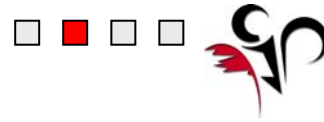


■ ■ ■ ■  
STUDENT  
INFORMATION GUIDE  
FOR  
TECHNICAL POSITIONS

*A detailed guide for students applying to The Canada-Japan Co-op Program: includes necessary forms, letters and contact information.*



## *Introduction*

This guide has been prepared to assist you in determining if you would like to participate in The Canada-Japan Co-op Program. The guide will assist you in: deciding if the program is suitable to your academic program; understanding the interview, selection and matching process; and compiling the required documentation for The Canada-Japan Co-op Program application process.

The guide includes:

- ( i ) Steps in the application process;
- ( ii ) Questions that you are required to complete as a part of the registration process. Your answers to the questions on the registration form will be reviewed and discussed at a meeting with Your University Canada-Japan Co-op Liaison Officer; additional questions may also be asked regarding your reasons for applying to the program, commitment level and your understanding of expectations when in Japan;
- ( iii ) Explanatory notes for each of the questions on the 'Student Online Application Form'; and,
- ( iv ) A documentation summary of all the necessary paperwork required for those who are selected for placement in The Canada-Japan Co-op Program.



## *Steps of the application and placement process*

**Step 1:** Review the PowerPoint presentation of The Canada-Japan Co-op Program which can be found on the website [www.thecoopjapanprogram.com](http://www.thecoopjapanprogram.com).

**Step 2:** Attend a Canada-Japan Co-op Information session at your institution, or meet with Your University Canada-Japan Co-op Liaison Officer for more information.

<b>CURRENT EDUCATIONAL INSTITUTION CANADA-JAPAN CO-OP PROGRAM MEMBERS</b>			
<b>UNIVERSITY</b>	<b>CONTACT PERSON</b>	<b>EMAIL ADDRESS</b>	<b>Telephone</b>
British Columbia Institute of Technology	Cynthia Maclean	cynthia_maclean@bcit.ca	604-432-8291
Concordia University	Jean-Michel Paquette	jm.paquette@concordia.ca	514-848-2424 ext. 3952
École de technologie supérieure	Robert Vincelette	robert.vincelette@etsmtl.ca	514-396-8642
École Polytechnique de Montréal	Allan Doyle	allan.doyle@polymtl.ca	514-340-4711 ext. 4374
McGill University	Genevieve Snider	genevieve.snider@mcgill.ca	514-398-4365
Ryerson University	Stefan Kerry	skerry@ryerson.ca	416-979-5000 ext. 6591
Simon Fraser University	Amy Lee	aleer@sfu.ca	778-782-2189
The University of Alberta	Stephen Concini	stephen.concini@ualberta.ca	780-492-8688
The University of British Columbia	Jenny Reilly	jenny.reilly@ubc.ca	604-822-6598
The University of Calgary	Tammy Wong	tawong@ucalgary.ca	403-210-9167
The University of Manitoba	Gerri Acorn	gacorn@cs.umanitoba.ca	204-474-8695
The University of Victoria	Karima Ramji	ramjik@uvic.ca	250-721-6076
The University of Waterloo	Tony Munro	tmunro@uwaterloo.ca	519-888-4567 ext. 33207
Thompson Rivers University	Larry Iles	liles@tru.ca	250-371-5692
University of Ottawa	Marc-Andre Daoust	Marc-andre.daoust@uottawa.ca	613-562-5800 ext. 3016

If your university is not listed, please contact Jenny Reilly, Director of The Canada-Japan Co-op Program at [jenny.reilly@ubc.ca](mailto:jenny.reilly@ubc.ca) or 604-822-6598.

**Step 3:** Complete the Canada-Japan Co-op Student Online Application Form on the Canada-Japan Co-op website [www.thecoopjapanprogram.com](http://www.thecoopjapanprogram.com).

Applications are accepted throughout the year for January, May and September start dates in Japan.



**Students must apply at least 8 months prior to the period they would like to be in Japan on co-op work term/internship.**

Historically, the majority of placements in Japan had occurred in September with the majority of placements starting in Japan the following May. It is important to note that the majority of positions may still be received for the time frame; however, a strategic objective of the program is to increase flexibility for student and employer participation so we are opening up the application process throughout the year and students are being placed in January, May and September.

**Step 4:** Pay the non-refundable \$130 fee (\$100 Canada-Japan Co-op Application Fee and \$30 Language Test Fee). Please address a personal cheque, certified cheque or money order payable to 'The Canada-Japan Co-op Program – c/o The University of British Columbia'.

Mail your \$130 cheque to:  
The Canada-Japan Co-op Program  
c/o The University of British Columbia  
2385 East Mall, Vancouver, BC V6T 1Z4  
Attention: Yuko Nemoto

***\*It is important to note that your application fee does not guarantee you a placement in The Canada-Japan Co-op Program.***

**Step 5:** Arrange to meet with your University Canada-Japan Co-op Liaison Officer for a selection interview.

Your answers to the questions asked on the 'Student Online Application Form' will be reviewed and you may also be asked additional questions; please take the interview seriously and be prepared. Your University Canada-Japan Co-op Liaison Officer will then provide a recommendation for you to The Canada-Japan Co-op Program on-line. Canada-Japan Co-op University Liaison Officers recommend qualified applicants for further review by the Director of The Canada-Japan Co-op Program.

**Step 6:** You will be notified by The Canada-Japan Co-op Program on the status of your application. If your application has been approved; you will proceed to the next phase of the process which is applying for jobs in The Canada-Japan Co-op Program.

After you have been accepted into The Canada-Japan Co-op Program, you will be provided with information on our employers, you must then choose jobs you would like to apply to and will be given access by The Canada-Japan Co-op Program Assistant.

It is important to note that some job descriptions may be vague and concentrate on work themes/ research areas; specific job duties are not indicated as they are in North America postings.



It is the expectation of The Canada-Japan Co-op Program that after you have been approved to participate in the program and commence applying for positions, if you are offered a position in The Canada-Japan Co-op Program that you will accept that position. You should be fully aware and understand that the expectation of you is that you will accept the first position offered to you in The Canada-Japan Co-op Program. If you decline a position in The Canada-Japan Co-op Program, you will immediately be withdrawn from The Canada-Japan Co-op Program and you will not be considered for re-entry into the program at a later date.

It is our expectation that you will not be applying for other positions outside The Canada-Japan Co-op Program during the matching and selection period; if you change your mind, it is your responsibility to contact The Canada-Japan Co-op Program Office and you will be withdrawn from the program immediately.

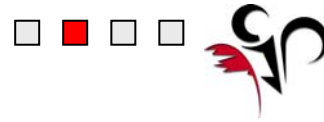
**\*The applicants are not permitted to contact employers directly. All enquiries have to go through Jenny Reilly, the Director of The Canada-Japan Co-op Program or Yuko Nemoto, Program Assistant.**

**As international placements take a considerable amount of time to secure and to complete all the necessary paperwork required for visas, the program is only suitable for students who are highly motivated and committed to the desire for working in a Japanese industry which is matched to their skill and interest level.**

**Step 7:** Applicants will be contacted by The Canada-Japan Co-op Program Assistant, Yuko Nemoto as their applications have been approved by the Canada-Japan Co-op Director to arrange for a convenient time to have an oral Japanese language test. For those whose Japanese level is indicated as Intermediate or higher in the Student Application Form on the Canada-Japan Co-op website, a written test will be conducted as well. This is a mandatory assessment of the program and as a cost of \$30. If a student has not included the cost of the language test in with their initial application fee, they will be requested to provide a certified cheque or money order to the value of \$30 payable to 'The Canada-Japan Co-op Program – c/o The University of British Columbia'. Payment for the language test must be received prior to moving onto the next phase of the application process.

**Step 8:** Students will be advised of job closing and matching dates upon acceptance into the program.

**Step 9:** The Canada-Japan Co-op Program Director or Program Assistant will notify students immediately upon an offer of employment being received. Students will then be requested to commence gathering necessary documents for visa processing. The Canada-Japan Co-op Program Assistant will notify you of the paperwork that is required to be copied and forwarded to the office. You will be required to: accept the employment offer in writing within twenty-four hours of receipt; and provide all the necessary documentation for visa processing to The Canada-Japan Co-op Program Office within 10 days of an offer being given. You will be asked to present all the required information at the same time and directed to pass this on to your University Canada-Japan Co-op Liaison Officer for forwarding to The Canada-Japan Co-op Program.



**Step 10:** A contract will be forwarded to you by The Canada-Japan Co-op Program from the Japanese company who has hired you; the contract will require your signature and The Canada-Japan Co-op Program Director's signature. Once the contract is signed, The Canada-Japan Co-op Program will courier the document to Japan for the company to apply for a Certificate of Eligibility which is required for a student to apply for a visa from the Japanese Consulate Offices in Canada.

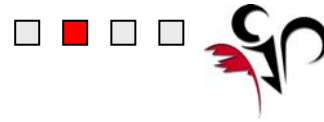
**Step 11:** Once the Certificate of Eligibility is received, you will be required to apply for a visa from the Japanese Consulate Offices in Canada.

**Step 12:** A one-week mandatory "Canada-Japan Co-op Training Week" will be conducted prior to departure in Vancouver. You will commence your Canada-Japan Co-op placement in January, May or September (unless another starting date is indicated as a preference by your employer).



### ***Student Application/ Interview Questions:***

1. What is your preferred length of work term?
2. How did you hear about The Canada-Japan Co-op Program? Why are you interested in this program?
3. If matched with a job, you will be living in a very different environment from Canada. What do you know about the cultural aspects of living and working in Japan? How do you see yourself adapting to work in a Japanese company?
4. How do you think of a placement in Japan would vary from a placement in Canada?
5. What are your work interests in Japan? What contributions do you think you can make to a Japanese company?
6. In what ways do you think that participation in this program will benefit your education and future career opportunities?
7. Are there any factors which would prevent you from participating in The Canada-Japan Co-op Program if you are matched with a job?
8. Do you have any special dietary, medical or religious considerations that we should be aware of?
9. Not all placements will involve work and responsibilities that a student might normally expect in a traditional placement in Canada. How flexible are you in terms of the type and level of work you will be doing on a co-op placement through The Canada-Japan Co-op Program?
10. Most Canada-Japan Co-op jobs are located in large urban centers. However, some are located in outlying or remote areas. How flexible are you in terms of location of a placement through The Canada-Japan Co-op Program?
11. There is a non-refundable application fee of approximately \$100 and a language test of \$30. Do you understand and accept these conditions?
12. If matched with a Canada-Japan Co-op job, participation in the program will cost each student approximately \$2,800-\$4,400 (including such costs as Co-op tuition, airfare, health insurance and the Canada-Japan Co-op Training Week in Vancouver). Do you understand and accept these conditions?
13. The Canada-Japan Co-op Training Week in Vancouver is mandatory for all students heading on placements in Japan. Students are responsible for arranging travel to and from Vancouver from your home residence and finding accommodation for the duration of the training week if required. Do you understand and accept these conditions?



14. Students are not permitted to take their significant others with them to Japan. Students should think carefully before submitting this application about whether they are prepared to be apart from a significant other for up to 12 months. Students must also have at least one full time academic term to complete upon their return from their co-op/internship in Japan; this is a visa requirement adhered to strictly. Do you understand and agree to the terms? Are you aware of the financial costs of participation and student responsibilities of undertaking a work term in Japan?



## ***Explanatory notes***

### **1. What is your preferred length of work term?**

*The Canada-Japan Co-op Program is not always a good fit for students with very particular graduation requirements, or when they are in a program that allows little flexibility in terms of when courses are offered.*

*Most employers are looking for a minimum 7-8 months (two co-op work terms) commitment, with the possibility of extending to 10-12 months (three co-op work terms) should both the student and the company choose. Of the 40 Canada-Japan Co-op work terms in 2010/11, 15 were for 11-12 months duration, 17 for 6-8 months, 8 for 4 months; employers prefer students who are willing to stay longer and make a greater commitment to the company.*

### **2. How did you hear about The Canada-Japan Co-op Program? Why are you interested in this program?**

*To help us with program marketing, we are interested to learn how students are hearing about the program. Students may have heard about the program from returning students, presentations from their coordinators, etc.*

*Ideally, we are looking for students who are interested in both the technical and cultural challenges of living and working in Japan. These students seem to adapt more quickly to their environments, have a more positive outlook on both work and leisure and seem prepared to enjoy both the working and social aspects of their time in Japan.*

### **3. If matched with a job, you will be living in a very different environment from Canada. What do you know about the cultural aspects of living and working in Japan? How do you see yourself adapting to work in a Japanese company?**

*Living and working in Japan will pose several challenges to students. Students who understand some of the cultural differences, who are prepared to accept changes to their lifestyle and are accepting of the Japanese way of living and working, typically do better than those that have not considered the issues, or who believe that Japan will be the same as any other western county.*

*Obviously, the more Japanese one has studied, the better prepared one will be for living and working in Japan. Our experience has shown that students with some experience in international travel or living abroad seem to adapt better to a new culture than those students who have never traveled outside their home province or country.*



**4. How do you think of a placement in Japan would vary from a placement in Canada?**

*Working in a Japanese work environment is very different than that at North America. Students may be working in a hierarchical system with traditional Japanese work expectations. Manager direction and feedback may be minimal; students need to be very communicative and ask questions to ensure understanding of company policy, questions, and expectations.*

**5. What are your work interests in Japan? What contributions do you think you can make to a Japanese company?**

*Work interests should not be industry-specific as this will severely limit the opportunities for placement. Rather, work interests should be general enough to be applicable across industries, but specific enough that companies can determine the student's field of interest(s). Employers are also looking for students who have some prior experience related to their field of interest; students without this experience, be it academic or work related, will have a more difficult time securing work terms.*

**6. In what ways do you think that participation in this program will benefit your education and future career opportunities?**

*We are looking for students who have thought about the implications of doing a work term in Japan and are able to articulate some of the potential benefits to their education and future career opportunities.*

**7. Are there any factors which would prevent you from participating in The Canada-Japan Co-op Program if you are matched with a job?**

*We are looking for students who are motivated, mature and able to work in Japan for 4, 8 or 12-month co-op work terms/internships once matched.*

*Students must have at least one full time academic term to complete upon return from Japan. This program is not open to students who have completed their academic program nor to post graduates.*

**8. Do you have any special dietary / health / medical / religious considerations that we should be aware of?**

*Most students will reside in company dormitories where meals cannot be individually tailored to meet dietary considerations. Students with food allergies or very strict dietary restrictions may have a difficult time in Japan.*

*People taking medication should consult their doctors before departing for Japan. Although the Japanese health system is modern, it may be difficult to find the same medication as in Canada. In addition, most*



*accident/travel insurance does not cover pre-existing medical conditions, so a student with a serious medical condition may be well advised not to participate in the program.*

**9. Not all placements will involve work and responsibilities that a student might normally expect in a traditional placement in Canada. How flexible are you in terms of the type and level of work you will be doing on a co-op placement through The Canada-Japan Co-op Program?**

*Students should be aware that work conditions and responsibilities vary between Canada and Japan and may be quite different from that which students are used to. Students will have an increased chance of placement if they are flexible in these areas.*

**10. Most Canada-Japan Co-op jobs are located in large urban centers. However, some are located in outlying or remote areas. How flexible are you in terms of location of a placement through The Canada-Japan Co-op Program?**

*Location preference is not guaranteed when participating in The Canada-Japan Co-op Program. Larger companies may have positions in different prefectures and location may not be established until pre-departure. The more flexibility a student indicates in their registration application, the more access to jobs they will have which will lead to an increased chance of placement.*

**11. There is a non-refundable application fee of \$100 and a language test of \$30. Do you understand and accept these conditions?**

*The application fee and language test fee are mandatory. Payment is necessary prior to moving onto the next phase in the application process. Students must take at least one Japanese course (credit or non-credit) prior to departure to Japan.*

**12. If matched with a Canada-Japan Co-op job, participation in the program will cost each student approximately \$2,800-\$4,400 (including such costs as Co-op tuition, airfare, health insurance and the Canada-Japan Co-op Training Week in Vancouver). Do you understand and accept these conditions?**

*Students need to give consideration to the costs and responsibilities indicated below.*

*Costs include:*

Application Fee  
(Non refundable)

*\$100.00 personal, certified cheque or money order payable to:*

The Canada-Japan Co-op Program  
c/o The University of British Columbia  
2385 East Mall, Vancouver, BC V6T 1Z4

Language Test Fee

*\$30.00 personal certified cheque or money order payable to the same address above.*

***\*Students are encouraged to make one cheque payable to the value of \$130.***



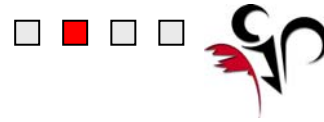
<u>Training Week</u>	<i>\$250.00 covers the cost of the one week mandatory course. Note: accommodation in Vancouver and travel to and from the student's home institution is not included in this cost. Arrangements can be made for student housing on campus for the duration of the training upon student request.</i>
<u>Airfare</u>	<i>Return airfare to Japan: estimated \$1,500.00.</i>
<u>Co-op Program Fee</u>	<i>Students will either be registered as UBC visiting Co-op students or will pay the UBC Co-op Course fee of \$662.45 per term or remain registered at their home institution (dependant on the educational institution agreement with the program). Co-op work term tuition of \$662.45 per term (every four months) will be paid directly by the student or transferred to the program by the home educational institution. Students will pay for one (1 work term: \$662.45), two (8 month work term: \$1,324.90) or three (12 month work term: \$1,987.35) Co-op work terms.</i>
<u>Materials</u>	<i>\$100 Miscellaneous costs</i>
<u>Extended Health</u>	<i>\$138-\$420 (approximate 4 or 12 months)</i>

- 13. The Canada-Japan Co-op Training Week in Vancouver is mandatory for all students heading on placements in Japan. Students are responsible for arranging travel to and from Vancouver from your home residence and finding accommodation for the duration of the training week if required. Do you understand and accept these conditions?**

*Mandatory attendance of the Canada-Japan Co-op Training Week is required. The course will be facilitated by the Canada-Japan Co-op Director, Program Assistant and will involve many guest speakers. Canada-Japan Co-op Alumni will also be present the entire training week. Participation in the training will assist students understand the:*

- *expectations and responsibilities of Canada-Japan Co-op students during their work terms in Japan;*
- *transition from Canadian culture to living and working in Japan;*
- *variety of Japanese work settings;*
- *dormitory and housing expectations and responsibilities;*
- *rules of ethics and confidentiality in the Japanese workplace;*
- *cultural differences and identify Japanese expectations;*
- *Canada-Japan Co-op technical report and experimental report requirements; and*
- *student evaluation process.*

- 14. Students are not permitted to take their significant others with them to Japan. Students should think carefully before submitting this application about whether they are prepared to be apart from a significant other for up to 12 months. Students must also have at least one full time academic term to complete upon their return from their co-op/internship in Japan; this is a visa requirement adhered to strictly. Do you understand and agree to the terms? Are you aware of the financial costs of participation and student responsibilities of undertaking a work term in Japan?**



*Students should fully understand all aspects of the program prior to applying. It is a significant commitment to participate in a program in a foreign country. Students should not plan to take significant others to Japan – employers will provide single accommodation only and the cost of private accommodation is prohibitive. Students must also understand that upon application into the program they must be a part of a Co-op/internship program at their home institution and must have at least one full time academic term to complete upon return from Japan.*



## Documentation Summary

### Upon Application

The following documentation is required to enable the processing of a students' application to The Canada-Japan Co-op Program.

**\*The first three requirements are necessary to enable registration of a student at the University of British Columbia and should be sent immediately after the student assessment interview.**

1. Online recommendation from your Canada-Japan Co-op University Liaison Officer
2. A \$130.00 (\$100 Application fee and \$30 language test) certified cheque/ money order payable to 'The Canada-Japan Co-op Program – c/o The University of British Columbia'.

The Canada-Japan Co-op Program  
c/o The University of British Columbia  
2385 East Mall, Vancouver, BC V6T 1Z4

3. Electronic copy of student resume to be e-mailed to The Canada-Japan Co-op Program Assistant, Yuko Nemoto at [coop.japan@ubc.ca](mailto:coop.japan@ubc.ca)

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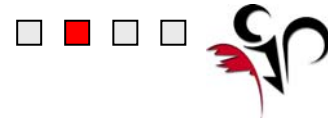
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### Upon Placement

**\*The following seven pieces of documentation should be sent to The Canada-Japan Co-op Program by the requested time frame for visa processing.**

**\*The student should contact the Canada-Japan Co-op Liaison Officer at the home institution to prepare 2 kinds of letters (Attachment A and B with their university letter head)**

1. Letter of studentship from The Canada-Japan Co-op Program University Liaison Officer or Co-op Director. ***Attachment A***
2. Letter of recommendation from your Canada-Japan Co-op Program University Liaison Officer ***Attachment B***
3. Letter of declaration from the student. ***Attachment C***
4. Six student passport photos
5. A copy of the inside page of the students passport showing photo and passport number
6. Sealed official transcript
7. Copy of Provincial Health Care Card



8. Letter of Internship History in Japan
9. Visa Application Information Sheet

**Attachment A: Sample letter of Studentship**  
(Prepared by The Canada-Japan Liaison Officer with their university letter head)

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## UBC CO-OP ENGINEERING PROGRAM

2385 East Mall  
Vancouver, BC, Canada V6T 1Z4

Tel: (604) 822 - 3022  
Fax: (604) 822 - 3449

engcoop@interchange.ubc.ca  
www.coop.apsc.ubc.ca

Date

To Whom It May Concern:

**RE: Letter of studentship for Name of Student XXX**  
**Student No: #**

**Name of student** is enrolled at the **University of British Columbia** and is studying towards a **Bachelor of Applied Science Degree in Computer Engineering**.

It is required that **Engineering students** enrolled in the Co-op Program participate in **five** Co-op Education work terms that constitute an integral and essential part of the course of study in order that they may receive their degree.

**Name of student** is scheduled to go on a Co-op work term from **Month Year** to **Month Year** with **Name of company in city, Japan**. **He/she** has completed **two** years of **his/her five-year** degree program and is expected to graduate in **Month Year**.

Participation in The Canada-Japan Co-op Program will provide relevant technical experience to the student and benefit **his/her** academic studies and long-term career.

If you require additional information, I can be contacted at **604-XXXXXXX**.

Yours Sincerely,

Name  
Title, XXXX Co-op Program

**Attachment B: Sample letter of recommendation**  
(Prepared by The Canada-Japan Liaison Officer with their university letter head)

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## UBC CO-OP ENGINEERING PROGRAM

Engineering Annex, 6298 Biological Sciences Road  
Vancouver, BC, Canada V6T 1Z4

Tel: (604) 822 - 3022  
Fax: (604) 822 - 3449

engcoop@interchange.ubc.ca  
www.coop.apsc.ubc.ca

Date

To Whom It May Concern:

*RE: Letter of recommendation for Name of Student XXX*  
*Student No: #*

*Name of student* is enrolled at the *University of British Columbia* and is studying towards a *Bachelor of Applied Science Degree in Computer Engineering*.

*Name of student* will earn academic credits for his/her co-op work terms with *Name of company* in Japan. *He/she* has completed *two* years of *his/her five-year* degree program and is expected to graduate in *Month Year*.

I strongly recommend *Name of student* as an exceptional candidate for The Canada-Japan Co-op Program. *Name of student* is a hard working student who enjoys *his/her* academic program and has a strong desire to learn and work in his/her field. By participating in The Canada-Japan Co-op Program *Name of student* will gain valuable and relevant technical experience which will greatly benefit *his/her* academic studies and long-term career.

If you require additional information, I can be contacted at *604-XXXXXXX*.

Yours Sincerely,

Name  
Title, XXXX Co-op Program

**Attachment C (Prepared by student)**

---

Date

To Whom It May Concern:

*RE: Letter of Declaration*

I, *name of student*, born in *city, country*, on *date* and a *Canadian/ XX citizen/ landed immigrant* herewith testify to continue in my field of *Computer Engineering* at the *University of British Columbia*, after participating in The Canada-Japan Co-op Program.

Sincerely,

<Student's signature>

*Name of student*

*Student Number*

*Home University Name*

# THE CANADA-JAPAN CO-OP PROGRAM

If you have any questions or require more information, please contact:

Jenny Reilly  
Director, The Canada-Japan Co-op Program  
c/o The University of British Columbia  
Tel: 604-822-6598  
Fax: 604-822-3449  
Email: [jenny.reilly@ubc.ca](mailto:jenny.reilly@ubc.ca)

Or

Yuko Nemoto  
Program Assistant, The Canada-Japan Co-op Program  
c/o The University of British Columbia  
Tel: 604-822-6579  
Fax: 604-822-3449  
E-mail: [yuko.nemoto@ubc.ca](mailto:yuko.nemoto@ubc.ca)