

## Frequently asked questions (FAQ)

Q. The period of the internship is between two and three months but would it be possible to do an internship for less than two months? Or alternatively, would an internship longer than 3 months be possible?

A. The internship is for training purposes so, in principle, a period of between two and three months is necessary. If the internship is for less than two months, IGES will not be able to fulfill its responsibility in providing adequate training for the intern. A short-term visitors' visa is available for 90 days, so the maximum length of the internship is usually 3 months.

Q. In the requirements it says that two writing samples are needed, can I still apply if I only have one?

A. Yes, you can still apply with only one writing sample if you only have one for submission.

Q. Because it will take time to get a letter of recommendation, is it acceptable if it isn't attached to my application when I send it?

A. The letter of recommendation is important for making the decision as to whether or not to accept an applicant and must be submitted without fail. If you cannot attach the letter of recommendation when sending the other application documents, then it must be submitted by the deadline for application.

Q. Is it acceptable to have a referee who is not one of my University Professors?

A. Yes, your referee can be someone other than your University Professor.

Q. Could you tell me whether I am suitable for the internship programme before I apply?

A. If you meet the requirements of the IGES Areas that are recruiting interns, then there will be no problem for you to apply.

Q. If the online application form does not work on my PC, can I apply by email?

A. Yes, you can. Please download the application form, fill it in and send it via email as a PDF attachment, or send it by FAX (+81-46-855-3709).

Q. I have completed my post-graduate studies, but have not yet found employment. Can I apply for an internship?

A: IGES internship is aimed at post-graduate students but if you have just graduated, then you can apply for the internship provided you can submit a recommendation from your university professor.

Q: I am currently employed but am also enrolled as a post-graduate student. Can I apply for the internship?

A: Yes, you can. However, you must obtain the approval of the company or organisation to apply for the internship. Please submit a letter of approval from the organisation that employs you.

Q: I would like to make use of the accommodation as an intern. Is it possible for my partner or other family member to stay in the accommodation with me?

A: No, the accommodation provided by IGES can only be used by the interns themselves. Guests are strictly prohibited.