



# International University of Japan Career Counseling and Services

Yamato-machi, Niigata 949-7277 JAPAN

E-mail: ccs@iuj.ac.jp Tel. +81- (0)257-79-1438 Fax. +81-(0)257-79-1180

## IUJ Internship Program Facts Sheet

### Numbers, Basic Statistics and Skills

About 75 students each year seek internships: half are in the MBA program and half are in the MA program. Candidates are both Japanese and foreign students from 45 nations with an average age of 27 years and average length of prior work experience 4 years. Skills and interests vary widely. IUJ students boast many foreign languages, computer expertise, work experience in everything from politics/diplomatic relations to businesses around the world, finance, marketing and IT skills and interests in the same. *See Placement Report and Outlook for the given year.*

### Availability and Duration

Summer internships start anytime between early July and the end of September, depending on the company's needs. Some have been for just 10 working days, and others have lasted 3 months (plus). Starting and ending dates are set by the company and are based on the internship project requirements.

### Housing & Compensation

IUJ emphasizes a learning-experience internship and asks companies to help with housing, and if possible transportation and a food allowance rather than paying hourly wages. The range for total monthly allowances is zero (but usually free housing is provided) to ¥ 750,000/month plus housing. The average is equivalent to ¥ 300,000/month with often extra help for housing. If company dorm facilities are not an option, IUJ can help students arrange short-term housing. The cost is around ¥ 80,000 to ¥ 120,000/month for short-term stays.

### Insurance

Companies need not be concerned with insurance coverage for IUJ summer interns in Japan. IUJ foreign students are all covered by National Health Insurance and a plan of AIEJ. Japanese students are covered on independent or family health plans. In addition, IUJ students are covered by "internship insurance" to compensate for any damage to company property. For internships outside of Japan, students must obtain private insurance, and IUJ can advise.

### Visa Status

The company need not worry about IUJ students' visas during an internship in Japan. All IUJ foreign students are on full-time student visas. Under their visa, they may participate in an internship as part of their graduate school education and need a work permit (IUJ obtains this for them). They may work full-time and receive compensation with a work permit during the summer months (when school is in session they are limited to 28 hours a week work). For overseas internships, the student must obtain a short-term visa (unless they have the nationality of the host country), and with a letter of invitation, these are usually not difficult to obtain at the embassy in Tokyo.

### Types of Projects

*Project Based Internships* are encouraged. Companies that 1) have a specific research need our graduate students can fulfill, 2) have a planned summer project team in which our student can participate, or 3) could benefit from some outside consulting on a company problem or corporate analysis, etc. have found very positive contributions made by IUJ interns and "summer associates." A few examples of past successful projects include: market research or country profiles in a certain industry (around the world), computer-based projects, team project participation, consultation on cross-cultural corporate communications, independent research on behalf of the company.

### Selection

The process is flexible. Generally, there are three ways: 1) Ask IUJ to openly announce an opportunity on the IUJ bulletin board and review submitted resumes and cover letters, then interview screened candidates. 2) Choose candidates from the IUJ Resume Book and ask IUJ to arrange interviews or contact the students directly. 3) Inform IUJ of your needs, and ask for recommendations.

### Interviews

Several companies travel the short distance to campus to interview candidates in person either as a part of **IUJ Career Week** (ask for details) or at time convenient for the company. Some ask the students to come to Tokyo. Others interview by phone or videoconferencing, and some rely on IUJ for selection, never meeting the students.

See <http://www.iuj.ac.jp/career> for more information, and online resume book and more