The Edwin O. Reischauer Institute of Japanese Studies (RI) coordinates a wide array of summer internship opportunities in Japan for undergraduates in any concentration. As interns, students learn about the local culture of their city and workplace while contributing to a project defined by the host organization. Since 1988, over 400 Harvard College students have worked in consulting and financial firms, on the campuses of top Japanese universities, in the offices of parliamentary members and NGOs, in leading science labs, and even in a propeller factory, a hotel bakery, and an antiquarian bookstore. Internships last 8 weeks or longer, usually from early June until early August. RI cannot guarantee placement and acceptance is contingent on finding a fit between available positions and applicants. Applicants may also seek out an internship in Japan on their own and then may apply to RI for funding support. Some Japanese language ability is preferred by most intern hosts. Preference is given to students enrolled in Japanese language courses and to first-time Japan internship holders. Successful applicants receive a package put together by RI and the host organization, which includes round-trip discount airfare and a living stipend that varies according to the housing arrangements offered by the host organizations.

Application Process:

1) Apply using CARAT, Harvard’s web-based application tool, at: https://apps2.registrar.fas.harvard.edu/carat/
   After logging in, click on “Funding Sources” and select “Edwin O. Reischauer Institute of Japanese Studies – Summer Internships” to see the list of required documents that you must prepare for your application:
   1. One letter of recommendation
   2. Internship form
   3. One-page cover letter
   4. Travel budget sheet
   5. Current one-page résumé
   6. Current unofficial transcript

2) Submit your completed application (one letter of recommendation, cover letter, internship form, budget sheet, résumé, and transcript) on CARAT by Monday, January 4, 2016, 5 PM. If the letter of recommendation is being sent via email, it must be received by the deadline as well.

3) Students will be notified by early February of their tentative acceptance, pending actual placement, into the Internship Program. Most placement decisions are finalized by mid-March 2016.

Application Instructions to the RI Harvard College Japan Summer Internship Program:

• Application must be supported by one letter of recommendation, preferably from a former employer or a faculty member. If requesting a recommendation from a Japanese language instructor, please provide the instructor with the “Language Instructor Reference” sheet, which is available on the RI website. Letter of recommendation may be uploaded and submitted directly into CARAT by faculty or via a proxy, or may be emailed directly to the RI Program Coordinator: Jennie Kim (jiyounkim@fas.harvard.edu).

• Internship form is available on the RI website. Applicants should indicate the type of host organization or work they prefer, and their experience/language proficiency/skills.

• Cover letter should indicate applicant’s interest in working in Japan and explain how the experience will enhance applicant’s personal and professional growth. If the applicant has specific ideas about what sort of work s/he would like to do in Japan, please elaborate in the letter.

• 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 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 (jiyounkim@fas.harvard.edu).

• You must inform the RI if you receive any other awards for the internship after you submit this application.

APPLICATION DEADLINE: Monday, January 4, 2016, by 5:00 PM on CARAT.

For more information, please refer to the website: http://rijs.fas.harvard.edu/fellowships/undergrad.php, or contact the RI Program Coordinator: Jennie Kim (jiyounkim@fas.harvard.edu).