

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

**2017 Harvard College Japan Summer Internship Program**

The Edwin O. Reischauer Institute of Japanese Studies (RI) and the Program on U.S.-Japan Relations at the Weatherhead Center for International Affairs coordinate a wide array of summer internship opportunities in Japan for Harvard College students of any concentration who are in good academic standing and are returning for the fall semester as full-time students. 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 contributed their skills and applied their knowledge to consulting and financial firms, startup companies, top Japanese universities, offices of parliamentary members and NGOs, educational organizations, leading science labs, and even to a traditional luxury ryokan.

Internships last a minimum of 8 weeks, usually from early June until early August. RI has limited internship positions available and cannot guarantee placement. Acceptance is contingent on finding a fit between available positions and applicants. Some Japanese language ability is preferred by most organizations. Preference is given to students enrolled in Japanese language courses and to first-time Japan internship holders.

We strongly encourage students, especially those interested in pursuing science research internship or those who desire specific projects and tasks, to arrange an internship in Japan on their own and apply to the Program for funding support only. Students who are looking to self-arrange their internships can seek advice from various entities at Harvard, including but not limited to the RI, department faculty, and the Harvard alumni network.

Successful applicants receive a grant package put together by the 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 organization. Grants up to \$5,000.

**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
7. Letter from the host organization (*only for self-arranged internships*)

- 2) **Submit your completed application (one letter of recommendation, cover letter, internship form, budget sheet, résumé, and transcript) on CARAT by Monday, January 9, 2017, 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 invited for an interview at the beginning of spring semester. Following the interview, students will be notified of their tentative acceptance, pending actual placement, into the Internship Program after Spring Recess. **Students have 2 weeks from the date of the acceptance letter to accept or decline the offer.**

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

- Application must be supported by **one letter of recommendation from someone at Harvard (e.g. faculty, teaching fellows, house tutors, advisers)** who can speak to your character as well as your skills, strengths, and abilities in the workplace, in a foreign country, or in tackling a significant academic project. 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: Jiyoun Kim ([jennie\\_kim@harvard.edu](mailto:jennie_kim@harvard.edu)).
- **Internship form** is available on the RI website for download. Upon completion, applicants should upload the form on CARAT.
- **Cover letter** should indicate applicant’s interest in working in Japan and explain how the experience will enhance applicant’s personal, academic, and/or professional growth. Applicants should also describe in detail what types of organizations interest them, what kind of projects/tasks they would like to do, and what kind of abilities and skills they would like to acquire from the internship.
- 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](mailto:jennie_kim@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 9, 2017, 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 ([jennie\\_kim@harvard.edu](mailto:jennie_kim@harvard.edu)).