

CANADA  **JAPAN**
CO-OP PROGRAM



PROSPECTIVE STUDENT INFO GUIDE 3



After Acceptance into CJCP

IMPORTANT INFORMATION

Information in this yellow box indicates a helpful piece of information.

Information 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.

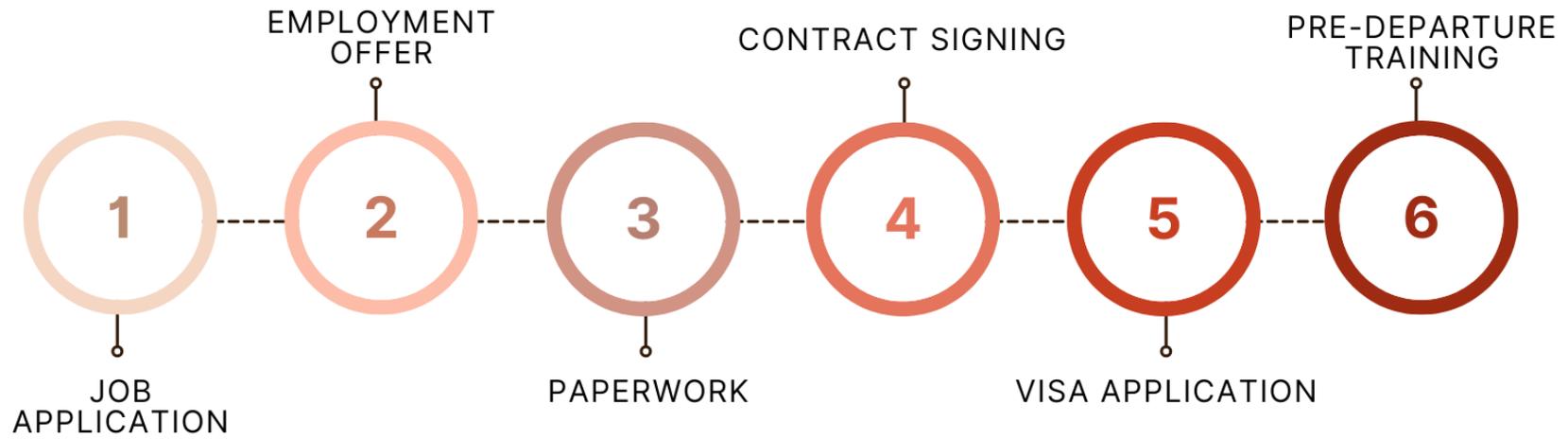
Read the information below before you start applying for jobs. If you have any question about the following information, please contact the **Program Coordinator**.

Once you have been approved to participate in the program and started applying for positions, you are expected to **accept all interview invitations and the first job offered** to you through CJCP. Otherwise, **you will be immediately withdrawn from the program and you will not be considered for re-entry** in the future.

You are **not permitted to contact employers directly**. All enquiries have to go through our Program Coordinator.

If you have special circumstances that do not allow you to accept an interview, job offer, or fully participate in the matching and selection process, please **discuss your situation with the Program Coordinator immediately**.

OVERVIEW



DETAILS OF EACH STEP

1 JOB APPLICATION

- › You will be provided with access to information on CJCP employers and instructions on how to apply for jobs from the Program Coordinator.
- Apply for jobs

2 JOB INTERVIEW

- › The Program Coordinator will notify you immediately when you are invited to an interview.
- Arrange a time for the interview
- Do the interview

As you are applying for jobs, you will be advised of job closing and matching dates.

Descriptions in Japanese job postings may be vague or not as specific as they are in North American postings. We recommend that you concentrate on work themes or research areas rather than specific tasks of each role.

Please note that most job interviews will be conducted during Japanese work hours. You will need to be aware of the time difference between Japan and your location.

3 EMPLOYMENT OFFER

- › The Program Coordinator will notify you immediately if you get a job offer.
- You have 24 hours to accept the employment offer **in writing**

The Program Coordinator will provide instructions on how to accept the employment offer in writing.

4 PAPERWORK

- › The Program Coordinator will send you instructions about what documents you need to complete.
- Follow the instructions

You will need to ask your institution's CJCP Liaison Officer to complete some documents. Please follow the instructions you receive from CJCP carefully.

5 SIGN CONTRACT AND SEND

- › The Program Coordinator will forward you the contract from the employer who has decided to hire you. If you have any question about the contract, please contact the **Program Coordinator**.
- Sign the contract
- Send/courier the contract alongside required documents to CJCP office

All details including how to sign the contract and how to send the required paperwork to the CJCP office will be available in the instructions sent by the Program Coordinator.

Once we receive your documents, we will courier them to Japan. Then, your employer will apply for a **Certificate of Eligibility (CoE)** which is required for you to be able to apply for a long-term visa (i.e. work visa) in Japan.

6 VISA APPLICATION

- Receive Certificate of Eligibility (CoE)
- Validate CoE and apply for a visa at the nearest Japanese Consulate Offices

You will be given instructions by our Program Coordinator on how to apply for a visa. For list of Japanese Consulate Offices, please refer to the Embassy of Japan in Canada's website **here**.

7 CJCP PRE-DEPARTURE TRAINING WORKSHOP

- Attend CJCP Pre-departure Training Workshop

For more details, please click **here**.

FREQUENTLY ASKED QUESTIONS

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 do I apply for jobs in CJCP?

You will be given access to information on CJCP employers as well as instructions on how to apply for job openings by the Program Coordinator. For more specific questions or concerns regarding CJCP job applications, please contact the **Program Coordinator**.

2. What happens if I am unable to secure a co-op job in CJCP?

Please arrange a meeting with the **Program Coordinator** to discuss your situation and possible changes to your planned co-op work term schedule.

3. What should I do if I cannot continue applying for jobs, accept an interview or job offer in CJCP?

Please immediately contact the **Program Coordinator** to discuss your situation.

4. Are there any tips to secure a co-op term?

These are some tips to help you secure a co-op term in Japan:

- *Be flexible in terms of the duration of your co-op work terms*

Many Japanese employers prefer students who are able to work for two or more co-op work terms (i.e. 8 months or more). While one co-op work term jobs exist (i.e. 4 months), they are less common. Being willing to take a longer co-op work term will expand your chances of success in securing a co-op job.

- *Expand your interests*

Do not limit yourself to one particular work field or type of job. Students who are willing to try new jobs, be immersed in new work fields, and learn new skillsets will have more chances of success in securing a co-op job.

- *Be open and adventurous*

Similarly, seeing job postings that do not suit your background or your interest may seem daunting at first, but we encourage to apply for positions you have the minimum qualifications for and that are of interest to you. This will increase your chance of success in securing a co-op job.

5. What does CJCP Pre-departure Training Workshop cover, and do I have to attend it?

CJCP Pre-departure Training Workshop is designed to help you make a smooth transition to your experience in Japan, and make the most of your time in the Program. It is mandatory for all successful candidates to attend. Topics during the Training Workshop include: Japanese workplace culture, practical knowledge about living in Japan, and information regarding your work term. As well, the Training Workshop provides you an opportunity to enhance your Japanese language skills and meet other CJCP students who'll be in Japan at the same time you will be.

For more details about CJCP Pre-departure Training Workshop, please go to our website page by clicking **here**.

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

Yuko Nemoto

Program Coordinator, Canada-Japan Co-op Program

c/o The University of British Columbia

Tel: 604-822-6579

Fax: 604-822-3449

E-mail: coop.japan@ubc.ca