



TOKYO INTERNATIONAL BUSINESS COLLEGE  
**TIBC GLOBAL INTERNSHIP 2023**

**Application guide**

**1. Objectives**

The TIBC GLOBAL INTERNSHIP program is offered to students who wish to study Japanese language and to gain internship experience in Japan for their career development. International students with recommendations from teachers of their current institutions (or institutions that they previously attended) are eligible to apply to this program.

**2. Eligibility**

The applicant must:

- (1) Read the application guide carefully, complete the application documents supplied by TIBC, and submit all required documents to the e-mail address provided specifically by TIBC;
- (2) Include as part of the application documents a letter of recommendation prepared by the institution where the applicant studies (or has studied) Japanese or a by teaching staff member of the institution;
- (3) Be able to start studying in Japan in April 2023;
- (4) Be able to obtain an adequate student visa in Japan;
- (5) Comply with the rules and regulations set by TIBC;
- (6) Be physically and mentally fit to study abroad;
- (7) Have the sufficient English skill to be able to join the internship (TOEIC:785, TOEFL ibt:72, IELTS:6, Cambridge:B2 or higher);
- (8) Have been a registered student in TIBC Japanese language department for more than one year;
- (9) Have paid the full tuition.
- (10) Submit proof of having appropriate insurance to cover the student for time apart from class and internship.

**3. Qualification to be conferred**

Students who have completed this internship program will receive a certificate of completion and an additional internship certificate. ※A submitted report will be required upon completion of the program.

**4. Fees**

600,000 yen (tuition fee) + 100,000 yen (enrolment fee) + 45,000 yen (material fee) + 100,000 yen (facility maintenance fee) Total: 845,000 yen

※TIBC will not bear any expenses such as transportation fees to the hotel where the internship is conducted.

**5. Enrolment period**

From 1 April 2023 to the end of March 2024 or longer

**6. Internship contents**

- (1) Company name: THE WESTIN RUSUTSU RESORT or RUSUTSU RESOT HOTEL
- (2) Address: 133 Izumikawa, Rusutsu-mura, Abuta-gun, Hokkaido 048-1711, Japan
- (3) Type of business : Hospitality department or food and beverage department
- (4) Period: **【summer】** 11 July, 2023 to 7 August, 2023 (4 weeks)  
**【winter】** 4 December, 2023 to 31 December, 2023 (4 weeks)  
**【spring】** 26 February, 2024 to 24 March, 2024 (4 weeks)

Remuneration: 1,000 yen per hour

- (5) Working hours : 28 hours per week, during long holidays 40 hours per week
- (6) Transportation expenses: a maximum compensation of 30,000 yen will be provided upon completion of the 4-week internship.
- (7) Benefits : free use of the amusement park outside working hours (summer), free use of ski lift gondola, free rental of ski and snowboard gear at the Rusutsu Resort outside working hours (winter), free use of employee dormitories (shared rooms, 5 minutes walking to the hotel), employee cafeteria available (Breakfast 7:00 to 9:30, approx. 200 yen/meal, lunch to dinner, 11:00 to 18:30 last order, approx. 400 yen/meal)

※Due to COVID-19 or other matters, internship destination and season may change.

## **7. To apply**

Applicants must fill in application forms (downloadable from TIBC Facebook page, Instagram or website) and send all required documents to Mr. Uemura by e-mail (see contact information below).

## **8. Application documents**

- (1) Your CV (with an photo ID attached)
- (2) A letter of recommendation prepared by the institution where you study (or have studied) Japanese or by a teaching staff member of the institution

## **9. Application period**

6 October 2022 – 12:00 noon, 22 November 2022 (Japan standard time).

Incomplete or late applications, will not be accepted. Submitted documents will not be returned.

## **10. Application process**

Applicants will be screened and selected to attend interviews. Successful applicants for the interview will be contacted individually. Interviews will take place in October to November 2022. Final results will be announced by November to December 2022.

## **11. The Department of the Japanese Language of TIBC**

Students at the Department of the Japanese Language must be enrolled in either morning classes or afternoon classes.

Morning classes: 08:45 – 12:10,                      Afternoon classes: 13:00 – 16:25

At TIBC, there are total 872 hours, 218 days of classes per academic year.

## **12. Conditions for participating in the internship**

Students will not be able to participate in the internship program if

- (1) Their class attendance rate is below 90%;
- (2) He/she does not comply with TIBC rules;
- (3) He/she has made a misstatement in the application documents including letter of recommendation;
- (4) He/she fails to satisfy any requirements mentioned in this application guide;
- (5) He/she is found unsuitable by TIBC;
- (6) His/her Japanese or English level is not sufficient
- (7) He/she did not participate in the preparatory course for the internship

## **13. Miscellaneous**

- (1) If the students wish to continue studying for another year upon completion of the first year, it is possible subject to the payment of the second year fees (745,000 yen).
- (2) If the students do not intend to continue studying, they must depart from Japan by the end of March 2024, regardless the date of expiration stated on their residence card.
- (3) If the students decide to withdraw from the program before its completion for personal reasons, they must depart from Japan immediately and will not receive any refunds.
- (4) TIBC bears no responsibility for the delay of the Immigration Bureau in issuing the Certificate of Eligibility (COE). There will be no reduction of cost associated with the delay.

## **14. Personal information**

Personal information of applicants will not be used for other purposes than the educational activities of TIBC.

## **15. Contacts**

Tokyo International Business College  
2-7-5 Yanagibashi, Taito-ku, Tokyo, 111-0052  
Site: [http://www.tibc.jp/lang\\_english.html](http://www.tibc.jp/lang_english.html)  
Facebook: Japanese Language Department at TIBC  
Instagram: tibc\_japanese\_studies  
Phone : 03-5825-8338    FAX : 03-3863-0147

To send application documents and any other inquiries:

E-mail: [y\\_uemura@tibc.jp](mailto:y_uemura@tibc.jp)    (Mr. Uemura)