

# Fiscal Year 2024 International Student Associations in Japan Network Promotion Project Guidelines

## 1. Objective

Japan Student Services Organization ("JASSO") implements International Student Associations in Japan Network Promotion Project, 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 among the members of the International Student Association but also between International Student Associations and Japanese society in order to contribute to advancing international student exchanges.

## 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 students<sup>1</sup> 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 or 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 or articles of association concerning their organization, operations, etc.<sup>2</sup>
- (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.)<sup>3</sup>
- (7) International Student Associations must conduct their activities predominantly in Japan.
- (8) International Student Associations must be engaged (including prospect) in the activities set forth in "3. Eligible activities" below, pursue purposes and activities in conformity with the objectives of this project, and be free of a distinct leaning with respect to certain political thought, religion, ideology, or commercial gain.
- (9) International Student Associations must be recommended by their country's or region's embassy, etc. in Japan.

## 3. Eligible activities

The following activities are eligible.

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<sup>1</sup> 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.

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

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

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

Measures to enhance the degree of recognition of the International Student Associations in order to acquire members, and/or measures to expand the operations of the International Student Associations such as hosting a founding and initiation ceremony, creating a website and SNS environment, adopting 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, displays and performances by International Student Associations as introductions to the cultures of their home countries and regions, etc.

(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/or job fairs in cooperation with Japanese companies.

(4) Activities to promote study and advancement on to higher education in Japan

Activities to promote study and advancement on to higher education in Japan, such as seminars and consultation sessions for advancement on to university for persons enrolled with Japanese language training institutions in Japan, and for advancement on to graduate school for university students, and/or information dissemination, to applicants in association members' countries or regions of origin who wish to study in Japan.

(5) Activities for information exchange with former international students and their alumni associations

Activities for information exchange with former international students who have already gone back to their home country or region, such as their recent activities in their own country or region.

4. Period of activities eligible for application

April 1, 2024 - January 31, 2025

5. Reward

A reward of 120,000 yen per International Student Association will be paid for the submission of an activity report as set forth in "10. (1) Activity reports" and attendance of Annual plenary meeting of International Student Associations in Japan in "12." below.

6. Number of International Student Associations to be selected

10 Associations (expected)

7. Application submission deadline

Applications MUST arrive by October 8, 2024, at 17:00 pm.

- \* When the number of applications reaches the quota, the application form might be closed.
- \* In order to retain a record of delivery, application documents should be sent by registered mail or home delivery service.
- \* The envelope should be marked "Application Documents for the Fiscal Year 2024 International Student Associations in Japan Network Promotion Project."

## 8. Method of application

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

[https://www.online-system.jasso.go.jp/survey/2024network\\_form/en](https://www.online-system.jasso.go.jp/survey/2024network_form/en)

- (1) Fiscal Year 2024 International Student Associations in Japan Network Promotion Project Application Form (Form 1), 1 copy
- (2) Letter of recommendation from the embassy, etc. 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.

\*It is required to submit the one which is valid till January 31, 2025. If the expiration date cannot be renewed by the time of the application, the current one should be submitted once and the renewed one must be submitted after the renewal.
- (4) Copies of the statutes or articles 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
  - Information of 5 members must be written. 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 register each member's status of residence.

## 9. Examination and selection

### (1) Examination

Based on the submitted application documentations, 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 November 2024.

(4) Public release of the examination results

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

10. Document submissions, after selection

(1) Activity reports

Activity reports pursuant to separate instruction must be prepared and submitted to JASSO by January 31, 2025.

The document format for activity reports will be sent to the selected International Student Associations. Attachments of a separate report for each activity (such as photographs of the activity, separately prepared materials, copies of SNS post) are required at the submission.

Activity reports must comprise the content set out above in "3. Eligible activities".

If the information of member register has changed, please submit up to date information again.

(2) Written payment request

In order to receive payment of the reward pursuant to "5. 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 have to participate, with presentations on their activities, in an annual plenary meeting of International Student Associations in Japan scheduled to be held in March 1, 2025. The cost of attendance including transportation must be paid by the participants. Even if unavoidable circumstances, International Student Associations 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 below.

(1) interviews in order to understand the current situation of International Student Associations

(2) requests to participate in meetings for exchanging views and opinions

(3) invitations to JASSO SNS (Facebook, for instance)

- (4) proofreading requests, in connection with the preparation of national language versions of materials on study in Japan
- (5) cooperation requests concerning the creation of videos of people talking about their international study experiences
- (6) participation and cooperation requests concerning study abroad fairs
- (7) participation requests concerning miscellaneous related events.
- (8) student exchange projects of JASSO

The submitted International Student Association's member registers will be used for one year.

14. Address for application document submission and contact for inquiries

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

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