



# インターン募集説明会 Internship Seminar

# 1. Program Goals



## Program Goals

### What is the Japan Internship Program?

From the aspect of Japanese companies' promoting overseas business expansion and creating innovation from a new point of view, utilizing highly-skilled foreign professionals is considered to contribute to strengthening the competitiveness of Japanese companies.

Although the number of Japanese companies planning to hire global talent has increased in recent years, it has not been sufficiently achieved, especially in Small and Medium-Sized companies, due to their short on experiences of working with the global talent and lack of networks.

Therefore, "METI Japan Internship Program" will facilitate strengthening the structure for tackling overseas development of Japanese (Small and Medium-Size) companies through accepting foreign university students and global talent.

We will provide opportunities for global talent who want to work in Japanese companies, to understand the job responsibilities in Japan through participation in internships. In addition, this year, some internships will accept pairs of foreigners and Japanese students, contributing to the globalization of Japanese students.

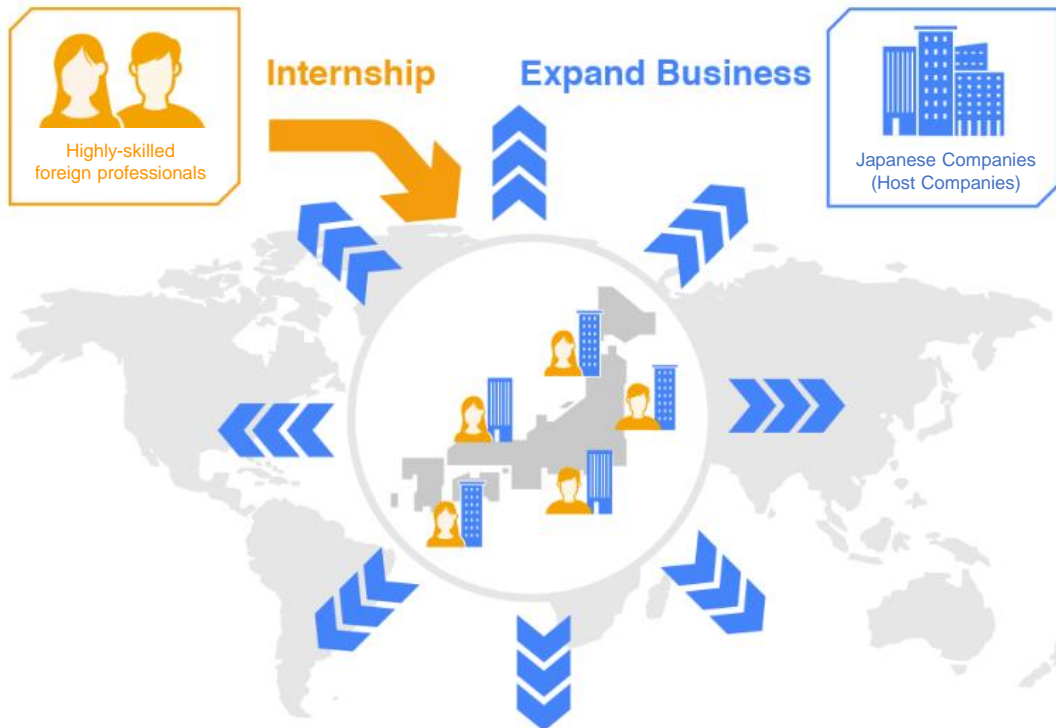


# 1. Program Goals

For people from overseas:

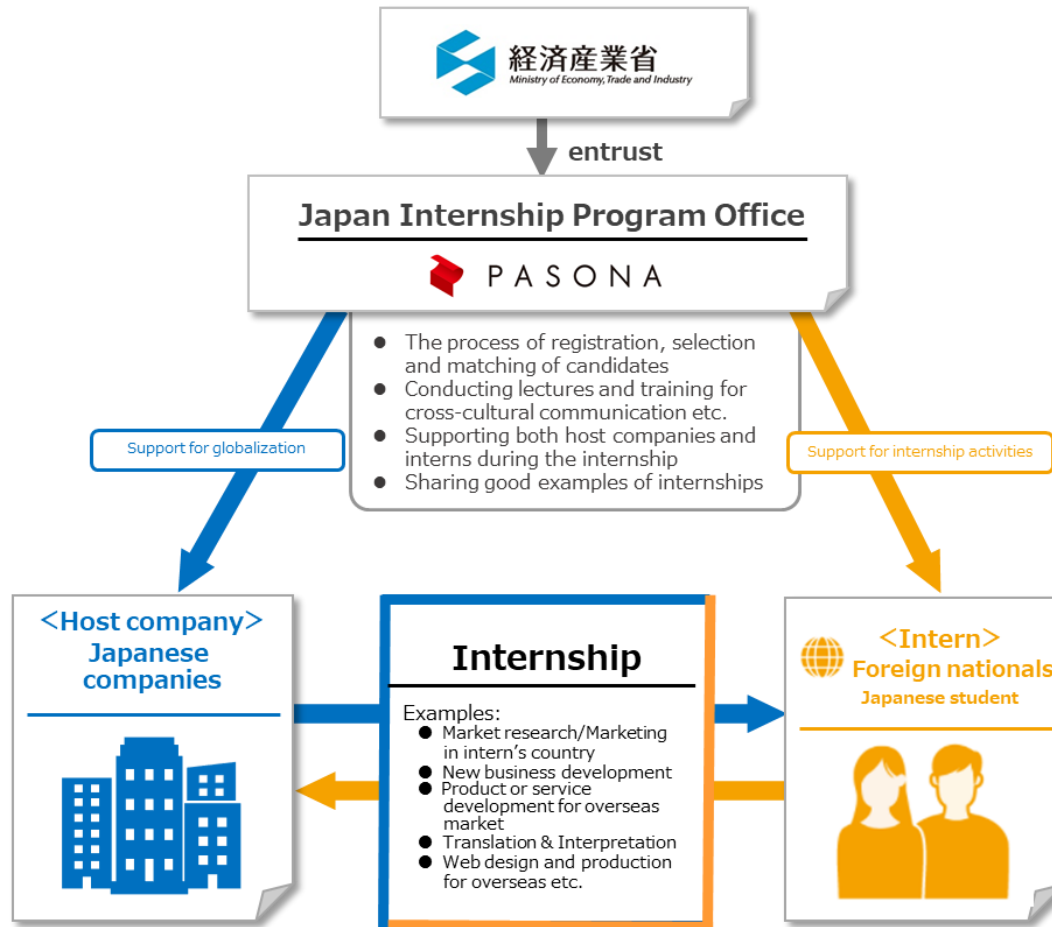
Would you like to experience working in Japan by taking an internship at a Japanese company?

Through our internships, you can learn about the skills and business strategies (including overseas business strategies) Japanese companies have, which would help you to grow into a global leader, who can play an active role in Japan, in your home country, and even all around the world.

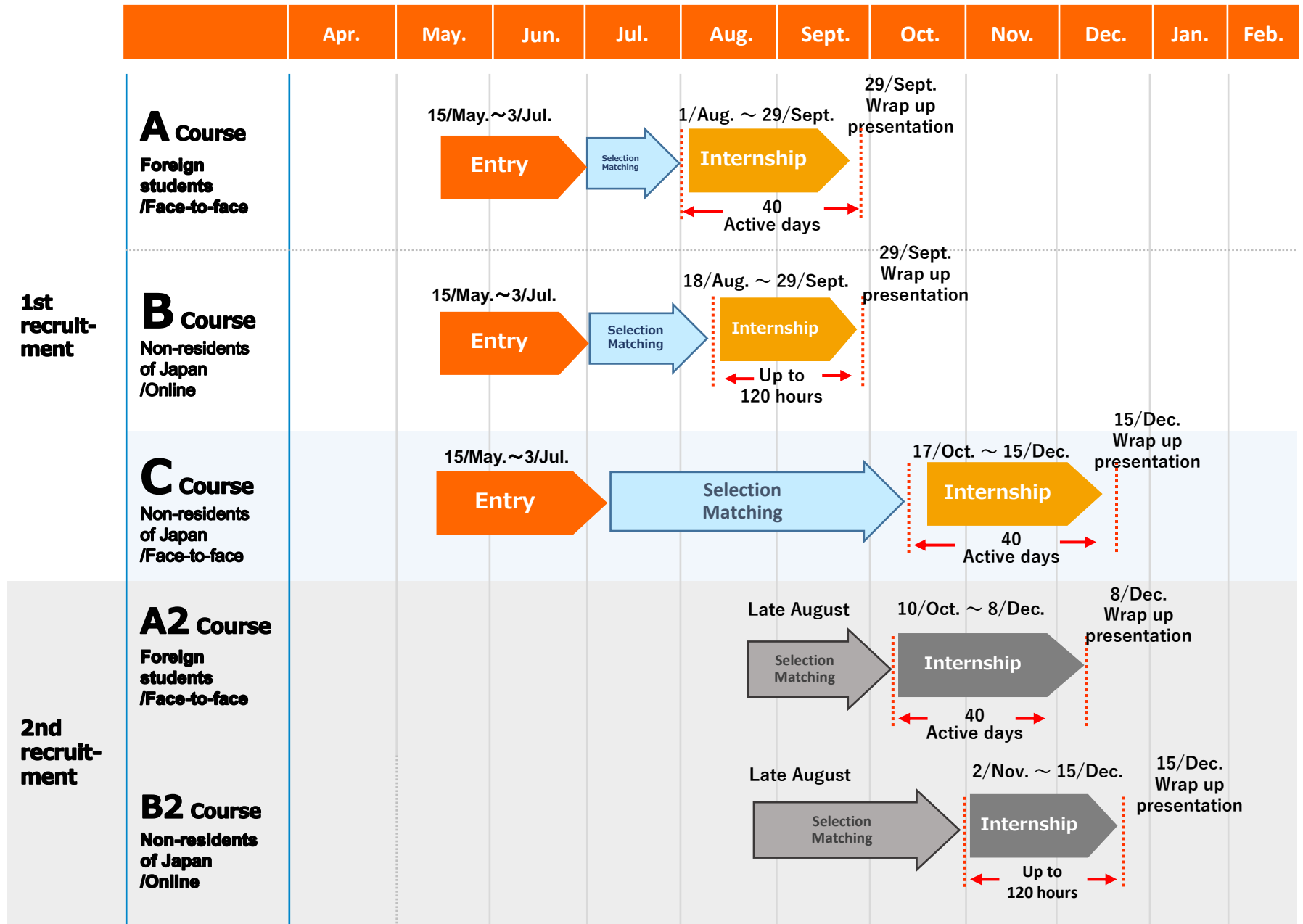


# 2. Program Framework






- In this program, Japanese companies will accept outstanding foreign talent as interns for approximately two months, with a focus on international business and cross-cultural management. The secretariat (program office) will help with the selection and matching of foreign talent from overseas and within Japan, as well as provide support for the visa procedures, training, and will take care of the global talent development expenses.
- This year, we offer an internship program that allows foreign interns to be paired with Japanese students. Japanese students will play a supporting role as liaisons between the host companies and the foreign interns, providing assistance with tasks such as initial support upon the foreign interns' arrival, bridging the language and cultural differences, etc.



# 3. Schedule



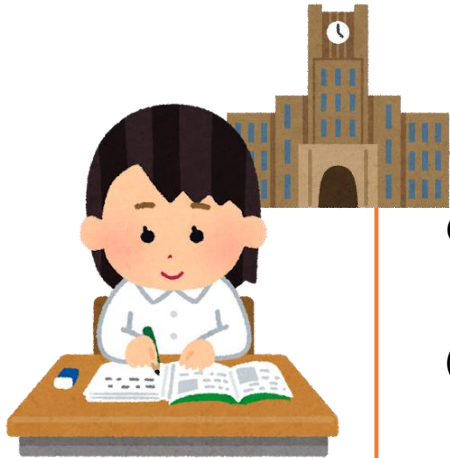
## 4. Course list

	First recruitment			Second recruitment*	
	A Course	B Course	C Course	A2 Course	B2 Course
Foreign interns	Foreign students (in Japan)	Non-residents of Japan	Non-residents of Japan	Foreign students (in Japan)	Non-residents of Japan
Implementation method	Face-to-face	Online	Face-to-face	Face-to-face	Online
Japanese interns					
Days and hours of activity	40 Active days	Up to 120 hours	40 Active days	40 Active days	Up to 120 hours
Number of recruits	20 people	30 people	50 people	—	—
Entry deadline	3 July (Mon)	3 July (Mon)	3 July (Mon)	Late August	Late August
Internship Period	1 Aug - 29 Sep	18 Aug - 29 Sep	※Visited Japan: 16 Oct 17 Oct -15 Dec	10 Oct - 8 Dec	2 Nov -15 Dec

\*The second recruitment will start at the same time as the first recruitment entry, but if the planned number of applications is reached in the first recruitment, the second recruitment will not be conducted.

## 5. Course Details Commuting internships (A/A2 Course )

You will commute from your home to the internship company every day and perform your duties there. You can work face-to-face with your colleagues and supervisor there, which is a working style that facilitates communication.



Global talents who want to work in Japanese companies can understand what the job responsibilities in Japan are.

(It is assumed that the workplace of the interns will be within a commutable distance from their homes)



- The company will prepare the necessary environment for the interns such as desks, PCs, etc.
- The company will arrange transportation to and from the workplace.

## 5. Course Details Online Internship ( B/B2 Course )

Internship experience is conducted from your own home or elsewhere. This style is suitable for companies considering overseas expansion, as it allows to conduct surveys that can only be done locally. It is also convenient for participants from overseas, as they can participate in the internship without having to go through immigration procedures.



Interns overseas implement the plan designed by the company



Provide a dedicated cloud for each company



The Program Office supports..

- PC
- Wi-Fi
- Cell phone(SIM cards)

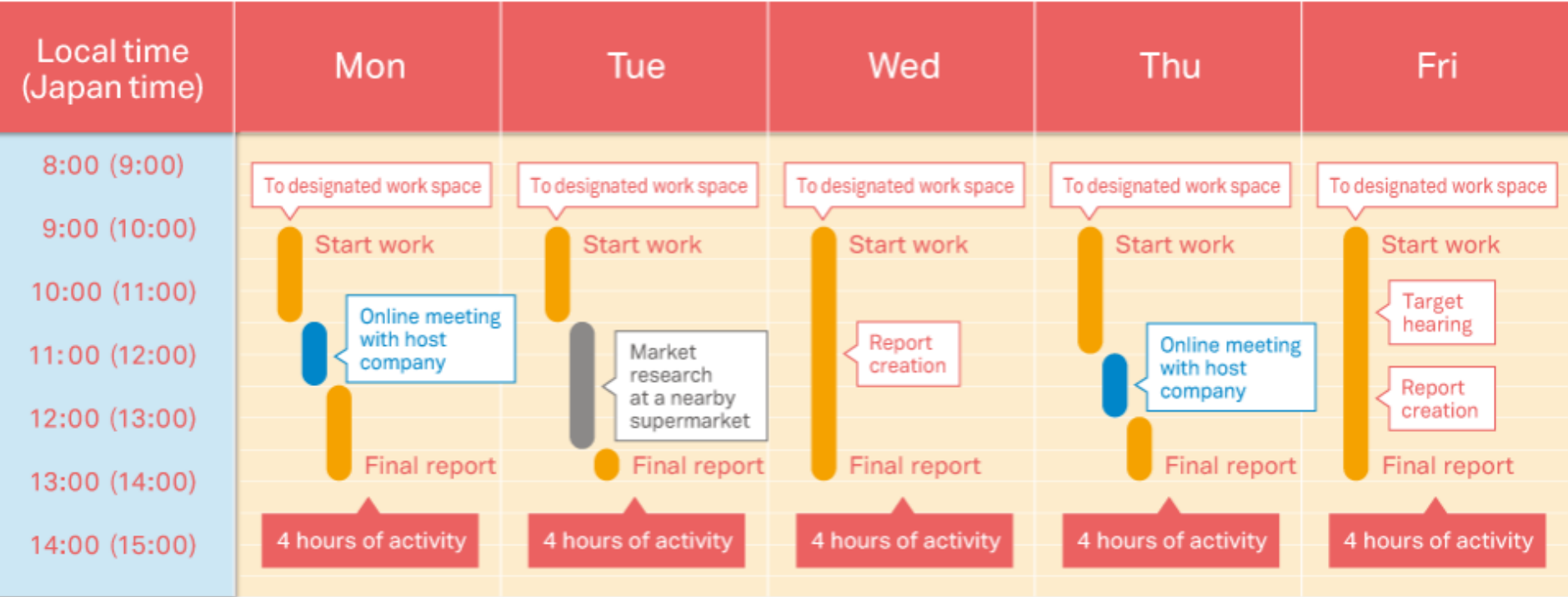
### Internship Examples:

- Market research/Marketing in intern's country
- New business development
- Product or service development for overseas market
- Translation & Interpretation
- Web design and production for overseas etc.



# Schedule

Example: Overseas export of in-house products × Malaysian intern

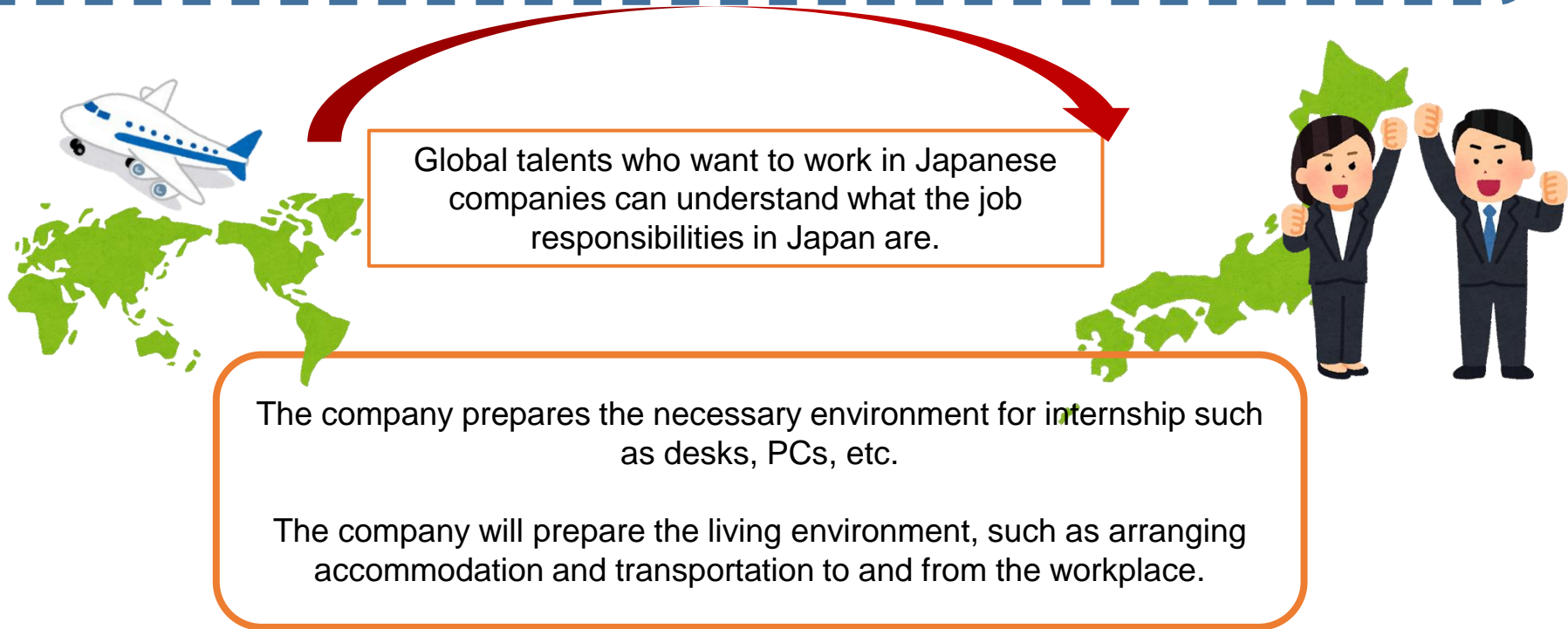


█ Time at the workspace   
 █ Online meeting with host company   
 █ Go out

When conducting activities outside the designated working site (host company's branch, fieldwork), please notify JIP in advance and ask for judgement whether it's okay or not)

## 5. Course Details Visiting internship ( C Course )

The interns will come from overseas and commute daily from their accommodation facility within commuting distance to the internship site. This provides the opportunity to gain experience working in Japan and learn about Japanese culture and lifestyle.



The program office will make the following arrangements regarding travel and reception:

- Arrangement of round-trip air tickets to Japan (economy class)
- Assistance with obtaining visas and other necessary documents
- Purchase of travel insurance for the visit to Japan.

# 6. What is Internship Theme

Company's expectation

Intern's skill

※ Matching will be conducted by JIP office carefully considering intern's skill.

## Business Overseas

### Examples

Marketing  
Product development  
Sales expansion

Infrastructure  
development

Trade and  
Labor law

EC  
Business

New business  
planning  
Test marketing

Expertise of  
Environment  
civil engineer

Trade and  
Labor law

Exhibition  
proxy

## Branding・Tourism

### Examples

Inbound  
Tourism

Sales strategy  
planning

Production of  
promotional  
tools

Advertisement  
PR

Connection  
with Local  
Tourism and  
universities

Public  
relations  
skills

## Engineering

### Examples

Materials  
Research

Creation of  
product  
manuals

CAD/CAM

Knowledge  
of chemistry

Principles of  
technology

Design  
Drawing

## DX

### Examples

IT Service

Software  
and apps  
design

New service  
planning

IT solution  
planning

Program  
language

Knowledge of  
digital  
technology

# 7. Program Features

1

**Program sponsored  
by the government**

- Safe and high quality internship program sponsored by the Japanese government
- Provide certificate at the end of the internship

2

**Be able to learn various skills  
and know-how from the host  
company**

- You will be able to learn technical skills and know-how through practical work experience and might get a chance to find a job in Japan or Japanese company

3

**Provide great support**

- A/B/A2/B2 courses will receive JPY 1,000/day in local currency for lunch and drinks. The C course will receive JPY 3,000 per day for accommodation.
- \*This is paid to interns who have completed all courses.
- Internship insurance is provided for all courses.

## 8. Application Overview

Items	Details
Eligibility	Foreign human resources with advanced skills who are nationals of developing countries (countries on the OECD/DAC list)(excluding People's Republic of China)
Recruitment numbers	In principle, about 1 person per company (maximum 100 companies)
Place where interns do the internship	<p><b>( A/A2 Course + C Course )</b> Small and Medium-sized companies with main business locations in Japan (excluding industry associations, non-profit organizations, and local governments).</p> <p><b>( B/B2 Course )</b> The internship will be conducted at the intern's home workspace under the direction and management of the host company's activities.</p> <p>*The host companies will be determined through matching by the program(JIP) office and approval by the screening committee.</p>

\*It is possible to apply for both courses.

## 8. Application Overview

### Items

### Details

#### Application Requirements

Applicants must meet all the following

- The applicants must agree with the purpose of this project and be able to cooperate with the promotion of globalization of Japanese companies, the expansion of overseas business of companies and the building networks with overseas universities through internships.
- Holding citizenship of the applicable countries or regions.
- Proficiency in Japanese language (JLPT level N3 or higher) or proficiency in English.
- In principle, those who are 18 to 40 years old as of August 1, 2023.
- Students must be able to submit a certificate of enrollment from their university or other institution and a letter of recommendation from their university or university faculty, etc.  
Graduates must be able to submit a certificate of graduation from their previous university and a letter of recommendation from their university faculty or institution, etc.
- Those who can submit certificates of various qualifications. (IELTS, TOEIC, TOEFL, CEFR, JLPT, etc.)
- Those who can dedicate themselves exclusively to the training and internship at the company; and who can participate in the internship according to the timetable specified by the program office (JIP office).
- The applicant must meet other specific conditions required by each company.
- Those who have not participated in this program between FY2016 and FY2022.

# 8. Application Overview

## Items

## Details

Main support for interns

- Provision of various training courses for interns (cross-cultural communication training, information security training, Japanese language training, etc.)
- Internship insurance

### Course-specific support **(A/A2 Course)**

- Transport costs to training facilities
- Allowance (for lunch and drinks expenses): ¥1,000 per day depending on the number of days of the internship.

### **(B/B2 Course)**

- Lending of communication devices such as PC, Wi-Fi.
- Allowance (for lunch and drinks expenses): equivalent to ¥1,000 per day in local currency, depending on the number of days of the internship.

### **(C Course)**

- Transport costs to training facilities and accommodation during training
- Allowance (for living, lunch and drinks expenses): ¥3,000 per day depending on the number of days of the internship.
- Cell phones
- Provision of round-trip air tickets (economy class), travel insurance for visiting Japan and assistance for obtaining the visa.

\*The host company will take care of the living environment, such as accommodation and transportation to and from the company.

## 8. Application Overview

### Items

### Details

Main responsibilities of interns

- Develop an internship plan (intern's role, goal, etc.) to discuss with internship manager
- Participating in pre-training, follow-up training, and wrap-up presentation.
- Taking responsibility for their own safety and health thoroughly. Contact with the program office and the host company regularly, continually reporting or consulting with them.
- Submitting various documents, notifications, reports, etc. before, during and after the internship.
- Appropriate behavior represented as a recipient of public funds from Japanese government.



# 9. Internship Process I . Recruitment & Matching

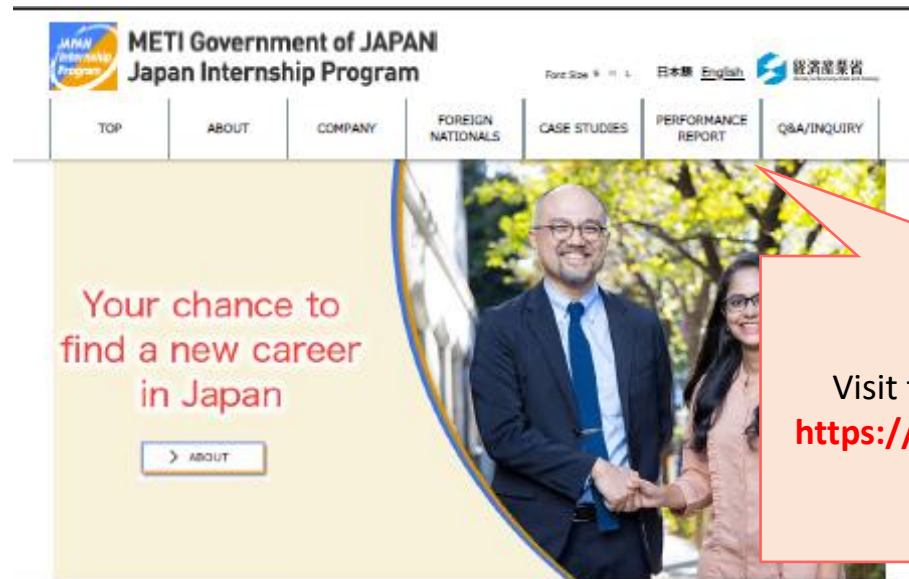
## Recruitment / Information sessions

- Interns who are nationals of the OECD/DAC listed countries (excluding China) will be recruited.
- Please note that it is not necessary to attend the information session to apply.

\*Entry is possible even if you do not attend the information session.

**Please apply from “Application form for Interns” on the website.**

## Application



Visit the following WEB sites.  
<https://internshipprogram.go.jp/>

- \*Using Google Chrome when creating the form is recommended.
- \*Using PC (or tablet device) when creating the form is recommended.
- \*This form can not be temporarily saved your data. You have to fill out many parts through processing.
- \*There are many descriptions, we recommend you to overview all the questions in advance before filling out the form.

# 9. Internship Process I . Recruitment & Matching

## Selection/ Matching

- Screening is conducted through document screening, 1st interview (native language/English/Japanese) and 2nd interview (Japanese/English).

\*Screening process will be conducted based on information contained in the application form aptitude and experience/ability as an intern, understanding of the program purpose, and any conditions or requests for the host company.



- Various certification documents regarding University qualifications or language skills, etc., letters of recommendation, required documents etc. are required to submit individually.
- JIP office will match interns with companies according to their applications along with their expectations and preferences.
- The results of the matching process will be notified to the company and the intern applicant, and match will be made upon mutual agreement.

\*We anticipate a response period of several days from the notification of the matching results to the applicants.

\*Once a match is made, it cannot be cancelled by the company or intern for their own reason.

## The Screening Committee

- The Screening Committee approves the matching.

- As a result of approval by the Screening Committee, letter of notification of acceptance will be sent both to the intern and the host company. Based on this notification, both of them will begin preparations to participate in the internship activities.

## Notification of results /Conclusion of a contract

# 9. Internship Process II . Acceptance & Procedures

## Submission of internship plan

- The host company will contact the intern and discuss the mission, goals and plans for the internship. Based on the discussion, the company will submit an online “Internship Plan” to JIP office.

Planned days/hours	A/A2 Course	B/B2 Course	C Course
Total days of activity	40 activity days	30 activity days (Up to 120 hours)	40 activity days
Daily activity hours	4-8 hours Half-day to full-time	Approx. 4 hours Half-day	Approx. 8 hours Full-time

\*JIP office will check whether the "Internship Plan" fully reflects the purpose of the program, the results to be achieved, the mission and commitment of the person in charge of the company are clear, the plan has promising deliverables, and the acceptance of interns is recognized as an important position.

## Preparation before starting the internship

- Please maintain regular contact with the host company continuously by email or Online Meetings etc. before beginning the internship.
- JIP office will arrange for the intern's insurance during the period of the internship.

# 9. Internship Process II . Acceptance & Procedures

## Preparation before starting the internship

(A/A2/C Course)

- The company prepares the necessary environment for internship such as desks, PCs, etc.

(B/B2 Course)

- JIP office will provide the necessary communication tools for the internship, such as PCs, Internet access, and means of communication.

(C Course)

- JIP Office arranges the following for travel and reception:
  - Round-trip air tickets to Japan (economy class)
  - Assistance with obtaining visas and other necessary documents
  - Purchase of travel insurance for the visit to Japan.
- The company prepares the living environment by arranging accommodations and transportation to and from the workplace.



# 9. Internship Process

## III. Running Internships

### Pre-training

- During the guidance, JIP office will explain the rules and the daily report system for conducting the internship.
- Seminar contents are cross-cultural understanding, tips and precaution for proceeding internship.

Date	Contents
1 month before start	<ul style="list-style-type: none"><li>● Pre-guidance<ul style="list-style-type: none"><li>➢ the rules and the system for daily reports regarding the implementation of the internship</li></ul></li></ul>
1 month before start - up to the start date	<ul style="list-style-type: none"><li>● Information security training</li><li>● Cross-cultural communication training<ul style="list-style-type: none"><li>➢ Smooth communication can be established right from the beginning of the internship.</li></ul></li><li>● JIP office will also provide online Japanese language training for interns at the JLPT N4 and N5 levels.</li></ul>

\* The timing and contents of the course will change depending on the course.

### Internship

- Soon after the internship starts, will conduct an orientation for the intern at the workplace. Internships should start from a solid understanding of this explanation of workplace rules and precautions, in order to ensure smooth implementation of the internship. The intern and personnel in related departments should review the internship plan to ensure full understanding before starting.
- The company and the interns should hold meetings at least twice a week and communicate on daily basis. Please submit daily reports to JIP office.

\*Share the internship plan with the interns and relevant department employees, and start the activities after understanding your goals and roles.

\*Based on the contents of the report, JIP office may contact you to confirm the situation and request additional reports if necessary.

# 9. Internship Process

## III. Running Internships



### Internship

(A/A2/C Course)


- If an intern needs to travel over 100 km, he/she must submit a long-distance travel application form to JIP office at least five business days in advance, and ensure that their whereabouts can always be confirmed.

(B/B2 Course)

- If an intern intends to engage in activities outside of designated locations such as visits to the host company's branches or on-site surveys, they must report it to JIP office in advance and seek their judgment on the feasibility of the activity.



### Follow-up training

- JIP office will organize a review at the midpoint of the internship period.
  - Host companies and interns will share the progress, review, exchanging opinions, learnings, and areas for improvement.
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# 9. Internship Process

## Ⅲ. Running Internships



**Wrap up  
presentation**

- The wrap up presentation will be held face-to-face or online at the end of the internship. Company manager/supervisor and intern will make a presentation on the outcome of the internship and the achievement of the mission for each company.

\*Participation in each training session and the wrap up presentation is mandatory. JIP office will inform you of the schedule as soon as it is confirmed, so please plan accordingly to ensure that you can attend.

\*Interns on Course C are scheduled to return home the day after the wrap up presentation



**Completion of  
the internship**

- Interns and host companies are obliged to submit various reports: daily report, evaluation report.



# 10. Important Points to Confirm

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**Please confirm the following important information and agree with it before submitting your application..**

1. Please note that entry does not necessarily mean that you will be matched.
2. We will not be able to respond to any inquiries regarding the selection process or reasons for acceptance or rejection.
3. Even if the screening committee approves the application and the matching is completed, there is a possibility that the application will be cancelled due to unavoidable circumstances (e.g. natural disaster)
4. Once a matching is established, you are not allowed to decline.
5. Once an internship has started, it cannot be interrupted for the convenience of the company or the intern. In case of interruption, a completion certificate will not be issued. Furthermore, we regret to inform you that we are unable to issue certificates of completion for interns.
6. As this is a government-funded internship program, the results of the internship will be published on the website, including the name of the company or institution, a summary of the internship, and information on the interview.



# 11. Inquiry



**METI Government of JAPAN “Japan Internship Program”  
Office**



**受託事業者：株式会社パソナ**

**“Japan Internship Program” implemented by PASONA**

**Address : 3-1-30 Minamiaoyama, Minato-ku, Tokyo**

**Web : <https://internshipprogram.go.jp/>**

# References / Intern's Nationalities (FY2021)

## 各国参加人数

### Aコース

地域	国	計(人数)
アジア	Viet Nam / ベトナム	42
アジア	Indonesia / インドネシア	24
アジア	Malaysia / マレーシア	11
アジア	India / インド	11
アジア	Thailand / タイ	8
アジア	Cambodia / カンボジア	4
		100

### Bコース

地域	国	計(人数)
アジア	Viet Nam / ベトナム	29
アジア	Thailand / タイ	20
アジア	Malaysia / マレーシア	11
アジア	India / インド	11
アジア	Indonesia / インドネシア	10
アジア	Cambodia / カンボジア	4
アフリカ	Morocco / モロッコ	2
アフリカ	Kenya / ケニア	1
		88

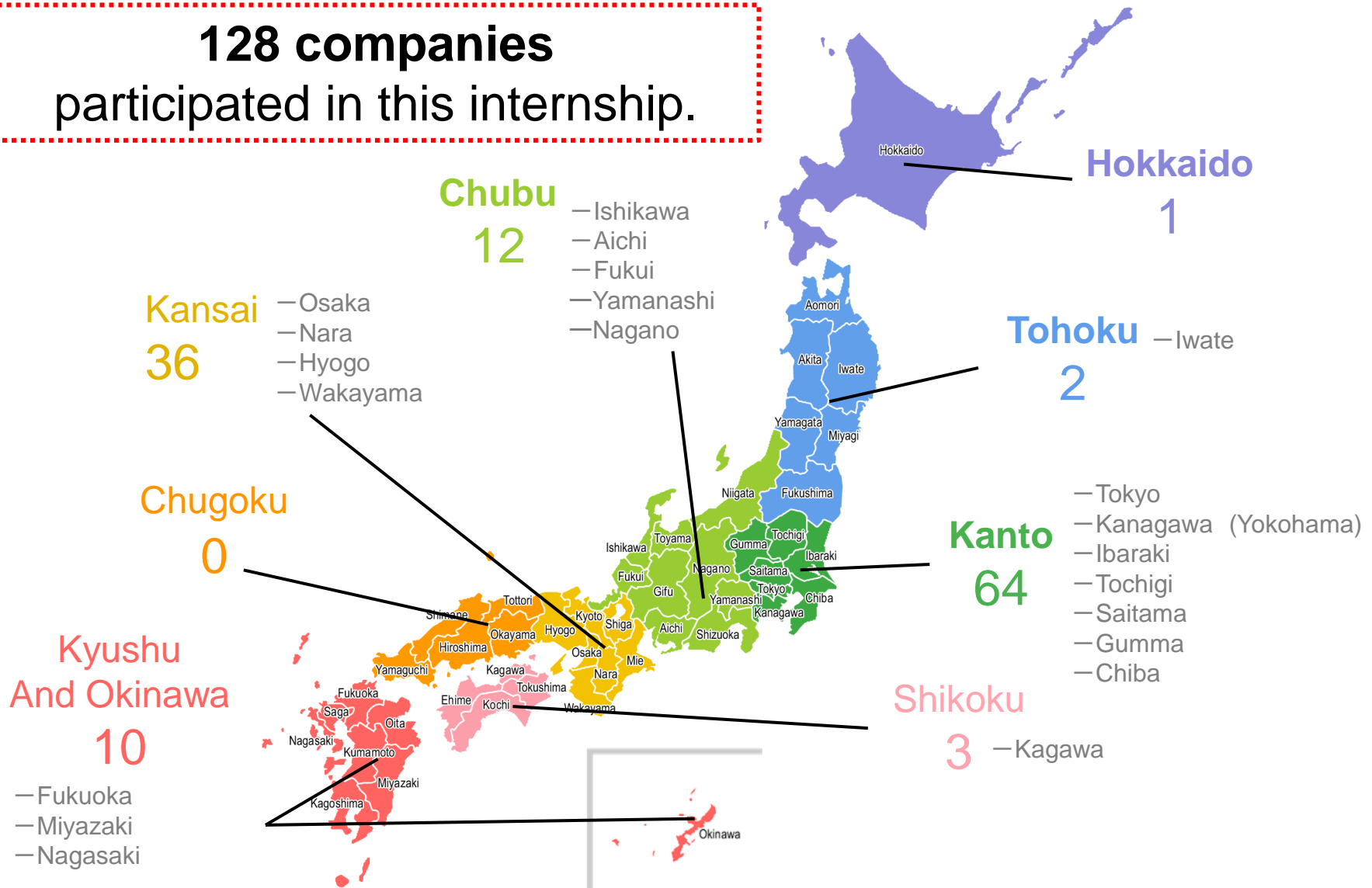
**188** interns participated in this internship.

\*Only online type in FY2021.

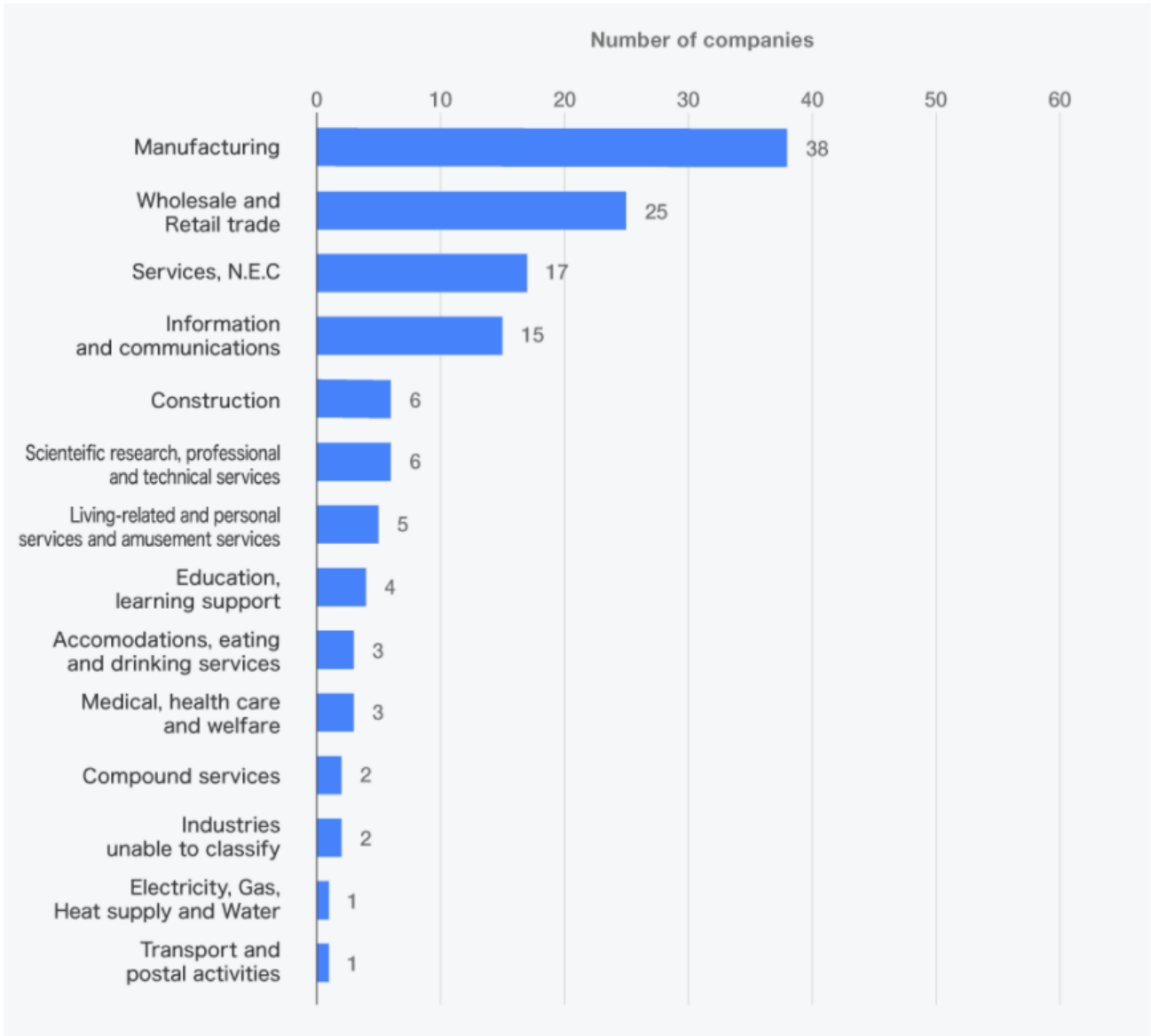
# References / Host Company's locations (FY2021)

Host companies that participate in this program are small to medium-sized enterprises throughout Japan, and their company locations are wide-ranging.

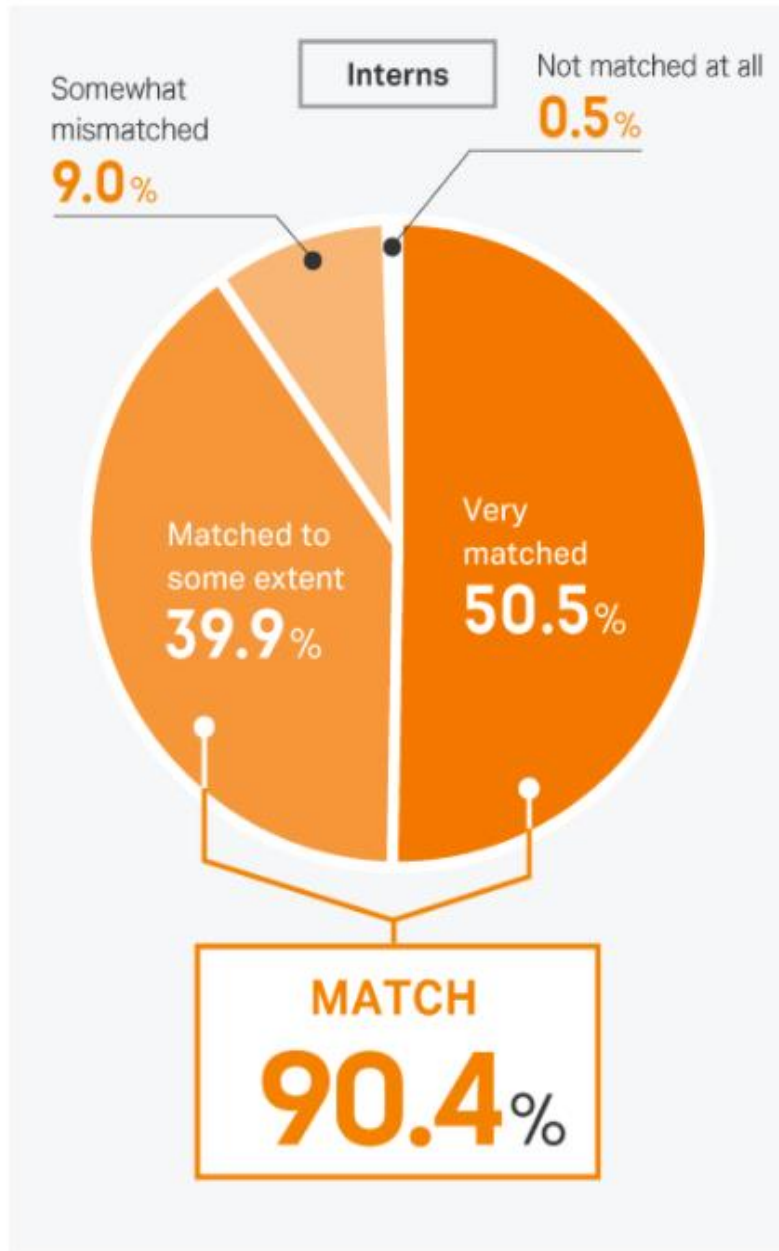
**128 companies**  
participated in this internship.



# References / Industry types Top10 (FY2021)

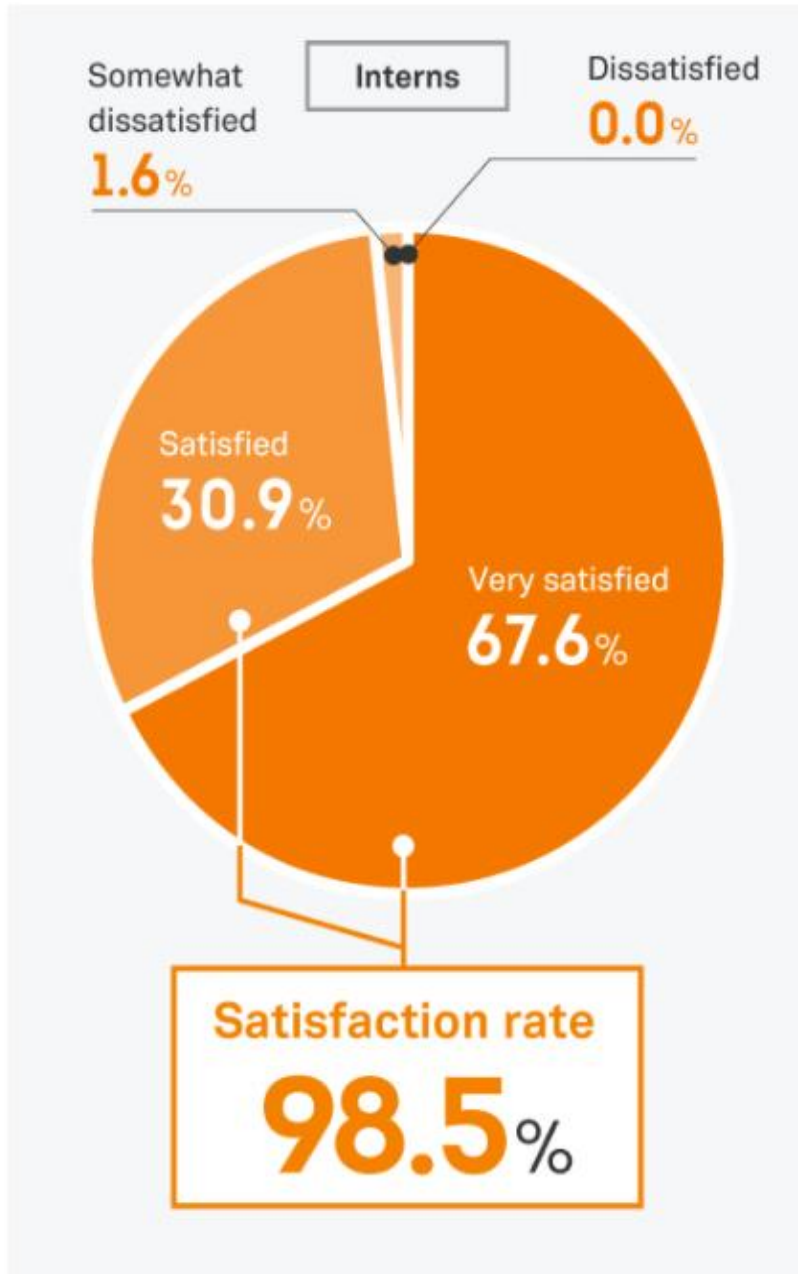


# References/Matching Degree (FY2021)



More than 90% interns answered that the host companies recommended by the program office match their preferences.

# References / Intern's Satisfaction (FY2021)



More than 98% interns satisfied with their internship.

# References / Outcomes from Internship (FY2021)

