

## CITYNET YOKOHAMA OFFICE INTERNSHIP APPLICATION GUIDELINES

### I. Required documents:

1. Completed application form
2. Evidence of financial support (For international applicants)
3. Request/ Letter of Support from the university or guarantor (For international applicants)
4. Resume or CV
5. Cover letter stating why you are interested in joining the internship programme at CITYNET Yokohama Office

### II. How to apply:

Please send the above documents to CITYNET Yokohama Office (in English). Please address the cover letter to Mr. Kendra Hirata, Director of Programs at [kendra@citynet-yh.org](mailto:kendra@citynet-yh.org)

### III. Screening process:

Applications are accepted throughout the year at CITYNET Yokohama Office. However, due to limited space the office might not be able to accept all applicants. The applications will be kept on file for one year after which it will no longer be valid. If you wish your application to be active after one year, please send us a letter stating your continued interest in the position with an updated resume.

When there is a vacancy, the applicant will be notified by email and interviewed using Skype. Successful applicant will then be notified by email of their acceptance. Applicants who do not pass the interview will also be notified however the reasons will not be disclosed.

### IV. Preparation for travel and accommodation:

Applicants are expected to make all their logistical arrangements within the given timeframe and notify CITYNET of completion. Please note that CITYNET **DOES NOT** provide any financial support for relocation. Upon request, CITYNET will be able to provide the applicant with a list or links of real estate companies but will **NOT** act as a guarantor nor provide further assistance in finding or moving to a new location\*.

*\*If a formal agreement has been signed between the university/ institution and CITYNET Yokohama Office, logistical support upon arrival and finding a suitable housing may be arranged.*

### V. Minimum required hours:

Interns are expected to work for a minimum of **5 hours a day, 3 times a week** for a total of **at least 140** hours during his/her internship period which should not be less than 1 month.

### VI. Commutation allowance:

In order to be eligible for the commutation allowance, the following criteria has been set:

1. An official Memorandum of Understanding between the university and CITYNET Yokohama Project Office needs to be signed which ensures regular dispatch of interns to the office.
2. The internship needs to be for obtaining credit hours which applies to the university.
3. The intern needs to fulfill all criteria as stated in this document.

## **CITYNET YOKOHAMA OFFICE INTERNSHIP APPLICATION GUIDELINES**

Interns fulfilling the requirement shall be eligible for commutation expenses however not exceeding JPY18,000 per month.

### **VII. Compensation and benefits:**

CITYNET **DOES NOT** provide any compensation or remuneration to interns. However, as mentioned in Section VI of this document, interns fulfilling the minimum required hours may be eligible for commutation expenses. Commutation expenses for interns under formal agreement (with the university) may also be provided.

### **VIII. Traveling for work:**

Interns working for CITYNET are entitled to receive transportation expenses if work requires them to travel domestically. Procedures for reimbursement will be explained when such cases arise.

### **IX. International placement:**

CITYNET currently has National Chapter Offices in Bangladesh, Indonesia, Nepal and Sri Lanka as well as a Satellite Office in India. Depending on work requirements and/or qualifications, interns may be placed in one of the regional offices upon consultations. Participating interns are expected to cover all expenses including airfare and accommodation to travel to those countries and will be required to sign an agreement with the hosting office for accepting full responsibility for insurance and incidentals. If such placement is expected, participants will be notified before coming to Japan.

### **X. Inquiry:**

Applicants may send their inquiry to [kendra@citynet-yh.org](mailto:kendra@citynet-yh.org)