



VULCANUS IN JAPAN 2026-2027 - HOW TO APPLY



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The application procedure is time consuming. Please start preparing your documents at least two weeks before the deadline.

Step 1 - How to prepare the compulsory documents for the online application & for the postal sending

Please prepare all the following documents:

N° and name of each compulsory document		Original & official document in English, in PAPER FORMAT + PDF. PDF to be sent upon online application. PAPER DOCUMENT to be sent by courier if short-listed.	PDF to submit upon online application (The original document shall be in English, no translation accepted).	PDF to submit upon online application. (If the original document is not in English, but in another national language of the EU or of a country associated with the Single Market Programme, SME Pillar, please submit original document + translation in English made by yourself).
1	Application Form		Yes	
2	CV		Yes	
3	Motivation letter		Yes	
4	Letter of recommendation		Yes	
5	List of all your University grades			Yes
6	System of grading at your University			Yes
7	Certificate of enrolment at your University for year 2025/2026 on header paper <u>OR</u> letter from university administration, stamped	<u>Yes</u>	Yes	

1 - APPLICATION FORM

Download word document (5 pages) from <https://www.eu-japan.eu/events/vulcanus-japan> (grey box)

Please fill in ALL sections, date and sign. (If not, your application will automatically be rejected). The completed form may be longer than the original 5 pages.

→ The document must be filled out in English

2 - CV (MAX 1 page)

Please ensure you do include the following information: gender, full name as per passport, nationality, birthdate, telephone numbers (with international calling code), email account, skype address, postal address.

→ The document must be in English

3 - MOTIVATION LETTER (letter explaining why you wish to take part). (MAX 1 page; font size 12)

- Academic background → Short description of your whole university career (not just your current specialization).
- General reasons for wanting to participate in "Vulcanus in Japan": → Why you want to participate - regarding your personal, academic and professional development – e.g. Why Japan? Why Vulcanus? What makes you/your personality suited to Vulcanus?

Specific goals regarding the different parts of the programme → A- Seminar about Japan / B -Language course / C -Traineeship (What can you learn? What can you offer?)

→ The document must be In English

→ TIP: The use of AI is discouraged: Easily identifiable and impersonal, it does not give a good impression of the applicant, to the selection committee

4- RECOMMENDATION LETTER by a professor of one of your major topics. (MAX 1 recommendation letter).

The document should include: 1/ signature of the professor & date; 2/ his/her contact details (full name-title-email-telephone); 3/ stamp whenever possible

→ Copy accepted

→ The document must be in English

5 - LIST OF UNIVERSITY GRADES

- Print from the website of your university can be accepted.
- If no English version available, please send version in a national language of the EU or of a country associated with the Single Market Programme, SME Pillar, + English translation made by yourself.

6 - SYSTEM OF GRADING at your university

Some universities express the grading with letters, others with figures. → This document should provide the following information:
*Rank or grading (i.e.: from 0 to 30, or from 1 to 6, or from A to D, etc.) *Top possible & lowest possible mark (letter or figure), *Pass mark (letter or figure), *Average mark (letter or figure).

- Print from the website of your university can be accepted.
- If no English version available, please send version in a national language of the EU or of a country associated with the Single Market Programme, SME Pillar, + English translation made by yourself.

7 - CERTIFICATE OF ENROLMENT AT YOUR UNIVERSITY

Please submit certificate of enrolment (original document) **OR** letter from your University administration (with original stamp), stating the following (or equivalent): "(name of the student) is enrolled at the University (name of the university), (name of the city and country), for the entire academic year 2025/2026, at the faculty of (name of the faculty)." **No further information on your academic history should be added.** **NB:** If you enrol term after term, please submit the Winter Term certificate of enrolment + a self-declaration, certifying that you will submit the Spring Term certificate by late March 2026.

- When applying, please submit the scan of ORIGINAL PAPER document – (Original paper document to be provided by courier after the selection, upon request of the Vulcanus administration)
- The original paper document must be in English.

Step 2 - How to upload your documents

Save documents from 1 to 7, one by one, in pdf. Re-name each pdf as per above checklist (with appropriate number+name: *Example: 1-application form*). Transfer the 7 PDF into a FOLDER. Rename the folder as follows: **ACRONYM OF THE COUNTRY WHERE YOUR UNIVERSITY IS BASED_your family name(s) in capital letters- your given name(s) in lowercase letters (as per passport)** (example: *FR_GARCIA FERNANDEZ Juan Diego*).

Please find acronyms of countries at https://ec.europa.eu/eurostat/statistics-explained/index.php?title=Glossary:Country_codes

Upload the folder in your Dropbox (If need be, please create an account at <https://www.dropbox.com/>). Create a hyperlink to it, that you will copy-paste in the online form. Please make sure to share a folder with ALL the requested documents, no hyperlink to individual pdf will be accepted. Please do not protect with password. The link shall be active until July 2026.

Step 3 - How to apply online

Please fill in online form at: <https://forms.gle/Tz9BmnwHbUNHnWqx8> in English, with the same information written in your paper application form, **plus** the drop-box hyperlink. Please **submit by 20 January 2026**.

Applications after this date will not be accepted.

IMPORTANT: You must fill in and submit your online form in one shot. **Only one submission permitted**, to avoid being disqualified.

IMPORTANT: Once you have submitted the online survey, you will receive an automatic reply. PLEASE keep it as proof of submission. (Please also check your spam/junk mail). The Vulcanus administration will send you a second acknowledgement receipt, before the start of the short-listing (by 10 February at the latest). Please make sure that you have received ALSO this second email. You shall imperatively contact the Vulcanus administration by email at Vulcinjapan@eu-japan.eu, from 11 to 13 February, in case you have not received the second acknowledgement. (Don't forget to check your spam/junk mail).

Step 4 - Sending of your certificate of enrolment by courier, if short-listed

Please keep ALL your paper documents in a safe place.

The short-listing results will be communicated by the end of February. **If** the Vulcanus administration informs you that **you are short-listed**: you will be asked to **send your certificate of enrolment by courier within one week from the notification** (postal sending is not permitted).

IMPORTANT: your paper documents must be identical to those submitted via Dropbox. Should this not be the case, you will automatically be disqualified.