

Vj16 - 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	AT THE END OF YOUR FOLDER, in a separate plastic sheet: photocopy of documents from n°1 to n°8 (same order)
10	Online submission of personal data , through the online link http://goo.gl/forms/KYIGFPk15A (only one submission permitted)

Documents listed in blue above must be:

- original OR copies validated with an original official stamp of the University (no photocopy of stamp can be admitted)

All documents from 1 to 9 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 in the table above),
- **in the order of the table above**,
- **sent together in one folder** (please add a photocopy of all documents at the end of your folder, in a separate plastic sheet)

Compulsory document no. 1	APPLICATION FORM
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All sections of the form must be filled in.

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

The completed form may be longer than the original 4 pages.

Compulsory document no. 2	CV
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Your CV must include the following info:

gender, full name, nationality, birth date, telephone numbers, email account, address, marital status

Compulsory document no. 3	LETTER EXPLAINING WHY YOU WISH TO TAKE PART
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(maximum 1 page; minimum font size: 12)

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|---|--|---|
| 1 | Academic background: | please provide a short description of your whole university career (not just your current specialisation). |
| 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
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The document should include:

- original signature of the professor
- contact details of the professor (title / email / telephone)
- stamp of professor or of university whenever possible.

Compulsory document no. 5	LIST OF UNIVERSITY GRADES
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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
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This document should explain the 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 mark (letter or figure)
- Lowest possible mark (letter or figure)
- Pass mark (letter or figure)
- Average mark (letter or figure)

Print of official web info is also accepted.

If no English version available, please send original (in EU language), plus English translation made by yourself.

Compulsory document no. 7	CERTIFICATE OF ENROLMENT AT YOUR UNIVERSITY
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Please submit certificate of enrolment **OR** letter from your University administration (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 entire academic year 2015/2016, at the faculty of (name of the faculty).”

No further information on your academic history should be added.

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 2016.

Compulsory document no. 8	MEDICAL CERTIFICATE
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Please include a MEDICAL CERTIFICATE issued after September 2015, 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	PHOTOCOPIES OF ABOVE MENTIONED DOCUMENTS from 1 to 8
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Please put all the photocopies together (same order) in a plastic sheet, and send them in the same envelope of the originals.

Compulsory document no. 10	PERSONAL DATA TO SUBMIT ONLINE
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Please fill in online form at <http://goo.gl/forms/KYIGFPk15A> in English, with the same information that you provided in your paper application form.

IMPORTANT/ Please submit online form only **once**, otherwise your application will be disqualified.