

**SEKAIA**

Internship in Japan – Application form  
Internship arrangement program agreement

**Internship  
in JAPAN**

## Internship in Japan - Application form

Personal details						
First name						
Last name						
Nationality						
Gender						
Date of birth	Year		Month		Day	
Address						
Health questionnaire						
Do you have allergies?		If yes, which ones?				
Any chronic disease?		If yes, which ones?				
Are you taking medication?		If yes, which ones?				
Any food restriction?		If yes, which ones?				
Other relevant medical information						
Contact details						
Email						
Telephone			Mobile phone			
Social Media						
Would you liked to be promoted as an IJJ graduate?	Yes <input type="checkbox"/>		No <input type="checkbox"/>			
LinkedIn:			Instagram:			
Academic details						

6F Hulic Shibuya Mitake-dori Bldg 1-11-1 Shibuya Shibuya-ku Tokyo 150-0002 Japan

Tel. 03-6434-1315

<http://www.sekaia.co.jp>

[info@sekaia.co.jp](mailto:info@sekaia.co.jp)

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University						
Major						
Graduation year						
<b>Internship details</b>						
Program type	<input type="checkbox"/> Study + Internship      Duration: <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> Study only					
From	Year		Month		Day	
To	Year		Month		Day	
<b>Payment details</b>						
Preferred method	<input type="checkbox"/> Bank transfer (+25 USD)			<input type="checkbox"/> Credit or Debit Card		

<b>Emergency contacts</b>		
	<i>Contact #1</i>	<i>Contact #2</i>
First name		
Last name		
Relationship with you		
Email address		
Skype ID		
Home phone		
Work phone		
Cell phone		
Address		



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## **Terms and Conditions**

### **Internship arrangement program agreement**

This agreement is made between SEKAIA (SEKAIA), located at 1150-0001 Shibuya-ku, Jungumae 6-19-3 J-6 Bldg. 6F Tokyo, Japan, and the above signed participating intern.

SEKAIA will arrange the study and internship program (or a study only program) and all related services to the best of its ability and in the best interests of the applicant.

#### **1) Program description**

##### **1.1 For “Study only” option SEKAIA is responsible for:**

- A) Deciding if the applicant can join the program, after reviewing the application documents and conducting an interview.
- B) Assisting in school selection and application to the school.
- C) Counseling and support during regular office hours at SEKAIA office or by telephone for any cultural, life, or work-related issues.
- D) Support in preparing documents for the student visa application
- E) Pre-arrival support such as guidance in finding accommodations in Japan, preparing necessary documents, explaining about entry procedures, application for part-time job permit and other advice.
- F) Emergency support in Japan

##### **1.2 For “Study+Internship” SEKAIA is responsible for:**

- A) A – F from “Study only” option
- B) Interview training and business preparation session
- C) Business orientation in Japan
- D) Monthly events (cultural, networking, social, etc.)
- E) Personalized consultations/seminars about job search and interview preparation
- F) Certificate of Completion
- G) Personalized letter of recommendation (personalized for your needs on request)

#### **2) The intern is responsible for**

- A) Valid passport
  - I. Until the end of the internship period
  - II. Taking the necessary measures and paying the necessary costs to obtain a valid visa for the duration of the internship

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**B) Obtaining a visa if necessary**

SEKAIA will help to facilitate the required documents to apply for a student visa, but it is the intern's responsibility to provide the necessary documentation on time, contact the Japanese embassy/consulate in his country to make the arrangements required. In case the visa is delayed or declined, SEKAIA will not take any responsibility.

**C) Apply for the Japanese National Health Insurance once the intern is in Japan. SEKAIA will instruct the intern about how to do it.**

**D) Immunizations (generally not needed for Japan but the intern is advised to confirm any personal health concerns with their family physician)**

**E) Providing SEKAIA, prior to joining the program, with any medical information that may affect his or her ability to participate in said program, including but not limited to, pre-existing or prior conditions, allergies, and prescription medications.**

**F) Disclosing to SEKAIA any outstanding criminal offenses or legal claims**

**G) Airfare and any other transportation fees needed to travel to Japan**

**H) Accommodation, daily meals, local transportation, social and entertainment expenses and daily life matters like laundry, telephone calls, etc.**

**I) Being respectful, honest, friendly, and positive-minded with the host organization managers, employees, and customers. The intern will work to the best of his or her abilities at the host organization. The intern promises to be punctual, well dressed and groomed for each day of work at the host organization. The intern will maintain frequent communication with the managers of the organization and SEKAIA regarding difficulties or issues that arise in the work arrangement.**

**3) Specifications of SEKAIA's "Study + Internship" programs**

**A) Generally, the internships offered by SEKAIA have the following specifics, unless otherwise specified:**

- I. Internships can last from 24 to 48 weeks.
- II. Internships are part-time.
- III. Internships are paid or unpaid (depends on the applicant's skills and industry).

**B) To start the placement process, a candidate must submit:**

- I. Resume
- II. Cover letter
- III. Picture for the resume
- IV. Passport copy
- V. Recommendation letter (optional)
- VI. For the fields of Architecture, Design, Fashion and Media a sample and/or portfolio of their work.

**4) Exclusions and releases**

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**A) Medical release authorization:**

SEKAIA and its representatives authorize the intern to seek medical attention in the event of sickness, accident or other emergency during the program. This authorization shall be valid for the entire duration of the program. The intern is financially responsible for any medical treatment received which is not covered by the provided accident and sickness insurance.

**B) Marketing release:**

The intern lends his or her consent and authorizes SEKAIA to use his or her name, photographs, files or video likeness, as well as any comments or statements made by the intern, in materials or publications for commercial and/or promotional purposes. The intern has the right to decline this point with his previous communication to SEKAIA.

**C) Exclusion of liability:**

The intern accepts the risks and bears full responsibility for any injury that may occur, or any damage to the company's property arising from participation in the program. The intern releases and forever discharges SEKAIA, its respective partners, agents, employees and host organization from all actions, causes of actions, suits, claims, or demands whatsoever, that may arise from the intern's participation in this program. The intern will have an insurance agreement with Tokyo Marine Nichido (Overseas Travel Insurance Plan A) starting 3 days before the initial day of the internship until 2 days after the last day of the internship. After the internship period, the insurance between the intern and Tokyo Marine Nichido will expire. The intern will be responsible to have his/her own insurance if he decides to stay in Japan outside the covered period. SEKAIA assumes absolutely no responsibility for any damages, death, personal injury, emotional problems, or theft during the period of this program.

**D) Work environment release:**

Although SEKAIA will make suggestions and provide advice before and during the internship to both the host organization and intern, the host organization is the ultimate authority on the work situation for the Intern. The host organization will determine where and when the intern will work. The intern is encouraged to openly discuss their training details with the host organization management directly during the interview to resolve potential conflicts.

**5) Duration of agreement**

This agreement is valid only for the program dates stipulated herein. After the completion of this contract the intern is expected to return to his or her home country and absolves SEKAIA of any further responsibility. If the intern decides to stay in Japan, he or she does so at his or her own risk and responsibility.

**6) Program fees**

- A) The fees have to be paid within 7 days of issuance of the invoice by SEKAIA unless otherwise specified.
- B) The applicant is responsible for paying any banking or transfer fees that are incurred during payment (i.e international bank transfer fees).

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**C) Application fee (10% tax included):**

The intern has to pay the application fee in order to activate his application to the program.

**D) Tuition fees to the school (depends on the school)**

**E) Program Support Fee (10% tax included)**

The invoice for the Program Support Fee is issued after the COE is ready and must be paid after the student obtained the student visa at the Embassy or Consulate of Japan and before the student arrives to Japan.

**F) Internship Placement fee (10% tax included):**

The invoice for the internship placement fee will be issued by SEKAIA once the internship placement has been confirmed by both the host company and the intern and must be paid before the internship starts.

Payments can be made by credit card or bank transfer for the following program fee amounts:

Duration	Application fee	Tuition fees	Support Fee	Internship Placement Fee	Total
21-24 weeks	USD 550	JPY 500,000 (average)*	<input type="checkbox"/> no support <input type="checkbox"/> 3 months: USD 1200 <input type="checkbox"/> 6 months: USD 2350	USD 1500	Application fee + Tuition + Support Fee + Placement fee
25 - 48 weeks	USD 550	JPY 800,000 (average)*	<input type="checkbox"/> no support <input type="checkbox"/> 9 months: USD 3550 <input type="checkbox"/> 12 months: USD 4700	USD 1500	Application fee + Tuition + Support Fee + Placement fee

\*Tuition fees are slightly different depending on the school. This fee is paid to the school directly.

**7) Insurance coverage**

The intern is eligible for Japanese National Health Insurance. Under the NHI system, an NHI member pays a designated portion of the medical cost for treatment at a medical facility that accepts NHI, and NHI covers the remainder.

If the intern has planned to rent or to drive a car during his stay in Japan, signing up for the car insurance is strongly recommended.

SEKAIA does not recommend driving in Japan and if done it will be under the intern's own risk and responsibility.

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#### **8) Termination policy**

- A) If the host organization terminates the placement for reasons unrelated to the intern's conduct, SEKAIA will attempt to arrange placement with another organization. No additional fees will be charged for this service.
- B) If the host organization terminates the placement for reasons related to the intern's conduct, SEKAIA will not be obligated to arrange an alternate placement for the intern.
- C) If the intern terminates the placement for personal reasons, SEKAIA will not be obligated to arrange an alternate placement for the intern. If the intern leaves the host organization before the end of the agreed period of work experience, the intern will be deemed to have terminated his or her program. The intern agrees to inform SEKAIA no less than 7 days prior to his or her proposed departure from the host organization.
- D) SEKAIA itself reserves the right to cancel this contract and terminate the intern's program at any time in case of unprofessional or inappropriate behavior by the intern. Examples of unprofessional behavior include, but are not limited to, causing physical or mental harm to others, damaging property, continuous absenteeism or tardiness at work, performing work with obvious negligence, theft, etc. If the intern exhibits such behavior, SEKAIA will notify the intern in writing that the program is terminated and SEKAIA support and services will not be valid any longer. After the program is terminated, the intern will accept all responsibility for his or her own actions and risks. If the intern chooses to remain in Japan following the termination of this agreement, it will be at the intern's own risk and responsibility. The intern is not entitled to a refund if the program is terminated for unprofessional and/or inappropriate behavior.
- E) SEKAIA cannot guarantee that the intern will be successful or happy in this program. Living and working in another country, speaking a different language, learning and trying to understand very different customs, trying to make friends, maintaining health and eating properly are difficult aspects of this program. This program can be stressful and it is expected that interns will deal maturely and professionally with the many challenges contained therein. The intern understands that their selection for this program acknowledges their independent nature and ability to take personal responsibility for their well-being and success in said program.

#### **9) Intern's obligations and responsibilities**

- A) Stay in regular contact with SEKAIA and respond to all communications from SEKAIA, especially during the placement process.
- B) Attend all interviews on time (including phone or Skype interviews) that will be pre-arranged and organized by SEKAIA in the process of arranging the internship or otherwise.
- C) Follow the rules, policies, requirements and instructions established by the host company regarding days and hours of attendance at its offices during the internship.
- D) Observe and respect Japanese culture and comply with all the laws and regulations in Japan.

#### **10) Refund policy**

Neither the school or host organization nor SEKAIA bears any liability for any losses or claims incurred by an intern in connection with

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dismissal, early withdrawal, or the termination of the program.

**A) Application fee**

- a. If the intern cancels within 8 (eight) calendar days of its application, then the application fee will be refunded in full (minus banking fees).

**B) Tuition fees: depend on the school policies**

**C) Program fee**

- a. The intern is eligible for a refund of 50% of the internship program fee if:
  - i. The program fee has already been paid to SEKAIA  
and
  - ii. The intern quits the program for any reason prior to arrival in Japan after accepting an internship offer from a host organization arranged by SEKAIA
- b. The intern will be liable for 50% of the program fee if:
  - i. The program fee has not been paid to SEKAIA
  - ii. The intern quits the program for any reason after confirming an internship offer from a host organization arranged by SEKAIA, prior to arrival in Japan
- c. The intern will not be eligible for a refund if:
  - i. He or she withdraws from the program after he or she has arrived in Japan
  - ii. He or she is terminated after the start of the internship for behavioral reasons

**11) Guarantee policy**

SEKAIA will make its best effort to find a host company for the intern. However, In case SEKAIA is not able to place the intern prior his arrival to Japan, SEKAIA will not charge the internship program fee until the placement is secured. The intern is allowed to choose the industry (we guarantee an internship but sometimes cannot guarantee the industry) in which he or she wishes to participate and has the right to approve the matching with a host organization after receiving the internship offer. If the intern approves the host organization and agrees to participate, either verbally or otherwise, then the matching process is completed, and no further work will be done to introduce another organization to the intern.

**12) Confidentiality**

The intern agrees not to disclose, in any case whatsoever, any confidential information gained as a result of working with the host organization. Thus, no reports, communications or publications shall be disseminated without the prior approval and signed agreement of the host company.





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SEKAIA will keep all personal information confidential and will only share the information from CV or cover letter with third parties with the purpose of introducing the candidates to the host companies and to arrange the interviews.

### **13) Indemnification**

The intern and their heirs, successors and assignees agree to indemnify SEKAIA, its past and present trustees, officers, employees, agents, and their heirs, successors and assignees of and from each, from any and all loss, cost, damage, liability or expense (including reasonable legal fees), resulting in or arising from his/her participation in the program.

### **14) Amendment**

This agreement may not be amended except in writing unless specifically referred to as an “Amendment” and executed by the parties.

### **15) Jurisdiction**

The terms of this agreement will be governed by and construed in accordance with the laws of Japan.

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Signature of the participant

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Date of signature

Everybody at **Internship in Japan** would like to thank you for your application and we are looking forward to seeing you in Japan!

SEKAIA Inc.

6F HULIC Shibuya Mitake-dori Bldg 1-11-1 Shibuya Shibuya-ku Tokyo 150-0002 Japan

Certified Travel Services Manager : Aya (Sunaga) Sugimoto

Travel Agency Registration : The reach of Tokyo No.2-8694

All Nippon Travel Agents Association (ANTA) Full Member