

Internship Notification Form

Date (YYYY/MM/DD) : / /

To:

Dean of the School of Design

Dean of the Graduate School of Design

[Student Information]

Department / Major:

Year / Student ID Number:

Name:

Mobile Phone Number:

[Supervisor]

Title / Name:

Type of Activity	1. During regular school hours Course Title and Number of Credits: (/ credits) 2. School events ③ Extra-curricular Activities		
Period	YYYY/ MM / DD: / / - / / (Actual working days:) <input type="checkbox"/> In-person <input type="checkbox"/> Online <input type="checkbox"/> Hybrid (Both in-person and online) (Pre-training <input type="checkbox"/> Yes <input type="checkbox"/> No • Post-training <input type="checkbox"/> Yes <input type="checkbox"/> No)		
Place of Implementation	Company/ Institution name: Department: Location(Address): *If overseas – Visa Type: Visa Type: <input type="checkbox"/> None <input type="checkbox"/> Tourist <input type="checkbox"/> Student <input type="checkbox"/> Others()		
Theme			
Career development: Type of Support Activities ※ Refer to the reverse side.	<input type="checkbox"/> Type 1:Open company <input type="checkbox"/> Type 2:Career education → Work experience <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Type 3:General Skills / Specialized Skills Internship <input type="checkbox"/> Type 4:Highly specialized Internship		
Allowance and Benefits Provided by the Company /Institution	<input type="checkbox"/> None <input type="checkbox"/> Actual cost(Food expense, etc.)• Traveling expenses(Including accommodation) <input type="checkbox"/> Wages• Reward <input type="checkbox"/> Others() *Please check all applicable items regarding allowances provided by the company/ institution.		
Name of Insurance Coverage Enrolled	<input type="checkbox"/> Personal Accident Insurance for Students Pursuing Education and Research (PAS)”(Gakkensai)*Joining date (YYYY/MM/DD): / / <input type="checkbox"/> Liability Insurance coupled with PAS *Joining date (YYYY/MM/DD): / / <input type="checkbox"/> University CO-OP Student Life Insurance: <input type="checkbox"/> University CO-OP Student Personal Liability Insurance <input type="checkbox"/> Other ()		
		※事務記入欄 *Office use only	協定等締結：有・無

Important Notes Regarding Internship Participation

- Students participating in internships must be enrolled in both the Personal Accident Insurance for Students Pursuing Education and Research (PAS/Gakkensai) and the Liability Insurance Supplementary to PAS. Supplementary to Gakkensai. In addition, please submit the Internship Notification Form. However, if you wish to be approved as credits, please refer to [INTERNSHIP](#).
- Once the internship notification form is submitted to and accepted by the Dean of the Faculty or Graduate School, the internship will be considered officially approved and covered by the above-mentioned insurance policies.
- Please submit the completed notification form to your student affairs office.

Types of Support Activities

	Type 1	Type 2	Type3	Type4	
Category Name	Open Company	Career Education	Internship for general ability/specialization	Highly specialized Internship	
Qualifies as Internship	×	×	○	○	
Target Participants	Undergraduate and graduate students (regardless of grade)	Undergraduate and graduate students (regardless of grade)	Undergraduate 3rd and 4th year students, Master's 1st and 2nd year students	Doctoral (PhD) 1st to 3rd year students	Master's 1st and 2nd year students
Nature of the Initiative	Information and PR about individual companies and industries	Education	① Work experience ② Assessing one's own abilities ③ Obtaining evaluation materials	① Work experience ② Improvement of implementation skills ③ Acquisition of evaluation materials	
Work Experience	None	Optional	Required	Required	
Salary	—	—	Unpaid	Paid leave is standard	
Main programs expected	Events and information sessions hosted by companies, employment information providers, and university career centers	* Programs conducted by companies as part of their social responsibility * University-led classes and industry-academia collaboration Programs	Programs implemented by individual companies, universities in collaboration with companies or regional consortia, with an emphasis on appropriate and general skills or expertise.	Ministry of Education, Culture, Sports, Science and Technology Project "Job-type Research Internship"	Internship for Master's Students Focusing on Advanced Specialization
Time period	Half a day to one day	Year-round (varies depending on classes and programs). However, in the case of company-sponsored programs, consideration will be given to balancing work and study, such as adjusting working hours and utilizing online tools	Regular classes: Year-round Extracurricular activities: During long vacations * Doctoral programs are year-round regardless of whether they are regular or extracurricular.	Year-round Two months or longer	On extended leave Two weeks or more
Other Notes		Includes both regular and extracurricular activities	Long vacations: Summer vacation, winter vacation, entrance exam vacation, spring vacation		Long vacations: Summer vacation, winter vacation, entrance exam vacation, spring vacation

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◆ Survey: How Did You Apply? ◆

- ☐ Applied directly to the company
☐ Through a job/internship search website
☐ Through the university
☐ Through an academic advisor
☐ Other ()