(Form 1)

Program Coordinators:

**Overseas Internship Support Application**

**Applicant**

Name of Affiliated Graduate School/Major/Laboratory

LP-ID Name

E-mail　　　　　　　　　　　　　　 Supervisor

**Internship Topic: (Descriptive title for educational/research topic)**

**Internship period: Does not include period of travel to/from internship**

Dates: / / to / / (YYYY/MM/DD)

**Research Institution:**

Host Faculty/Position:

Affiliated Institution:

Address/Country:

Contact Tel No.:

E-mail:

**About the Internship** (may use the second page)**:**

1) Describe your current research project and explain how it relates to the nature of your internship at the host institution as well as the expected outcomes from the internship.

2) Describe any previous interactions with the institution at this point and the likelihood of acceptance. Additionally, attach any correspondence with the institution.

3) Describe the method of correspondence with the institution (E-mail, Skype, etc.) and the likelihood of securing lodging in the student dormitories, housing, etc.

**Summary of the travel expenses**

**Airfare (Tentative) 　　　　yen (Arrangement by JTB Yes or No)**

**Other (e.g., visa fees) yen**

(Note to applicants to the overseas program)

* Obtain the appropriate visas, travel insurance, and lodgings prior to travel.
* The budget provides for travel expenses (including taxes, fuel surcharge, ticketing fees) and living expenses. It does not cover various travel expenses such as visa application and preparation fees.
* Please let us know in advance if you will receive travel expenses from host institution.
* This program is not liable for accidents such as injuries or illnesses that occur during the internship.

<Other Notes>

* Discuss well with your faculty adviser during the application process.
* In the event that an applicant cancels, please note that the applicant is responsible for various cancellation fees.

**The following items are required and needed to be attached to this application.**

1. Itinerary

2. Quotation

3. Estimation of accommodation

4. Miscellaneous expenses, Visa fees (\*It is your responsibility to pay any visa issuing fee is not included.)