



JUNTENDO UNIVERSITY FACULTY OF MEDICINE SHORT TERM RESEARCH FELLOWSHIP PROGRAM APPLICATION GUIDE



CONTENTS:	Page:
GENERAL INFORMATION	
• Brief Summary	2
APPLICATION INFORMATION	
• Application Process Flow Chart	3
• Application Period	3
• Application Requirements	4
• Required Items	5
• Application Submission	7
• Application Review Process	7
• Time Period, Schedules, and Public Holidays	8
THINGS TO KNOW PRIOR TO APPLYING	
• Letter of Acceptance & Certificate of Completion	8
• Short Term Visas	8
• Housing	8
• Transportation & Personal Expenses	9
• Orientation	9
• Japanese Class	9
• Health Care Seminar	9
• Events	9
QUESTIONS	9

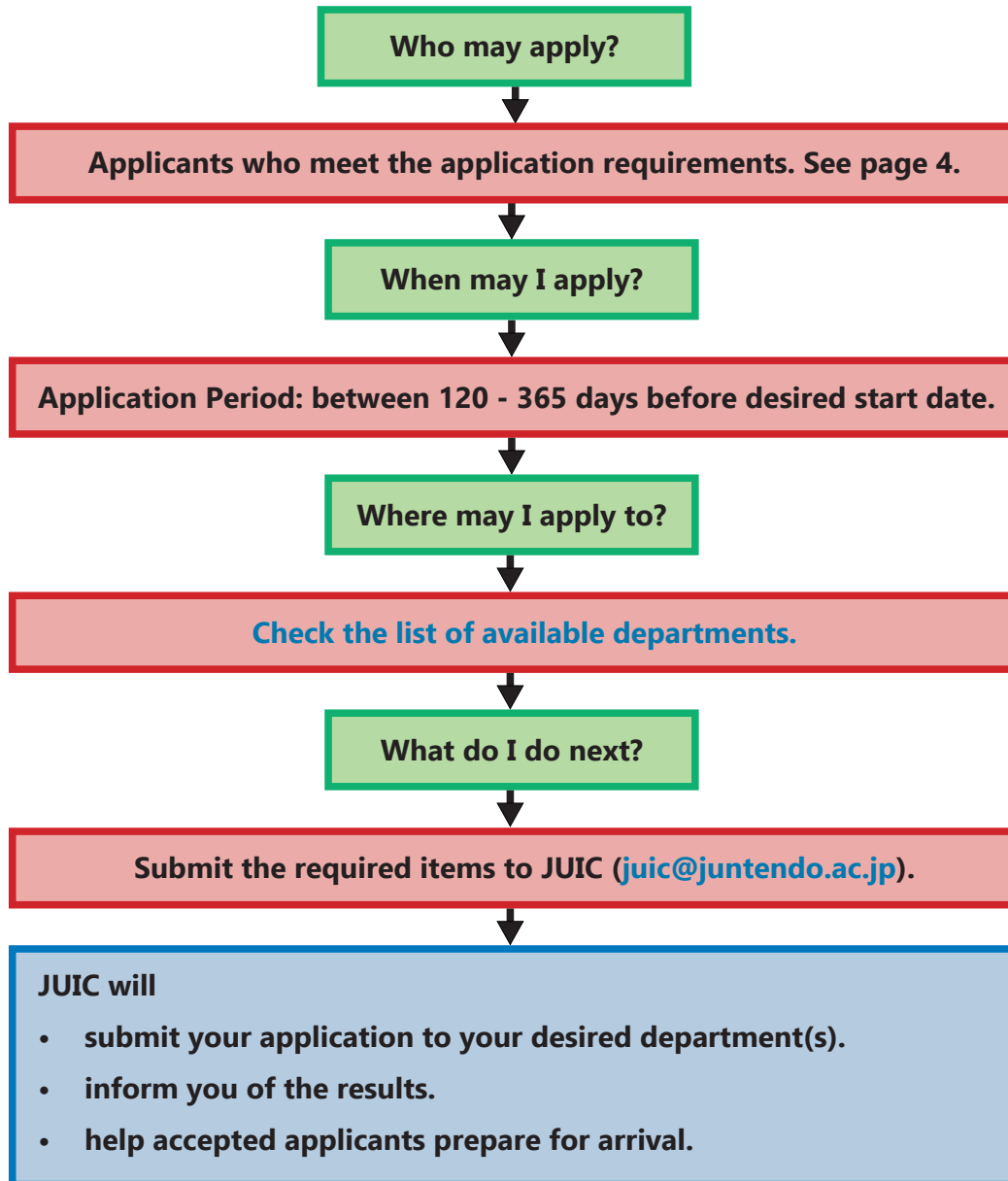
GENERAL INFORMATION

Brief Summary

- The Short Term Research Fellowship Program offers the opportunity to gain experience in Juntendo University Faculty of Medicine laboratories.
- Juntendo University does not list research fellowship openings.
- Juntendo University Hongo Campus is the location of the Research Fellowship Program.
- The Juntendo University Research Fellowship Program does not have any tuition fees.
- Short term research fellows will not become registered Juntendo University students or faculty.
- Short term research fellows will be subjected to the policies of Juntendo University Faculty of Medicine.
- Juntendo University International Center (JUIC) helps prospective applicants apply.

APPLICATION INFORMATION

Application Process Flow Chart



Application Period

- Applicants must have required application items 1-10 confirmed 120 days before the date of their desired start to apply.
- Applicants should submit the required application items prior to the 120 day deadline to ensure their applications meet the 90 day deadline.
- Applications submitted more than 365 days prior to the desired start date will not be accepted.
- Applicants should send all required items to Juntendo University International Center: juic@juntendo.ac.jp

Application Requirements

1. Students registered in a college or university and researchers or doctors employed by a research institution.
2. Number of Applicants
 - Between April 1 - March 31 Juntendo University will not be able to accept more than:
 - 3 students from one university
 - 5 students from Juntendo University [partner universities](#).
 - Applications will be accepted in the order they are submitted.
 - Juntendo University will not decline to review an application sent directly from an applicant unless the university of the applicant plans to nominate students.
3. Language Requirement
 - Applicants enrolled, training, or working in an institution in a country where English is the official language are exempt from this requirement.
 - Applicants enrolled in a medical school in a country where English is not the official language, but English is the medium of communication at the medical school are not exempt from this requirement.
 - Applicants who must meet the language requirement should submit one of the following tests:
 - Cambridge English
 - Council of Europe's Common European Framework of Reference for Language (CEFR)
 - International English Language Testing System (IELTS)
 - Japanese Language Proficiency Test (JLPT)
 - Test of English as a Foreign Language (TOEFL)
 - Test of English for International Communication (TOEIC)
 - There is no minimum for the language test scores.
 - Departments will review the test scores to determine whether they will be able to supervise the applicant.
4. For medical students: Academic year requirement
 - Students in a 5 or 6 year program must be at least in their 4th year to apply.
 - Students in a 4 year program must be at least in their 3rd year to apply.
5. For medical students: Proof the applicant has studied material relating to the department he or she wishes to apply to.

Required Items (Including answers to commonly asked questions)

1. Application

- Submit the application as an excel file.
- Within the application applicants must submit a statement indicating why they are applying to the department(s) . The statement should be around 100 words and should about list
 - For students: the types of experiments the applicant is able to complete
 - Specific types of research projects the applicant hopes to experience in the department. Please see the [Short Term Research Fellowship Departments link](#) to see what type of research project may be available. The statement has two main purposes:
 - By writing the statement you are telling the department you have an understanding of what goes on in the department and showing the department you want to learn about their field of expertise.
 - By understanding what the department focuses on you should be better prepared for the actual fellowship in the case you are accepted because you will have better image of what you may experience.

2. Passport Copy

- A copy of the page(s) in their passport that includes their name, their photo, their passport number, their passport expiration date, and the place the passport was issued.

3. Personal Photo

- A photo that may be potentially used as your ID photo, in the case you are accepted.

4. For applicants from non-English speaking countries: English and/or Japanese Proficiency Test Score(s)

- Applicants enrolled, training, or working in an institution in a country where English is the official language are exempt from this requirement.
- Applicants enrolled in a medical school in a country where English is not the official language, but English is the medium of communication at the medical school are not exempt from this requirement.
- Applicants who must meet the language requirement should submit one of the following tests:
 - Cambridge English
 - Council of Europe's Common European Framework of Reference for Language

(CEFR)

- The EF SET 50 minute test (free)
 - International English Language Testing System (IELTS)
 - Japanese Language Proficiency Test (JLPT)
 - Test of English as a Foreign Language (TOEFL)
 - Test of English for International Communication (TOEIC)
 - There is no minimum for the language test scores.
 - Departments will review the test scores to determine whether they will be able to supervise the applicant.
5. For students: enrollment certificate
For researchers: employment certificate
6. For students: Proof the applicant has studied material relating to the department he or she wishes to apply to.
- This requirement only applies to students.
 - Information about this requirement may be included in the letter of recommendation.
 - Below are two examples of ways applicants may submit proof. Proof is not limited to these two examples:
 - Proof the applicant has completed the portion of their curriculum that corresponds with the department he or she is applying to, such as a transcript and a course description.
 - or
 - Proof the applicant has completed training that corresponds with the department he or she is applying to, such as a certificate verifying training.
7. Letter of Recommendation
- Letters of recommendation may be viewed by multiple people. Letters of recommendations may be addressed to "To Whom it May Concern".
 - For medical students:
 - A letter of recommendation must be from a faculty member at your medical school.
 - Medical students may submit a letter of good academic standing issued from their university registrar as a substitute for the enrollment certificate and letter of recommendation if the letter contains information about the student's enrollment status and academic achievements.

- For medical doctors or residents:
 - A letter of recommendation must be from a senior doctor at the health care organization where you are employed.

8. Pledge

9. Personal Health Insurance

- Applicants may acquire insurance after being accepted.
- Accepted applicants should acquire personal health insurance for their time in Japan.
- Clinical observers who arrive in Japan without health insurance will be responsible for all of their medical costs.
- Juntendo University will not be responsible for any expenses clinical observers may incur.

★ Labeling the Required Items

- There are a number of required items. Please label the required items logically so the items are easy to find. Labeling the documents will help speed up the application process.

Application Submission

- Applicants should send all required items to Juntendo University International Center: juic@juntendo.ac.jp
- Applicants should send application items as email attachments.
- Applicants should not send application items as part of Google Drive or any other cloud storage service.

Application Review Process

- The time each department takes to review an application varies. Some departments may review applications within one week. There are cases where applications may take over one month to process. The International Center will keep the applicant updated about where their application stands.
- Juntendo University will not be responsible for meeting any deadlines imposed by an applicant.
- Applicants whose university or research facility requires them to receive a letter of acceptance before a designated time should submit their application well before their deadline.
- Applicants who will be applying with their classmates or colleagues for a fellowship that

will take place over the same time period should submit their applications on the same day. Applicants should list who they are applying with when they submit their application. This will help the department review the applications at one time and speed up the application process.

Time Period, Schedules, and Public Holidays

- Schedules will be based on Monday to Friday schedules.
- Applicants should review the [academic calendar](#) to see if national holidays will occur during their program. Fellowships will not take place on public holidays.
- The following extended public holidays may potentially affect the availability of programs:
 - New Year's: the last week of December & the first week of January
 - Golden Week: April 29 to May 6
- Many faculty members take summer vacations in August. Departments may experience a shortage of staff this month.

THINGS TO KNOW PRIOR TO ARRIVAL

Letter of Acceptance & Certificate of Completion

- Accepted applicants will receive a letter of acceptance.
- Short term research fellows who complete the program will receive a certificate of completion.

Short Term Visas

- Short term research fellows will need to apply for a short term visa to enter Japan.
- Short term visa exemptions exist for nationals whose country meets the qualifications listed on the [Ministry of Foreign Affairs \(MOFA\) website](#).
- Applicants who do not have visa exemption will need to go to the Japanese Embassy or Consulate in their country to apply for a visa.
- Short term research fellows whose country does not have a visa exemption agreement with Japan may contact JUIC about receiving the necessary short term visa forms.

Housing

- Accepted applicants will receive an update about housing openings two months before the start of their program.
- Due to an increase in the number of applicants Juntendo University may not be able to provide housing to all applicants. Applicants should consider the possibility of having to

finding housing outside of the university before applying.

Transportation & Personal Expenses

- Short term research fellows are responsible for their own transportation and personal expenses.

Orientation

- The International Center conducts an orientation for short term research fellows on their first day in Juntendo University Hospital.

Japanese Class

- Short term research fellows who attend the program will have the opportunity to attend a Japanese class. The class will help clinical observers learn basic greetings and aspects of Japanese culture.

Health Care Seminar

- Students who attend the program will have the opportunity to attend a Health Care Seminar where they will be able to learn and talk about the Japanese medical system. The class may include Japanese medical students.

Events

- JUIC holds events for international students, staff, and faculty. Short term research fellows are encouraged to join these events.
- To view a list of previous international student and researcher events please refer on the following [link](#).

QUESTIONS

- For questions about the Short Term Research Fellowship Program contact Juntendo University International Center (JUIC, juic@juntendo.ac.jp).