.: country code	area code number
	H-B3	His/her fax no.: country code	area code number
	H-B4	His/her e-mail:	_____
	H-B5	Address of the office:	_____
H-C PROFESSOR who will write your letter of recommendation	H-C1	His/her name:	_____
	H-C2	His/her tel. no.: country code	area code number
	H-C3	His/her fax no.: country code	area code number
	H-C4	His/her e-mail:	_____

ii IMPORTANT NOTICE:

i-1 - Deposit required (will be refunded at the end of the programme). If accepted by a host company, you will be required to transfer a deposit (€ 200) to the EU-Japan Centre for Industrial Cooperation in Brussels. The deposit will be refunded in autumn 2015, after full completion of the programme. In case of your withdrawal, the deposit will be forfeited.

(please tick) I ACCEPT / I DO NOT ACCEPT

i-2 - Thesis work cannot be based on traineeship work. It is not permitted to use/include your work at the Japanese host company in a University thesis or equivalent. Please indicate if you accept this condition.

(please tick) I ACCEPT / I DO NOT ACCEPT

i-3 - Your graduation date. The Vulcanus programme must be attended in full (end of August 2014–beginning of September 2015). Should your graduation date be fixed during this period you accept to postpone it until after your return from Japan.

(please tick) I ACCEPT / I DO NOT ACCEPT

i-4 - Each application is considered separately. If you are applying together with a friend, should (s)he not be accepted, do you still wish to take part ?

(please tick) YES / NO

i-5 - No assistance or facilities are provided to friends or family members wishing to stay in Japan.

(please tick) I ACCEPT / I DO NOT ACCEPT

i-6 - Total commitment to Vulcanus from 1st March to 1st June 2014

You will be informed of the results of the short-listing at the end of February. If short-listed, you will be asked to give your agreement for your file to be sent to compatible Japanese companies, which might choose you. The matching process will be over no later than the beginning of June. Should your application be accepted by a company by this time, do you commit yourself to Vulcanus over any alternative plans? (Failure to respect such a commitment would be unacceptable for the Japanese business mentality and might result in the company refusing to accept students in the future).

(please tick) YES / NO

Should you be accepted, you will be asked to give a similar commitment for the duration of the programme.

i-7 - Does your personality suit Vulcanus?

Whilst nearly all participants find Vulcanus a rewarding and enriching experience, it can at times prove stressful (due to loneliness, cultural differences, work pressures, etc.). Before you submit this application, please think very carefully whether you can deal with the challenges you might face.

(please tick) I HAVE READ AND UNDERSTOOD THIS WARNING

APPROVAL OF APPLICATION BY THE APPLICANT: I, the undersigned, declare that the information provided in this application is to the best of my knowledge true and complete. I realise that any false statement or omission, even if unintended on my part, may lead to the refusal of my application. If selected, I commit myself to attend the entire course, without missing a single activity. I understand that during and after the course, my details may be included in a printed/electronic Alumni directory/database.

i-8 Date: / /

i-9 Signature (full name): _____