



VULCANUS IN JAPAN 2025-2026 - HOW TO APPLY



Co-funded by
the European Union

The application procedure is time consuming. Please start preparing your documents at least two weeks before the deadline.

Step 1 - How to prepare the compulsory documents for the online application & for the postal sending

Please prepare all the following documents:

N° and name of each compulsory document	Original & official document in English, in PAPER FORMAT, +PDF. PDF to be sent upon online application. PAPER DOC. to be sent by courier if short-listed.	Original PDF in English (to submit upon online application)	Original PDF in English (to submit upon online application). If not available, then PDF, in a national language of the EU or of a country associated with the Single Market Programme, SME Pillar, + English translation made by yourself.
1	Application Form	Yes	
2	CV	Yes	
3	Motivation letter	Yes	
4	Letter of recommendation	Yes	
5	List of all your University grades		Yes
6	System of grading at your University		Yes
7	Certificate of enrolment at your University for year 2024/2025 on header paper <u>OR</u> letter from university administration, stamped	<u>Yes</u>	Yes

1 - APPLICATION FORM

Download word document (5 pages) from <https://www.eu-japan.eu/events/vulcanus-japan> (grey box)

Please fill in ALL sections, **date** and **sign**. (If not, your application will automatically be rejected). The completed form may be longer than the original 5 pages.

➔ *The document must be filled out in English*

2 - CV (MAX 1 page)

Please ensure you do include the following information: gender, full name as per passport, nationality, birthdate, telephone numbers (with international calling code), email account, skype address, postal address.

➔ *The document must be in English*

3 - MOTIVATION LETTER (*letter explaining why you wish to take part*). (MAX 1 page; font size 12)

- Academic background → Short description of your whole university career (not just your current specialization).
- General reasons for wanting to participate in "Vulcanus in Japan": → Why you want to participate - regarding your personal, academic and professional development – e.g. Why Japan? Why Vulcanus? What makes you/your personality suited to Vulcanus?

Specific goals regarding the different parts of the programme → A- Seminar about Japan / B -Language course / C - Traineeship (What can you learn? What can you offer?)

➔ *The document must be In English*

4- RECOMMENDATION LETTER *by a professor of one of your major topics*. (MAX 1 recommendation letter).

The document should include: 1/ signature of the professor; 2/ his/her contact details (full name-title-email-telephone); 3/ stamp whenever possible

➔ *Copy accepted*

➔ *The document must be in English*

5 - LIST OF UNIVERSITY GRADES

➔ *Print from the website of your university can be accepted.*

➔ *If no English version available, please send version in a national language of the EU or of a country associated with the Single Market Programme, SME Pillar, + English translation made by yourself.*

6 - SYSTEM OF GRADING at your university

Some universities express the grading with letters, others with figures. → This document should provide the following information: *Rank or grading (i.e.: from 0 to 30, or from 1 to 6, or from A to D, etc.) *Top possible & lowest possible mark (letter or figure), *Pass mark (letter or figure), *Average mark (letter or figure).

- Print from the website of your university can be accepted.
- If no English version available, please send version in a national language of the EU or of a country associated with the Single Market Programme, SME Pillar, + English translation made by yourself.

7 - CERTIFICATE OF ENROLMENT AT YOUR UNIVERSITY

Please submit certificate of enrolment (original document) **OR** letter from your University administration (with original stamp), stating the following (or equivalent): “(name of the student) is enrolled at the University (name of the university), (name of the city and country), for the entire academic year **2024/2025**, at the faculty of (name of the faculty).” **No further information on your academic history should be added.** **NB:** If you enrol term after term, please submit the Winter Term certificate of enrolment + a self-declaration, certifying that you will submit the Spring Term certificate by late March 2025.

- When applying, please submit the scan of ORIGINAL PAPER document – (Original paper document to be provided by courier after the selection, upon request of the Vulcanus administration)
- The original paper document must be in English.

Step 2 - How to upload your documents

Save documents from 1 to 7, one by one, in pdf. Re-name each pdf as per above checklist (with appropriate number+name: *Example: 1-application form*). Transfer the 7 PDF into a FOLDER. Rename the folder as follows: **ACRONYM OF THE COUNTRY WHERE YOUR UNIVERSITY IS BASED_your family name(s) in capital letters- your given name(s) in lowercase letters (as per passport)** (example: *FR_GARCIA FERNANDEZ Juan Diego*).

Please find acronyms of countries at https://ec.europa.eu/eurostat/statistics-explained/index.php?title=Glossary:Country_codes

Upload the folder in your Dropbox (If need be, please create an account at <https://www.dropbox.com/>). Create a hyperlink to it, that you will copy-paste in the online form. Please make sure to share a folder with ALL the requested documents, no hyperlink to individual pdf will be accepted. Please do not protect with password. The link shall be active until July 2025.

Step 3 - How to apply online

Please fill in online form at: <https://forms.gle/kAwbNgQSS9vmKjEG6> in English, with the same information written in your paper application form, **plus** the drop-box hyperlink. Please **submit by 20 January 2025**.

Applications after this date will not be accepted.

IMPORTANT: You must fill in and submit your online form in one shot. **Only one submission permitted**, to avoid being disqualified.

IMPORTANT: Once you have submitted the online survey, you will receive an automatic reply. PLEASE keep it as proof of submission. (Please also check your spam/junk mail). The Vulcanus administration will send you a second acknowledgement receipt, before the start of the short-listing (by 10 February at the latest). Please make sure that you have received ALSO this second email. **You shall imperatively contact the Vulcanus administration by email at Vulcinjapan@eu-japan.eu, from 11 to 13 February**, in case you have not received the second acknowledgement. (Don't forget to check your spam/junk mail).

Step 4 - Sending of your certificate of enrolment by courier, and other docs, if short-listed

Please keep ALL your paper documents in a safe place.

The short-listing results will be communicated by the end of February. **If** the Vulcanus administration informs you that **you are short-listed**: you will be asked to **send your certificate of enrolment (and some other documents) by courier within one week from the notification** (postal sending is not permitted).

IMPORTANT: your paper documents must be identical to those submitted via Dropbox. Should this not be the case, you will automatically be disqualified.