

**CANADA**  **JAPAN**  
CO-OP PROGRAM



# PROSPECTIVE STUDENT INFO GUIDE 1



Canada-Japan Co-op Program (CJCP) Application

## IMPORTANT INFORMATION

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Text in this green box indicates a helpful piece of information.

Text in this red box indicates a very important piece of information you need to be aware of.

You may check this box off when you complete an action item

Read the information below

Applications to the Program are accepted **throughout the year**.

Co-op work terms usually start in **January, May, or September**;

We recommend that you apply to the Program at least **6-8 months prior** to the start of your desired co-op work term, considering the time required for visa application process.

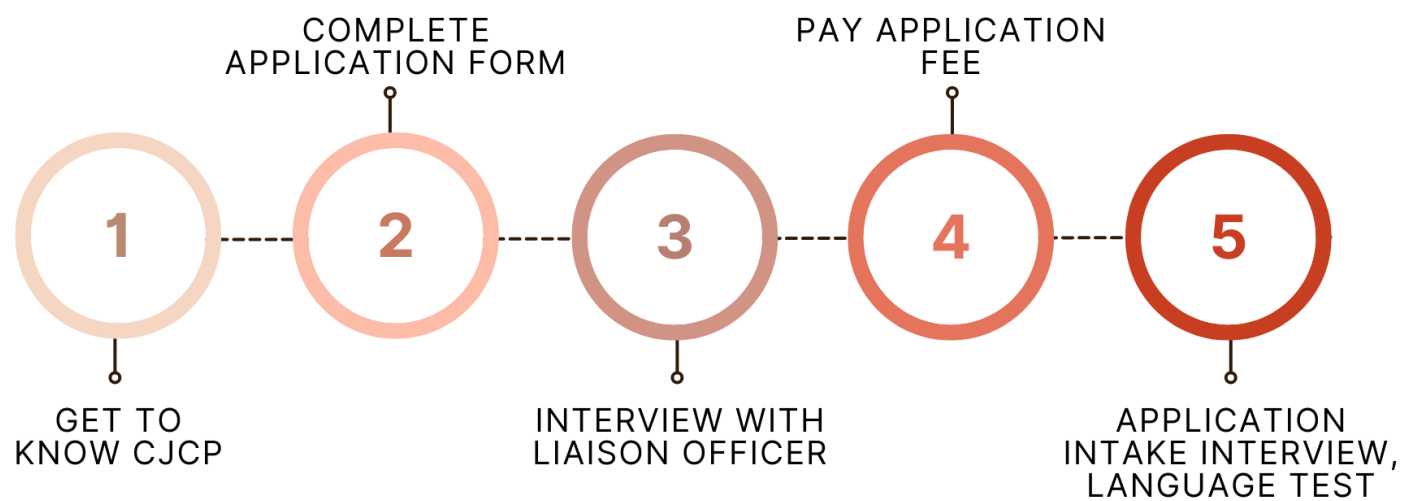
For example, you will need to apply to the Program in **September** if you want to start working in **May of the upcoming year**.

Similarly, if you want to start working in **September**, you will need to apply to the Program in **January**.

Please be mindful that successfully applying to CJCP **does not guarantee** you a co-op term in Japan.

# OVERVIEW

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# DETAILS OF EACH STEP

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## 1 GET TO KNOW CJCP

- > Complete at least one of the following:
  - Review our Student Info Session presentation
  - Attend a CJCP info session
  - Or meet with your institution's CJCP Liaison Officer for more information

Prospective students are advised to familiarize themselves with the Program before applying.

To find your institution's liaison officer, please reach out to our **Program Coordinator**.

## 2 COMPLETE APPLICATION FORM

- Complete your online application form by clicking **here**

Prospective students are advised to read "Prospective Student Info Guide 2 – Online Application Form" before filling. To open the document, click **here**.

## 3 INTERVIEW WITH LIASION OFFICER

- Arrange a time with your liaison officer to do an interview

Recommendation from your co-op liaison officer is required to schedule an application intake interview with CJCP Coordinator after your payment of the non-refundable application fee is confirmed.

The interview will help you to learn more about CJCP and how it could fit with your learning goals, and help your liaison officer determine your fit for the experience.

#### 4 PAY APPLICATION FEE

- Pay the non-refundable \$130 application fee

You must first pay the application fee for your application to CJCP to be processed.

#### 5 APPLICATION INTAKE INTERVIEW + LANGUAGE ASSESSMENT

- Arrange a time with the Program Coordinator to do an application intake interview and a Japanese language assessment

# FREQUENTLY ASKED QUESTIONS

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You can find frequently asked questions specific for this guide. For other FAQs, you can find it directly on our website pages or documents.

1. How will I know if I am admitted to CJCP?

Once you have completed all components in the application process, CJCP will notify you by email.

2. What if I need to make changes to or cancel my application?

If you need to make changes to your application or cancel due to unexpected circumstances, please contact the **Program Coordinator** and discuss your situation.

3. I want to start working in the summer. When should I start applying to the program?

Although we receive student applications throughout the year, considering that visa application process takes a considerable amount of time, you are strongly advised to apply 6-8 months prior to your desired start period of co-op work term in Japan. Co-op work terms usually start in January, May, or September. For example,

- we advise you to start applying to the Program in September if you wish to start working in May of the upcoming year, or,
- we advise you to start applying to the Program in January if you wish to start working in September of the same year.

4. Do I just pay application fee once?

Yes. The application fee is a one-time fee and not refundable.

Thank you for your interest in CJCP!

If you have any questions or require more information, please contact:

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