



VULCANUS IN JAPAN 2026-2027 - 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:

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|---|---|---|--|--|
| 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 | Yes | 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 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.