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Japan



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FUNDING FORM

Internship Programme at the Office of the Rector

INSTRUCTIONS: The purpose of this funding form is 1) to assist the applicant in assessing the feasibility of their intended stay in Tokyo, Japan during the internship period designated below; 2) to demonstrate to the Office of the Rector Internship Committee that the applicant has given due consideration to the costs associated with their participation in the programme; 3) to demonstrate to the Office of the Rector Internship Committee that at the time of application, the applicant has secured or will seek to secure the funds as listed and described below. Please fill in fields 1 through 3 to the best of your ability and attach with your application. You may type in the fields provided or print out and fill in by hand. See page 2 for a completed Funding Form example and additional instructions.

1. FAMILY NAME FIRST NAME(S)	2. INTERNSHIP PERIOD: Year: Term: <input type="checkbox"/> Fall (September-December) <input type="checkbox"/> Spring (February-May)
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3. FUNDING
Indicate below the source and type of funding (actual and projected) during the period of your internship at the Office of the Rector by which you mean to support yourself in Tokyo.

Source <i>List any savings, loans, grants, or sources of income</i>	Type		Description <i>Provide a brief description, especially in the case of projected funds.</i>	Amount <i>in JPY</i>
	<i>actual</i>	<i>projected</i>		
Intern stipend	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monthly stipend of 50,000JPY per month x 4 months	200,000
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
Total				—
<i>Monthly:(divide by 4 months)</i>				

EXAMPLE FUNDING FORM with INSTRUCTIONS

53-70, Jingumae 5-chome Shibuya-ku, Tokyo 150-8925 Japan	  UNITED NATIONS UNIVERSITY	Tel: (+81) 3-5467-1212 E-mail: mbox@hq.unu.edu Website: <input type="text"/>
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FUNDING FORM
Internship Programme at the Office of the Rector

4. FAMILY NAME DOE	FIRST NAME(S) Jane	5. INTERNSHIP PERIOD: Year: 2010 Term: <input checked="" type="checkbox"/> Fall (September-December) <input type="checkbox"/> Spring (February-May)
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Amount: Calculate your funding in the “Amount” column in Japanese yen (JPY) using the exchange rate at the time of application. You may round to the nearest 1,000.

6. FUNDING
Indicate below the source and type of funding (actual and projected) during the period of your internship at the Office of the Rector by which you mean to support yourself in Tokyo.

Source <i>List savings, loans, grants, or other income sources</i>	Type		Description <i>Provide a brief description, especially in the case of projected funds.</i>	Amount <i>in JPY</i>
	actual	projected		
UNU Stipend	<input checked="" type="checkbox"/>	<input type="checkbox"/>	50,000 / month x 4 months	200,000
Personal savings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current savings in all accounts	100,000
Personal savings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Additional savings from part time work conducted until commencement of internship	80,000
Loan from family	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loan from family	90,000
XYZ Scholarship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Applied to XYZ scholarship for 1,000 USD, to be awarded February 2011	90,000
ABC Scholarship	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Apply to ABC scholarship for 500 USD	45,000
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
Total				605,000
<i>Monthly:(divide by 4 months)</i>				<i>151,250</i>

Source: No format is required though the names of sources should be as accurate and descriptive as possible.

Description: Describe where applicable the duration of any funding sources. This applies to the UNU stipend, monthly scholarships, or any recurring sources of income. For projected funds, describe where possible the timeline in terms of when funds will be applied for and/or made available.

Type: “Actual” sources of funding are those which the applicant currently (at the time of application) has access to or which have been formally approved / promised. Accompanying documents are not necessary but will be considered if attached. “Projected” sources are those which the applicant intends to secure. It is recommended that projected sources be those that the applicant is reasonably confident in securing.

Total: Calculate your total funding for the six-month period of your internship and divide by four to show your average monthly funding. While there is no required total, a monthly budget of between 120,000 to 160,000 JPY is recommended.