



Application Guidelines for KAKEHASHI Project
Japan's Friendship Ties Programs(USA)
(Economics)
-Inbound Program for University Students -

1. Project Overview

The Ministry of Foreign Affairs of Japan has launched “Japan’s Friendship Ties Programs” which promote people-to-people exchanges between Japan and the various nations of the Asia-Pacific, North America, Europe, Latin America, and the Caribbean, and to encourage an understanding of Japan’s economy, society, history, diverse culture, politics and diplomatic relations among participants. This program will include approximately 5,400 people who will be sent to or from Japan and the Asia-Pacific, North America, Europe, Latin America, and the Caribbean in a year. Participants are expected to proactively disseminate information on Japan’s attractions and contribute to promoting sustained attention to Japan. The North American regional component of this exchange program is called “KAKEHASHI Project”.

<Objectives of Program>

- (1) To promote mutual trust and understanding among the people of Japan and the USA to build a basis for future friendship and cooperation.
- (2) To promote a global understanding of Japan’s economy, society, history, diverse culture, politics and foreign policy, especially its industry and local products. To contribute to finding and fostering more pro-Japanese and experts on Japan and contribute to facilitating the diplomatic and economic relationships between Japan and US through the implementation of the Program.
- (3) To disseminate information on Japan’s attractions through communication devices including SNS (social media).

2. Outlines of Program

- (1) Period of the Program: About 10 days
- (2) Total number of the participants : About 20 students and 2 supervisors per group
- (3) Program in Japan:

1) Composition

All the participants in the same party will have the same program in Tokyo. After the program in Tokyo, they will be divided into several groups for the programs in provincial areas in Japan.

2) Program and activity in Japan



The program below is a sample, so it may or may not contain all contents described below.

- Arrival Orientation in Japan
- Lecture on Japan, especially Japan's economy and business Courtesy call to a local government/ Japan External Trade Organization (JETRO) local branch
- Visits to economic related sites such as an educational institutions, high-tech and traditional industries, SMEs, agricultural facilities and farms, and participation in cross-cultural events, workshops, and discussions with local people
- Traditional culture experience and observation of historic buildings
- Observation of nature and environmental protection efforts
- Home Stay or Farm Stay
- Workshop/ Report Meeting
- Action Plan Making for dissemination of information on Japan's attraction and experiences through the program after returning home country

3) Request for participants

- All the participants are strongly requested to share the experiences in Japan with their families, friends and communities. It is also highly recommended to disseminate them through SNS (social media) .

3) Tentative schedule of the Program in Japan

Refer to the Annex 2

4) Coordinators(Guides)

Japan International Cooperation Center (JICE)* will provide its own expert staffs called as "the Escorts" throughout the program in Japan, from participants' arrival to departure. These coordinators (escorts) will carry out a wide range of tasks and duties including supervision and interpretation. They will accompany to all the sites where the program is actually implemented, taking care of the safety and health of the participants.

3. Qualifications for Participations

Applicants must meet the entire criteria as follows.

【For All Participants】

- (1) Applicants must understand the objectives of this program and be capable to disseminate information on their experiences and Japan's attractions through



communication devices such as including SNS (social media) and/or submitting their writing for publication.

- (2) Applicants who have visited Japan through any other invitation program organized by the Japanese Government or have already had the experience of studying in Japan for a long period may not be eligible to participate.*
- (3) Applicants must hold U.S. nationality or the status of the permanent residencies in the USA. Applicants who have Japanese nationality may not be eligible to participate. * (*Notwithstanding the criteria (2) and (3), application for those who are thought to be necessary in the program can be considered, and these applicants are required to submit the necessary documents such as Green Card to be examined by the Ministry of Foreign Affairs, Japan)
- (4) After completing the program, applicants must answer a post-program questionnaire which will be sent 6 months after the completion of the program.
- (5) Applicants must be in good health conditions.
 - (i.) If a participant's body temperature is 38.0°C (100.4°F) or higher on the day of departure, he/ she cannot depart for Japan and is NOT ELIGIBLE to join in the inbound program in Japan. Also, if participants have one of the following symptoms on the day of departure, supervisors will decide whether he/ she can travel to Japan (in consultation with doctor a if necessary).
 - Feeling feverish or chill*cannot accept higher than 38°C (100.4°F)
 - Sore throat
 - Cough
 - Stuffy or runny nose
 - Headache or muscle ache

【For Students】

- (6) Applicants must be enrolled in a University
- (7) Applicants must commit to sharing and disseminating their experiences and attraction of Japan after returning to the USA.

【For Supervisor】

- (6) Applicants are requested to supervise participants the smooth and safe implementation of the program. *
- (7) Applicants must cooperate with the Embassy of Japan, Consulate-General of Japan, the Japanese Government and JICE for the follow-up of the program, after returning to the USA



- * See Annex 1 for the roles of supervisors. Further details of their roles will be explained upon the arrival in Japan by JICE staff.

4. Necessary Procedure for Application/Selection of Participants

All of the following application documents should be submitted to JICE.

(1) The Entry Form for KAKEHASHI Project

Please ~~read the section of “Declaration” and “Agreement of the Application Guidelines for KAKEHASHI Project,” and fill out and sign the entry form. You may use jpg/png data of your signature, but please do not type it in.~~

(2) Photocopy of the Applicant’s passport

Please submit a photocopy of the photo page of the applicant’s passport.

- * Please obtain a valid passport and submit a photocopy of the photo page as soon as possible, once you are accepted to participate in this program.

(3) Letter of Understanding (Hardcopy)

Each participant is requested to read carefully the conditions described in the “Letter of Understanding before applying for the program. The responsible organization is required to collect the documents (hardcopy) signed by the participants (Parent/Guardian for the participants under 18 age) and submit them upon arrival in Japan.

5. After a notification of selection results to the applicants

(1) Participants’ Handbook

A tentative program in Japan and **Participants’ Handbook for KAKEHASHI Project** written by JICE will be provided to the participants.

The Participants’ Handbook contains information including about the outline of the Project, travel information, travel tips on how to stay in Japan, and so on. The participants are highly requested to read the handbook carefully so that they can sufficiently prepare for the participation in the program.

(2) Arrival Orientation in Japan

After the participants’ arrival in Japan, JICE will hold an orientation to explain below;

- 1) Outline of KAKEHASHI Project
- 2) Schedule in Japan,
- 3) Explanation of Workshop
- 4) Introduction to Japan; its life and customs, and
- 5) Others

6. Terms and Conditions

(1) The following arrangements and expenses are covered by the program

- Round trip international air tickets from/to the USA, to/from Japan by Economy class
 - * Excess baggage charge will be paid at one's own expense.
- Overseas travel accident insurance
 - * Please note that chronic diseases, dental diseases and pregnancy diagnosed by a Japanese medical doctor and cases disapproved by the insurance company, and any loss of personal property will NOT be covered by insurance. Individuals will be liable for such costs.

Coverage	Amount (10,000 JPY)
Accidental Death	1,000
Accidental Disability	1,000
Medical Rescue Exp.	1,500
Sick Death	1,000
Liability	5,000

Sompo Japan Nipponkoa Insurance Inc.

- Accommodation in Japan
- Transportation in Japan
- Meals in Japan within the Program
- Admission fees for scheduled activities in Japan
- * No cash allowance is provided to participants including supervisors.
- * Participants are expected to cover personal expenses, such as passport fees, fees for vaccination, excess baggage charge, travel expenses between their residences and departure port, fees for accommodation and meals in the USA.

(2) Cancellation fee

Please note that all the participants are fully responsible for costs associated with cancellation initiated by themselves excluding medical problems and other emergency issues.

(3) The followings are not permitted.

- ✓ To remain in Japan after the program;
- ✓ To change the flight designated by the program;
- ✓ To change accommodation designated by the program;
- ✓ To be accompanied by someone; or
- ✓ To travel to the third countries on the way to Japan or back to participant's country.



(4) Condition in Japan

- All the participants including supervisors have to attend all the programs planned by JICE and they need to follow the instructions made by JICE.
- Participants that cause hindrance to the program may be dismissed and is responsible for leaving Japan at their own expense.
- Participants except supervisors will stay in twin or triple rooms.
- JICE will try to prepare the followings when necessary for religious reasons, however, they may not be always provided depending on situations.
 - *prayer rooms
 - *special meals

(5) Photos Taken During the Program

Please note that photos and video images of the participants which are taken and recorded during the program as well as their names can be used by the media and other organizations involved in the program.

(6) Respect for Japanese Law and Regulations

During the stay in Japan, all the participants must respect the laws and regulations of Japan, and offenders are subject to penalties under the Japanese law. Any dispute arising out of the application and admission of, or relating to, this program between the participants and the Japanese Government or JICE should be governed by and construed in accordance with the domestic laws of Japan, without regard to principles of conflicts of laws, and should be subject to the exclusive jurisdiction of the applicable courts in Japan.

(7) The attribution of responsibility during the program

All participants are agreeing to release JICE (including its employees and agents) of and from any and all claims, demands, damages, losses, liabilities and expenses including, without limitation, reasonable attorneys' fees and expenses (collectively, "Claims") arising from or relating to a participant's participation in the Kakehashi Project; provided, however, that this release shall not apply to any Claims related to or arising from JICE's gross negligence, bad faith or wilful misconduct. Finally, all participants should agree to indemnify JICE (including its employees and agents), and hold it harmless, of and from any and all Claims arising from or relating to their breach of the terms and conditions of this Application Guideline.

(8) Post-Program Activities and Questionnaires (Obligation)



The questionnaires will be sent to each participant about six month after the program. All the participants are requested to fill and return the questionnaires to JICE. In addition, participants are highly expected to share their findings and experiences with family, friends, schools and communities by delivering presentation, disseminating information on Japan's attractions through the media or other communication devices. It is highly requested that they report their post-program activities and continue exchanging opinions and information with Japanese people through online community sites of Ministry of Foreign Affairs (MOFA)* of Japan and JICE**

*Facebook of Youth Exchange Program of MOFA

<https://www.facebook.com/youthexchange.mofa>

** JICE Youth Exchange Program (KAKEHASHI Project / JENESYS 2016)

<http://sv2.jice.org/exchange/e>

7. Personal Information Protection Law

Personal information collected under KAKEHASHI Project shall be treated in compliance with the Personal Information Protection Law. JICE ensures the appropriate handling of personal information.

JICE may provide personal information to travel agencies, publishers, cooperation organization, schools, host families, and so on in order to operate and report the program by means of post, fax or E-mail, and to send new information of JICE project. Personal information will not be used for any other purposes than operating and reporting the program, and sending new information of JICE project.

*** Japan International Cooperation Center (JICE)**

JICE is implementing agencies of KAKEHASHI Project, which has undertaken all the necessary arrangements for this program, such as travel procedures and the whole schedule of events in Japan.

Annex

- 1- Handling of Personal Information
- 2- Tentative Program Schedule
- 3- Role of Supervisors
- 4- Entry Form
- 5- Letter of Understanding