VULCANUS IN JAPAN 2027-2028 - HOW TO APPLY

Co-funded by the European Union

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.
Please note: Applicants shall declare any conflict of interests which could affect an impartial and objective selection on the programme by email to the Vulcanus administration vulcinjapan@eu-japan.eu

N° and name of each compulsory document		PDF to submit upon online application *(The official document shall be in English, no translation accepted).*	PDF to submit upon online application. *(If the official 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 official document + translation in English made by yourself).*
1	Application Form	Yes	
2	CV	Yes	
3	Motivation letter	Yes	
4	Letter of recommendation	Yes	
5	Transcript of all your University records *Since your Bachelor. Please upload separate files for each level of studies: Bachelor/Master/PhD etc.*		Yes
6	Grading Systems at Attended Universities		Yes
7	Certificate of enrolment at your University *for year 2026/2027 on header paper OR official letter from university administration*	Yes	

1 - APPLICATION FORM
Download word document (5 pages) from the Vulcanus webpage https://www.eu-japan.eu/events/vulcanus-japan
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 and signed with wet ink or electronically*

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 address, postal address, main relevant work and study experiences.

➔ *The document must be in English*

3 - MOTIVATION LETTER (***letter explaining why you wish to take part***). (MAX 1 page; font size 12).
Please include the following:

- Academic background → Short description of your full university career (not just your current specialization).
- General reasons for wanting to participate in "Vulcanus in Japan":→ Why do you want to participate? How do you expect Vulcanus to contribute to your personal, academic and professional development? Why Japan? Why Vulcanus? What makes you/your personality suited to this programme?)
- 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*

➔ *The use of AI is strongly discouraged: Easily identifiable and impersonal, it gives a bad 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/ their contact details (full name-title-email-telephone); 3/ stamp whenever possible

➔ *The document must be in English*

5 – TRANSCRIPT OF ALL UNIVERSITY RECORDS

- ➔ *Please submit transcript of records since the start of your University career, with most recent course on top.*
- ➔ *Your name, last name, university and faculty MUST be visible.*
- ➔ *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 – GRADING SYSTEMS AT ATTENDED UNIVERSITIES

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 (only extract of relevant pages).*
- ➔ *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.*
- ➔ *Please upload system of grading of all attended universities so far.*

7 - CERTIFICATE OF ENROLMENT AT UNIVERSITY

Please submit certificate of enrolment (original document) **OR** official letter from your University administration, 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 2026/2027, 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 2027.*

- ➔ *The official document must be in English.*

Step 2 - How to upload your documents

Save documents from 1 to 7, one by one, in pdf. Name each pdf as per above checklist (with appropriate number+name: *Example: 1-application form)*. Transfer the 7 PDF into a FOLDER. Name 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 needed, please create an account at https://www.dropbox.com/). Create a hyperlink to it, with direct open access, 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 2027.

Step 3 - How to apply online

Please fill in the online form at https://forms.gle/oSzVCocPjdPqBsNGA, in English, with the same information written in your paper application form, **plus** the drop-box hyperlink. Please **submit by 20 January 2027.**

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 check your spam/junk mail, in case that you do not receive it).*

The Vulcanus administration will send you a second acknowledgement receipt, before the start of the short-listing (by 4 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, by 5 February, in case you have not received the second acknowledgement. (*Don't forget to check your spam/junk mail)*.