

Vj15 - More information on compulsory documents

1	Application Form
2	CV
3	Letter explaining why you wish to take part
4	Letter of recommendation
5	List of all your University grades
6	System of grading at your University
7	Certificate of enrolment at your University OR letter from university administration, stamped and signed
8	Medical certificate
9	USB stick with excel sheet of personal data
10	IN A SEPARATE FOLDER: photocopy of the above-listed documents, from n°1 to n°8 (same order).

Documents listed in blue above must be:

- original, OR validated with an official stamp of the University.

All documents must be

- in English, (only documents 5/6/8 can be in your original EU language, if not available in English. In this case please also add translation in English)
- unstapled,
- with number written in pencil on top right of 1st page of each document (numbering as per list below),
- in the order listed in this sheet of paper:
- sent together in one folder (including one full copy of all documents, at the end of the folder)

Compulsory document no. 1	APPLICATION FORM
----------------------------------	-------------------------

All sections of the application form must be filled in.

The form itself must be signed. Should this not be the case, it will automatically be rejected.

Long answers to the various questions could make the completed form more than 4 pages long. This is acceptable.

Compulsory document no. 2	CV
----------------------------------	-----------

Don't forget to include all personal info (gender, full name, nationality, birth date, telephone numbers, email account, address)

Compulsory document no. 3	LETTER EXPLAINING WHY YOU WISH TO TAKE PART
----------------------------------	--

(maximum 1 page; minimum font size: 12)

- | | | |
|---|--|---|
| 1 | Academic background: | please provide a short description of your whole university career (not just your current specialisation) including foreign language studies. |
| 2 | General reasons for wanting to participate in the "Vulcanus in Japan" programme: | please explain why you want to participate - with regard to your personal, academic and professional development – e.g. Why Japan?
Why Vulcanus? What makes you/your personality suited to Vulcanus? |
| 3 | Specific goals with regard to the different parts of the programme: | <ul style="list-style-type: none"> • seminar about Japan • language course • company traineeship : What can you learn? What can you offer? |

Compulsory document no. 4	RECOMMENDATION LETTER by a professor of one of your major topics
----------------------------------	---

The document should include:

- original signature of the professor (no scan)
- contact details of the professor (title / email / telephone)
- stamp of professor or of university whenever possible.

Compulsory document no. 5	LIST OF UNIVERSITY GRADES
----------------------------------	----------------------------------

Print from the website of your university can be accepted.

This document can be in your original EU language, if not available in English. In this case please also add translation in English

Compulsory document no. 6**SYSTEM OF GRADING AT YOUR UNIVERSITY**

This document should explain the system of grading at your university and provide the details listed below. Some universities express the grading with letters, others with figures.

- The following information should be provided:
- Rank or grading (i.e.: from 0 to 30, or from 1 to 6, or from A to D, etc.)
 - Top possible mark (letter or figure)
 - Lowest possible mark (letter or figure)
 - Pass mark (letter or figure)
 - Average mark (letter or figure)

If no original document is available, you can look for this information in the web and send a print.

This document can be in your original EU language, if not available in English. In this case please also add translation in English

Compulsory document no. 7**CERTIFICATE OF ENROLLMENT AT YOUR UNIVERSITY**

Please submit certificate of enrolment **OR** letter from International relations office (with stamp and signature), stating the following (or equivalent):

"Mr/Ms (name of the student) is enrolled at the University (name of the university), (name of the city and country), for the whole academic year 2014/2015, at the faculty of (name of the faculty)."

No further information on your academic history should be added.

This document must state your enrolment for the current academic year: 2014- 2015, until Summer 2015

***NB:** Should you enrol term after term, please provide the Autumn/Winter Term certificate of enrolment, + a letter certifying that you undertake to provide the Spring Term Certificate by the end of March 2014.*

Compulsory document no. 8**MEDICAL CERTIFICATE**

Please include a MEDICAL CERTIFICATE issued after September 2014, stating that there are no pre-existing medical conditions that would affect your involvement in the Vulcanus programme (original document).

***NB:** UK: please obtain a "Fit Note" (not a medical certificate) www.nhs.uk/chq/Pages/2584.aspx.*

We strongly recommend full transparency regarding your state of health. Please note the following:

1/ pre-existing medical disorders or illnesses (even though recessive upon application) are not reimbursed by the insurance company.

All costs for medical treatments (extremely expensive in Japan) not covered by the insurance will be charged to the student.

2/ some host companies may request a detailed health record from applicants for inclusion in the application file.

Compulsory document no. 9**USB STICK WITH EXCEL SHEET OF PERSONAL DATA**

1/ Download this file from: "Document 9–Student's data", at <http://www.eu-japan.eu/vulcanus-japan-0> (this file is unprotected; please do not delete any cells).

2/ Please format all the sheet as "text", then fill in the YELLOW row and save in "EXCEL 2007" or lower

3/ Fill in the YELLOW row with the same info you wrote on your application form. (In the VIOLET row of the Excel sheet, you will find the reference codes of the questions of the application form);

4/ Save it on a USB key, with "Excel 2007" or lower

5/ write your name and nationality with permanent marker on the USB key & send it with your "Vulcanus in Japan" application.

Compulsory document no. 10**PHOTOCOPIES OF ABOVE MENTIONED DOCUMENTS from 1 to 8**

(Please put all the photocopies together (same order) in a plastic sheet, and send them in the same envelope of the originals)