

CANADA  **JAPAN**
CO-OP PROGRAM



PROSPECTIVE STUDENT INFO GUIDE 2



Online Application Form

IMPORTANT INFORMATION

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

Please make sure that you have reviewed our Student Info Session presentation, have attended CJCP info session, or have met with your liaison officer before completing the online application form.

DETAILS OF EACH STEP

1 GO TO THE WEBPAGE

- Please open the 'Canada-Japan Co-op Program Application Form' by clicking **here**

2 PERSONAL INFO, EDUCATION, WORK EXPERIENCES

- Fill in your personal information, education, and work experiences (section 1, 2, 3)

3 PROGRAM QUESTIONNAIRE

- Read the Explanatory Notes before filling in the form
- Fill out the questionnaire (section 4)

4 RESUME + TRANSCRIPT

- Upload your resume in PDF, DOC, or DOCX format (section 5)
- Upload your transcript in PDF format

The application form has five sections:

- 1) Info
- 2) Questions
- 3) Work Experiences
- 4) Program Questionnaire
- 5) Resume and Transcript

All applying students are advised to read the **Explanatory Notes** in this guide prior to completing the program questionnaire as it will assist you in answering the questions.

Once you have submitted your documents, click the 'submit' button. A confirmation will be sent to your email address.

EXPLANATORY NOTES

Please read the following explanatory notes of each question carefully. These are not the correct answers to the questions.

1. **What is your preferred length of work term?**

The Canada-Japan Co-op Program is not always a good fit for students with very particular graduation requirements, or when they are in a program that allows little flexibility in terms of when courses are offered.

This is because most employers are looking for a minimum 6-8 months (two co-op work terms) commitment, with the possibility of extending to 10-12 months (three co-op work terms) should both the student and the organization decide so. Employers prefer students who are willing to stay longer and have a greater commitment to the organization.

2. **How did you hear about The Canada-Japan Co-op Program? Why are you interested in this program?**

To help us with program marketing, we are interested to learn how students are hearing about the program. For instance, students may have heard about the program from returning students, presentations from their coordinators, etc.

Ideally, we are looking for students who are interested in both the professional and personal challenges of living and working in Japan. Students with these interests seem to adapt more quickly to their environments, have a more positive outlook on both work and leisure and seem prepared to enjoy both the working and social aspects of their time in Japan.

3. If matched with a job, you will be living in a very different environment from Canada. What do you know about the cultural aspects of living and working in Japan? How do you see yourself adapting to work in a Japanese company?

Living and working in Japan will pose several challenges to students. Students who understand some of the cultural differences, who are prepared to accept changes to their lifestyle and are open-minded about the Japanese way of living and working, typically do better than those that have not considered these issues, or who believe that Japan is the same as countries like Canada.

Obviously, the more Japanese one has studied, the better prepared one will be for living and working in Japan. Our experience has shown that students with some experience in international travel or living abroad seem to adapt better to a new culture than those students who have never traveled outside their home province or country.

4. How do you think a co-op term in Japan would vary from a co-op term in Canada?

Working in a Japanese organization is very different than a North American workplace. Students may be working in a hierarchical system with traditional Japanese work expectations. This means that manager direction and feedback may be minimal; therefore, students may need to be proactive with their communication and ask questions to better understand the organization's policy, questions, and expectations.

5. What are your work interests in Japan? What contributions do you think you can make to a Japanese organization?

Work interests should not be overly industry-specific as this will severely limit the opportunities for co-op terms. Rather, work interests should be general enough to be applicable across industries, but with enough specifications for organizations to be able to determine the student's field of interest(s) and skills. Employers are also looking for students who have some prior experience related to their field of interest. Students without this experience, whether it be academic or work related, may have a more difficult time securing a work term.

6. In what ways do you think that participation in this program will benefit your education and future career opportunities?

We are looking for students who have thoroughly considered the implications of doing a work term in Japan and are able to articulate some of the potential benefits to their education and future career opportunities.

7. Are there any factors which would prevent you from participating in The Canada-Japan Co-op Program if you are matched with a job?

We are looking for students who are motivated, mature and able to work in Japan for 4, 8 or 12-month co-op work terms/internships once hired.

Students must have at least one full-time academic term to complete upon return from Japan. This program is not open to students who have completed their academic program nor to post graduates.

8. Do you have any special dietary / health / medical / religious considerations that we should be aware of?

Most students will reside in company dormitories where meals cannot be individually tailored to meet dietary considerations. Students with food allergies or very strict dietary restrictions may have a difficult time in Japan.

People taking medication should consult their doctors before departing for Japan. Although the Japanese health system is modern, it may be difficult to find the same medication as in Canada. In addition, most accident/travel insurance does not cover pre-existing medical conditions; therefore, a student with a serious medical condition may have a difficult time in Japan.

9. Not all co-op terms in Japan will involve work and responsibilities that a student might normally expect during a co-op term in Canada. How flexible are you in terms of the type and level of work you will be doing in a co-op job through The Canada-Japan Co-op Program?

Students should be aware that work conditions and responsibilities vary between Canada and Japan and may be quite different from what students are used to. Students will have an increased chance of securing a co-op term if they are knowledgeable and flexible in these areas.

10. Most Canada-Japan Co-op jobs are located in large urban centers. However, some are located in outlying or remote areas. How flexible are you in terms of location of a co-op job through The Canada-Japan Co-op Program?

Location preference is not guaranteed when participating in The Canada-Japan Co-op Program. Larger companies may have positions in different prefectures and the work location may not be established until pre-departure. The more flexibility a student indicates in their registration application, the more access to jobs they will have which will lead to an increased chance of securing a co-op term.

11. There is a non-refundable application fee of \$130. Do you understand and accept these conditions?

The application fee is mandatory. Payment is necessary prior to moving onto the next phase in the application process.

12. If matched with a Canada-Japan Co-op job, participation in the program will cost each student approximately \$3,000-\$5,000 (including costs such as co-op tuition, airfare, health insurance and the CJCP Pre-departure Training Workshop). Do you understand and accept these conditions?

Students need to consider the following costs and responsibilities indicated below.

Costs include:

Application Fee \$130.00 (Non-refundable)

Training Workshop \$250.00 covers the cost of the mandatory pre-departure Training Week course.

Airfare Round-trip airfare to Japan: estimated \$1,500.00-1,800.

Co-op Program Fee

Students will be registered at their home educational institution's co-op program and pay UBC's co-op course fee of \$821.75* per term (every four months) by having the home educational institution to transfer it to the Program, and students will either pay for one (4-month work term: \$821.75), two (8-month work term) or three (12-month work term) co-op work terms depending on the job.

*2022/2023 Co-op Tuition in UBC is \$821.75 for one co-op work term, fee may change.

Materials \$100.00 Miscellaneous costs (e.g. shipment of visa document to CJCP office)

Extended Health \$138.00-\$420.00 (approximate 4 or 12 months)

13. The Canada-Japan Co-op Program Pre-departure Training Workshop is mandatory for all students heading on co-op terms in Japan. Do you understand and accept these conditions?

Mandatory (online) attendance of the Canada-Japan Co-op Program Pre-departure Training Workshop is required*. The training workshop will be held online, usually in early May. The course will be a combination of asynchronous and synchronous sessions; therefore, students must be aware of the time differences. The training workshop will be facilitated by the Canada-Japan Co-op Co-Directors, Program Coordinator and various guest speakers. Canada-Japan Co-op Alumni will also be present. Participation in the training workshop will assist students in understanding the:

- Expectations and responsibilities of CJCP students during their work terms in Japan;
- Transition from Canadian culture to living and working in Japan;
- Variety of Japanese work settings;
- Dormitory and housing expectations and responsibilities;
- Rules of ethics and confidentiality in the Japanese workplace;
- Cultural differences and Japanese expectations;
- CJCP report requirements; and,
- The student evaluation process.

**students are not required to be physically present in Vancouver, BC.*

14. Students are not permitted to take their significant others with them to Japan. Students should think carefully before submitting this application about whether they are prepared to be apart from a significant other for up to 12 months. Students must also have at least one full-time academic term to complete upon their return from their co-op in Japan; this is a visa requirement adhered to strictly. Do you understand and agree to the terms? Are you aware of the financial costs of participation and student responsibilities of undertaking a work term in Japan?

Students should fully understand all aspects of the program prior to applying. It is a significant commitment to participate in a program in a foreign country. Students should not plan to take significant others to Japan – employers will provide single accommodation only and requesting private accommodation may be not allowed. In addition, students must also understand that upon application into the program they must be a part of a co-op/internship program at their home institution and must have at least one full-time academic term to complete upon return from Japan (for more information, refer to the Student Eligibility Checklist here).

Thank you for completing the form.

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