

Fiscal Year 2018 International Student Associations in Japan Network Promotion Project Guidelines

1. Objective

There are many cases in evidence where international students hailing from the same country or region who are enrolled in Japan for study voluntarily come together to engage in a variety of activities.

This project is implemented by the Japan Student Services Organization ("JASSO"), with the objective of promoting through the various kinds of activities pursued by the associations of those international students in Japan ("International Student Associations") the formation of networks not only between the members of the International Student Associations but also between International Student Associations and Japanese society and to contribute to advancing international student exchange.

2. Requirements for International Student Associations eligible to apply

Eligible to apply are International Student Associations with members originating from the same country or region. Eligible International Student Associations must satisfy all of the following requirements.

- (1) Members must include international students¹ enrolled in a university or other educational institution in Japan ("international students").
- (2) International Student Associations must have one each of representative and deputy representative.
- (3) The positions of representative and deputy representative must be held by international students.
- (4) The number of members must not be fewer than five.
- (5) International Student Associations must have statutes and articles of association, etc., concerning their organization and operations, etc.²
- (6) Membership must be generally open to applicants if they hail from the same country or region and must not be restricted by other requirements (such as enrollment with a particular educational institution or residence in a particular prefecture, etc.)³
- (7) International Student Associations must conduct their activities predominantly in Japan.
- (8) International Student Associations must be engaged (including prospectively) in the activities set forth below in "3. Eligible activities," pursue purposes and activities in conformity with the objectives of this project, and be free of a distinct leaning with respect to political thought, religion, ideology, or commercial gain.
- (9) International Student Associations must be recommended by their country's or region's embassy in Japan, etc.

3. Eligible activities

The following activities are eligible.

- (1) Activities to raise the name recognition and expand the operations of the International

¹ International students who based on a status of residence of "International Study" pursuant to Attachment 1 of the Immigration Control and Refugee Recognition Act attend courses in Japan at a university (including graduate school), junior college, technical college, vocational school (vocational course), educational institution teaching preparatory curricula for entering university, or Japanese language training institution.

² The status of a juridical person pursuant to the laws and regulations of Japan is not required.

³ Excluded are International Student Associations " such as ●● University International Student Association", "●● Prefecture International Student Association" or "International Student Association of ●● Dormitory" etc.

Student Associations

Measures to enhance awareness of the International Student Associations in order to acquire members and measures to expand the operations of the International Student Associations, such as hosting of a founding and initiation ceremony, creation of a website and SNS environment, and the adoption of member information management tools, etc.

- (2) Activities for the promotion of academic research and international understanding
Activities for the promotion of academic research and international understanding such as presentations by members of the International Student Associations introducing their own academic research; lectures and discussions held by invited external researchers and experts; and displays and performances by International Student Associations as introductions to the cultures of their home countries and regions
- (3) Employment support activities
Activities to promote employment and career support for international students in Japan such as seminars and consultation sessions where former international students who subsequently took employment in Japan talk about their experiences, and job fairs in cooperation with Japanese companies
- (4) Activities to promote international study and advancement to higher education
Activities to promote international study and advancement to higher education in Japan, such as seminars and consultation sessions on advancement to university for persons enrolled with Japanese language training institutions in Japan and on advancement to graduate school for university students and information dissemination, etc., to applicants in association members' countries or regions of origin who wish to study in Japan.

4. Period of activities eligible for application

April 1, 2018 - January 31, 2019

5. Number of International Student Associations to be selected

35 Associations

6. Reward

A reward of 100,000 yen per International Student Association will be paid for the submission of an activity report as set forth below in "10. (1) Activity reports."

7. Method of application

Applicants are requested to send the following documents by postal mail to the Organization and to submit items (1) and (5) also as electronic data files to be uploaded from the page indicated below.

All documents must be written either in Japanese or in English.

URL for the submission of electronic data files:

<https://reg34.smp.ne.jp/regist/is?SMPFORM=lbpc-lclbmh-0f0043b04ea9bcca198cde8d2ecb5387>

- (1) Fiscal Year 2018 International Student Associations in Japan Network Promotion Project Application Form (Form 1), 1 copy
- (2) Letter of recommendation from the embassy of the home country in Japan (Form 2), 1

copy

- The position of the issuer of the recommendation letter must be counsellor or higher.
- International Student Associations whose home country or region maintains no embassy in Japan should in advance contact the person in charge at JASSO.

(3) Copies of the matriculation card and residence card of the representative or deputy representative of the International Student Associations, 1 copy each

This submission is necessary in order to verify that an international student serves as representative or deputy representative.

(4) Copies of the statutes and articles of association, etc., of the International Student Association, 1 copy

The submitted document must state the membership conditions.

(5) Member register of the International Student Association (Form 3), 1 copy

- The submitted document must enable verification that the International Student Association has at least five members and maintains at least one each of representative and deputy representative.

- The submitted document must distinguish between former international students and current international students.

8. Application submission deadline

Applications must arrive by January 23, 2019, at 17:00 pm.

* In order to retain a record of delivery, application documents should be sent by registered mail or home delivery service, etc.

* The envelope should be marked "Application Documents for the Fiscal Year 2018 International Student Associations in Japan Network Promotion Project."

9. Examination and selection

(1) Examination

Based on the submitted application documentation, etc., JASSO conducts an examination in accordance with the above section "2. Requirements for International Student Associations eligible to apply" and selects the International Student Associations which satisfy the stated requirements.

(2) Request for additional document submissions

During the examination process JASSO may request information and additional documents concerning the stated content of the application documents.

(3) Notification of the examination result

JASSO will notify applicants of the examination result during January 2019.

(4) Public release of the examination results

It is planned to publish on the website, etc., of JASSO the names of the selected International Student Associations and their representatives together with outlines, etc., of their activities.

10. Document submissions, etc., after selection

(1) Activity reports

Activity reports pursuant to separate instruction must be prepared and submitted to JASSO by February 28, 2019.

The document format for activity reports will be separately sent to the selected International Student Associations.

Activity reports must comprise the content set out above in section 3 "Eligible activities."
An up-to-date member register must be attached to activity reports.

(2) Written payment request

In order to receive payment of the reward pursuant to section 6. "Reward," a payment request pursuant to separate instruction must be prepared and submitted to JASSO.

The bank account to receive the payment remittance must have as account holder either the International Student Associations or the representative or deputy representative of the International Student Association.

11. Selection invalidation

A selection will be nullified if the application content was untruthful.

12. Annual plenary meeting of International Student Associations in Japan

The International Student Associations selected under this project will be asked to participate with presentations on their activities in an annual plenary meeting of International Student Associations in Japan scheduled to be held in March 2019. The cost of attendance including transportation must be paid by the participants.

- JASSO will based on the application content request a International Student Association among those selected to serve as secretariat for hosting and operating the event.

- International Student Associations which due to unavoidable circumstances are unable to attend should in advance contact the person in charge at JASSO.

13. Concerning the handling of personal information in connection with the project

The objective of this project is to promote networks of international students and International Student Associations and to contribute to advancing international student exchanges. Based on these purposes, personal information such as submitted International Student Associations' member registers shall be used for the implementation of this project and for student exchange projects of JASSO, such as for registrations to the e-mail magazine (Japan Alumni eNews) disseminated by Student Exchange Department of JASSO, for interviews in order to understand the current situation of International Student Associations, for requests to participate in meetings for exchanging views and opinions, for invitations to SNS (Facebook, etc.), for proofreading requests, etc., in connection with the preparation of national language versions of materials on study in Japan, for cooperation requests concerning the creation of videos, etc., of people talking about their international study experiences, for participation and cooperation requests concerning study abroad fairs, and for participation requests concerning miscellaneous related events.

14. Address for application document submission and contact for inquiries

2-2-1 Aomi, Koto-ku, Tokyo, 135-8630

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