



Japan Internship Program APPLICATION FORM

HOW TO APPLY

Read the following information before starting your application:

STEP 1: ARE YOU ELIGIBLE?

Participants in CAPI's International Internship Program need to meet basic eligibility requirements. Check our Eligibility Requirements before proceeding to Step 2.

STEP 2: FILLING OUT THE APPLICATION FORM

Complete the attached Application Form.

STEP 3: COMPLETING THE APPLICATION PACKAGE

Your complete application package must include **ALL** of the following elements. Please create one PDF document and save the required information in the following order:

1. A completed Application Form (typed)
2. An up-to-date resume (no more than 2 pages)
3. A copy of your College or University transcripts (unofficial, scanned or photocopied transcripts are fine for the initial application).

Once you have compiled ALL of the documents above, proceed to Step 4.

STEP 4: SUBMITTING THE APPLICATION PACKAGE

Complete application packages MUST BE submitted by email to CAPI at rfile@uvic.ca and interns@uvic.ca by January 24, 2020 at 4 pm PST. Late and/or incomplete applications will not be accepted.

Important: Applications should contain CAPI Japan and your name in the subject line (i.e. "CAPI Japan – FirstName LastName – Application").

We thank everyone for their applications and their interest in our International Internship Program. Only candidates selected for an interview will be contacted. Shortlisted candidates will be contacted to schedule an interview in early February 2020.



SECTION ONE – General Information

First Name	_____	Last Name	_____
Address	_____		
City	_____	Province	_____
Postal Code	_____	Country	_____
Phone	_____	Email	_____
Date of Birth	_____		
Passport #	_____	Passport Expiry Date	_____

Have you previously participated in a similar international program? Yes No

SECTION TWO – Educational Information

UVic Student V#	_____	UVic home faculty or department	_____
Program	_____	Current year of study	_____
Are you currently a full-time student?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a Co-op student?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION THREE – Health and Safety

Many of our placements are in challenging environments. The health and safety of our program participants is very important to us. Do you have any health and/or safety considerations we should be aware of? This information is confidential and used so that we may properly ensure your safety and security while abroad.

(Examples of information that you may want to touch on include medical conditions, prescription medication(s), physical fitness, allergies, dietary restrictions for vegetarians/vegans, religious considerations, intolerances, etc.)



SECTION FOUR – Personal, Academic and Professional

a. Why are you interested in pursuing an internship placement with the CITYNET Yokohama Project Office? How does it connect to your personal, academic and/or professional background/interests? (300 words)

b. How will you secure academic credit for this placement? (Directed readings, co-op term, honors thesis, etc.) (100 words)



SECTION FIVE – Statement of Intent

a. What do you think contributes to a successful internship placement? (200 words)

b. Please describe an experience that has changed who you are in the world? (200 words)



SECTION SIX – References (one academic/one work related)

REFERENCE ONE

Full Name _____ **Title** _____

Organization _____

Phone _____ **Email** _____

How long and in what capacity have you know this reference?

REFERENCE TWO

Full Name _____ **Title** _____

Organization _____

Phone _____ **Email** _____

How long and in what capacity have you know this reference?