



Internship Guidance

~ for International Program Students ~

September, 2025

Contact Persons

- Faculty for Internship
 - MATOBA, Masanori
 - School of Fundamental Science and Technology
 - KATSURA, Seiichiro
 - School of Integrated Design Engineering
 - SANO, Satoshi
 - School of Science for Open and Environmental Systems
- Academic Services





Things You Need to Keep in Mind

- Internship should be scheduled during:
 - summer recess of FY2025 OR
 - spring recess of FY2026
- DO NOT schedule your internship during lecture/final examination/laboratory hours.
 - Absences due to internship are NOT acceptable.
- A minimum working period of 15 days is required.
- Approval from your advisor will be required.
 - Consult with your advisor first before applying to any internship opportunities.



Things You Need to Keep in Mind

- Students who hold the “Student” status of residence are not allowed to work.
- If you conduct an internship with remuneration, the permission from the Immigration Bureau is required beforehand.
- When not receiving remuneration for the internship, there is no need to obtain permission.
- For more information, please ask Office of Student Services (International) ,or refer to the following Immigration Services Agency website
https://www.moj.go.jp/isa/publications/materials/nyuukokukanri07_00109.html?hl=en



Overall Process

1. Let your academic advisor know that you want to do an internship.
2. Find an internship host company.
3. Hand in necessary documents.
4. Actually do the internship.
5. Hand in necessary documents, and do an interview with the faculty for internship.



Find an Internship Host Company

A) Consult with your advisor

- Talk to your advisor about possible firms for your internship.
- Your advisor may find one for you, or give you pointers on such possible firms.

B) Visit company websites

- If you have identified companies where you would like to intern, you should consider going straight to the source by visiting each company's website.



Past Examples

- Toshiba Corporation
 - NTT Laboratory
 - Nissan Motor Corp.
 - Platinum Egg (game software developer)
 - Valeo-Japan
 - Panasonic
 - Hitachi Ltd.
 - Merrill Lynch
- Warning!
 - Not all students were able to find companies that would accept them.
 - Please make sure that you do NOT rely on the credits from Internship for graduating.



Hand in necessary documents

~ Done by students before starting internship ~

- Once you are accepted as an intern by an organization, download *Internship Acceptance Report (Form 1)* from the website:
<https://www.st.keio.ac.jp/en/docs/internship.doc>
- Fill out the form and get your advisor's signature.
- Submit the original form to the faculty for internship and one copy to Academic Services before starting your internship.

※ Can be submitted as an email attachment.



Hand in necessary documents

~ Done by students before starting internship ~

- Submit *Off-campus Research/Academic Activity Report Form* to Academic Services. ※ Can be submitted as an email attachment.
 - https://www.st.keio.ac.jp/en/files/students/gakugai_e.xls
- Submit *Internship Pledge (Form 2)* attached to *Off-campus Research/Academic Activity Report Form*.
 - Form is available at the website.
- Confirm if you have obtained the "Permission to engage in activity other than that permitted under the resident status" from the Immigration Bureau. If you haven't obtained it, you must apply for it before the internship.
 - Application form is available at the office of International.
 - It will take approximately 2 weeks for approval, so please prepare documents well in advance before you start your internship.
 - After your application is approved, submit one copy of the form to Academic Services before starting your internship.
- Inform your emergency contact person of the contact information and period of your internship.



Hand in necessary documents
~on the first day of internship~

- Students should submit the following items to the organization on the first day of your internship:
 - *Evaluation Report of Internship (Form3)*
 - *Return Envelope with a stamp of the Prescribed price attached and addressed to Academic Services*



Hand in necessary documents ~Other documents~

- Other things you may need to submit (upon request from the organization where you do your internship)
 - *Resume*: Purchase the resume form by yourself.
 - *Certificate of Enrollment* (在学証明書): Available from educational record machine.
 - *Gakusai Insurance* (学災保険証明書): Ask Office of Student Services (Student Life Services).
 - *Letter of Internship Request* (letter from the dean): Ask Academic Services.



Actually do the internship

- Be punctual!
- Work hard!
- Learn!
- Get to know people!
- And of course enjoy!



After the Internship

- Register for “INTERNSHIP” during the Fall (for internship in summer recess) or Spring (for internship in spring recess) course registration period.
- After course registration, contact the faculty for internship immediately to arrange a date for an interview.
- Submit a report of your internship (3 or more pages on A4 size paper) to the faculty for internship before the interview. Do not mention any information that may violate confidentiality rules.



Final grade

- Your grade (S, A, B, C or D) will be decided based on:
 - Evaluation Report of Internship (from your internship organization)
 - Internship Report
 - Interview with the faculty for internship