

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

2021 Virtual Japan Summer Internship Program

The Edwin O. Reischauer Institute of Japanese Studies (RIJS), in partnership with the Program on U.S.-Japan Relations at the Weatherhead Center for International Affairs and John A. Paulson School of Engineering and Applied Sciences (SEAS), coordinates a wide array of Japan-based summer internship opportunities for Harvard 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 workplace culture and have the opportunity to learn and practice Japanese while contributing to a project defined by the host organization. Since 1988, over 400 students have contributed their skills and applied their knowledge to consulting and financial firms, tech and startup companies, international and local newspaper offices, design and architectural firms, research think tanks and educational organizations, offices of parliamentary members and NGOs, and even to a traditional luxury ryokan. **For Summer 2021, in accordance with the University's ban on travel abroad, the Summer Internship Program will be conducted virtually.**

Internships last a minimum of 8 weeks, usually from early June until early August. RIJS 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 or courses on Japan.

Engineering Sciences Opportunities: There is no separate application for this; application process will be same as others. The Program provides industry-based internships for SEAS students who hope to gain hands-on experience working with professionals in their desired field. Please note that this is **not** a research internship. For Summer 2021, opportunities, if available, will be extremely limited. We highly encourage students to explore and self-arrange internships should they be interested in engineering- or science-related opportunities and reach out to the RIJS for funding and support.

Self-arranged Track: Due to limited internship positions available, we strongly encourage students, especially those who are interested in doing very specific projects or tasks, to arrange an internship on their own and apply to the Program for funding support only. Self-arranged internships must meet the minimum 8-week requirement. Self-arranging students can seek advice from various entities at Harvard, including but not limited to the Office of Career Services, Harvard faculty, and the vast Harvard alumni network.

There is no separate application for funding. Applicants who are placed into the Program will receive a grant package put together by the RIJS and the host organization valued at \$4,000.

Application Process:

- 1) Apply using CARAT, Harvard's online application system: <https://carat.fas.harvard.edu/>
After logging in with your Harvard credentials, select "**Reischauer Institute Summer Internship Program in Japan**" to start your application. The application requires:
 1. CARAT application
 2. One letter of recommendation
 3. RIJS internship application form (*available on [website](#)*)
 4. One-page cover letter
 5. Current one-page résumé
 6. Current unofficial transcript
 7. Confirmation letter from the host organization (*only for self-arranged internships*)
- 2) Submit your completed application on CARAT by **Monday, February 8, 2021, 5 PM EST.**

- 3) Successful applicants will be notified of their tentative placements and nominated to host organizations for further evaluation by late-February. Most host organizations will conclude their evaluations by mid-March, and on a rolling basis, successful applicants will receive an offer letter and be admitted to the Program. **Admitted students have 1 week from the date of the admission letter to accept or decline the offer.**

Application Instructions:

- Because of the nature of our Program, we do not expect the applicants to fill out “Project Description” and “Budget” portions of the CARAT application exactly. There is no penalty for entering incorrect information, but **the committee is interested in knowing applicants’ thought processes as they plan out their summer.** For the “Project Description” portion, applicants can fill out as much as they can and enter “N/A” in the required fields they are uncertain about.
- Application must be supported by **one letter of recommendation from someone at Harvard (e.g. faculty, graduate student teaching fellows, house tutors, concentration/first-year advisors)** who can speak to applicant’s character as well as applicant’s skills, strengths, and abilities to work in a foreign country, or to tackle a significant project. Letter of recommendation must be uploaded to CARAT by the recommender or his/her proxy.
- **RIJS internship application form** is available on the RIJS [website](#) for download. Upon completion, applicants should print/save as a PDF file and upload the PDF 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. **We do not have any specific formatting guidelines for cover letter and résumé, but please keep them to one page.** The Office of Career Services (OCS) offers great resources on cover letters and résumés, which can be accessed [here](#).
- Applicants who arrange their own internships **must negotiate work arrangements directly with the host organization on their own.** Applicants able to make such arrangements must obtain a **letter of confirmation letter (PDF file ONLY) from their host** stating the following: (1) Duration of the internship (must be at least 8 weeks to qualify for funding), (2) Duties and expectations of the intern, and (3) Expenses to be covered by the host. It may be written in English or Japanese. Applicants, *not the host*, then should submit the letter to Jenni Ting (wting@fas.harvard.edu). The letter can be submitted at a later time, separate from the main application; however, the **main application must be submitted by 5 PM EST on Monday, February 8 and the confirmation letter must be received by 5 PM EST on Friday, March 12, 2021** in order to be considered for RIJS funding.
- Also, **applicants who are self-arranging their internships are highly encouraged to submit an application to OCS for funding as well.** To apply for OCS funding, please follow the instruction on their [website](#).
- **All applicants must inform the RIJS if they have received other funding to support the internship in Japan.** Should an applicant receive funding from other sources that is greater or equal to our maximum funding amount, the applicant will no longer be considered for RIJS funding and the application will be withdrawn automatically. However, the applicant can still receive pre-departure and on-grounds support from the RIJS and partake in the summer activities organized by the RIJS.
- We understand that there will be students who find out about our Program after the deadline has passed. If you are one of those students and are still interested in applying to the Program, **you must contact Jenni Ting (wting@fas.harvard.edu) immediately to schedule a meeting AND submit an application no later than 5 PM EST on Friday, March 12, 2021 on CARAT. We will not accept any application beyond this deadline.**

Also, please note that students who submit their application by February deadline will be considered first for the limited positions and funding available.

- Any incomplete applications, or those that do not follow the instructions above, will not be considered.

APPLICATION DEADLINE: Monday, February 8, 2021, by 5:00 PM EST on CARAT.

For more information, please contact the Program Coordinator, Jenni Ting (wting@fas.harvard.edu).