

**EDWIN O. REISCHAUER INSTITUTE OF JAPANESE STUDIES
HARVARD UNIVERSITY**

**2017 Harvard College Japan Summer Internship Program
Internship Form**

I. Your Background Information

1) Name: _____

2) Campus Address: _____

3) Permanent Address: _____

4) Concentration & Graduation Year: _____

5) Harvard ID: _____ 6) Citizenship(s): _____

7) Phone: _____ 8) Email: _____

9) Have you ever been to Japan before? If so, please describe (e.g. duration, purpose).

10) Have you held an internship in Japan before? If so, please describe (e.g. when, what).

II. Internship Preference

1) How would you like your internship to be arranged?

A. I would like to be considered for a match to an organization sponsored by the RI and for RI funding.

B. I am self-arranging my own internship and would like to be considered for RI funding only.

2A) If you answered A, please describe in **your cover letter** what types of organizations interest you (e.g. business/finance, consulting, IT/programming, communication/media, education, government/public sector), what kind of projects/tasks you would like to do, and what kind of abilities and skills you wish to acquire from the internship. If there are any specific organizations sponsored by the RI that interest you, please list them here (up to three).

2B) If you answered B, please provide the details of the organization you have self-arranged/will self-arrange.

Organization: _____

Contact Person & Email: _____

How did you arrange this internship? (e.g. Harvard alumni, family friends, faculty connection)

III. Language Background

1) How much Japanese language study, if any, will you have completed by May 2017? Please list courses, as well as the institutions/programs at which you studied.

2) Please rate your Japanese proficiency in each of the following skills on a scale of 1 to 5. 1 = Have not learned this skill, 2 = Beginner level, 3 = Intermediate level (comfortable in day-to-day informal situations), 4 = Advanced level (comfortable in both informal and formal situations), 5 = Native level proficiency.

Speaking _____ Listening _____ Reading _____ Writing _____

3) Please list any other language(s) you know or have studied, number of years studied, including courses and the institutions/programs at which you studied.

4) Please rate your proficiency in the language(s) listed in Part C on a scale of 1 to 5 (as in Part B above).

Language: _____

Language: _____

S _____ L _____ R _____ W _____

S _____ L _____ R _____ W _____

Language: _____

Language: _____

S _____ L _____ R _____ W _____

S _____ L _____ R _____ W _____

IV. Additional Skills

1) Please list any other skills (e.g. artistic, financial, technical skills) that you want us to know.

V. Other Summer Plans

1) Please describe what your other summer plans are (e.g. Harvard Summer School, IOP Director's Internship Program) and let us know where the RI Internship Program stands with others.

UPON COMPLETION, PLEASE UPLOAD THIS FORM ON CARAT:

<https://apps2.registrar.fas.harvard.edu/carat/>

NOTE: Applicants who arrange their own internship directly with a host organization in Japan **must negotiate housing and work arrangements on their own**. Applicants able to make such arrangements must also include a **letter from their host** stating the following: (1) Duration of the internship, (2) Duties and expectations of the intern, and (3) Expenses to be covered by the host. This letter may be submitted in English or Japanese to the RI Program Coordinator: Jennie Kim (jennie_kim@harvard.edu).