

Contract-type Internship Course Registration Form

In the table below, enter a "☑" for the internship you wish to register for. You may only register for one "Internship" and one "Business Internship" per semester. After submitting this "Course Registration Form", you cannot change the courses you wish to register for.

For Internships Held in English 英語科目登録用

※Those who will apply for internships held in Japanese should submit the Japanese version of this form.

※日本語で実習を行う企業/組織に応募する場合は、日本語の登録願を提出してください。

Course Name	Enter a "☑" mark if registering.	Notes
Internship (E)		* More than 40 hours less than 130 hours: 2 credits * More than 130 hours: 4 credits
Business Internship (E) <APM students only.>		* More than 80 hours less than 160 hours: 2 credits * More than 160 hours: 4 credits

1. Checklist

*** You may only register once you have checked all the following.** ☑

- I have read the "Internship Handbook" and meet **the requirements** to apply for the Contract-type Internship.
- The internship I am applying for will be held in **English**.
- I am in **my 2nd semester or higher**, but **not in my final semester**.
- I will also be **enrolled** at APU during the semester in which the internship conducted and the semester in which I register for courses (and not be on Leave of Absence).
- 【Requirements for Business Internships Only】**
I am a College of International Management (APM) student
- < AY 2017 Curriculum Students >
I have completed 6 courses among the 12 APM required courses, and "Fundamental Mathematics" or "Advanced Mathematics" among those 6 courses.
 - < AY 2011 Curriculum Students >
I have completed at least one Mathematics course and 5 of the APM Core courses. (Introduction to Management, Introduction to Economics, Introduction to Marketing, Accounting I, Finance)
- I have carefully **read the "Internship Handbook"**, **checked the video** posted on [the Career Office's website \(the Contract-type Internship section\)](#), and **fully understood the conditions**.
- I will attend all **the pre and post-internship classes** and **the Business Manners Seminar**.
- The Business Manners Seminar. : Will be held on same schedule for Internship (J/E), and Business Internship (J/E). The Career Office will contact eligible applicants via email with details.
 - Pre- and post-classes: Classes of Internship (Japanese/English), and Business Internship (Japanese/English) will be held on different dates and times. The Academic Office will contact eligible applicants via email with details.

* For schedule of Business Manners Seminar & pre-/post-internship classes, please see [Career Office HP](#)

- I understand that I **cannot cancel the course registration after submitting the "Course Registration Form"**.

2. Internship Information

Course Name	Internship (E)						
Name of Host Institution							
Duration *tentative	Year	Month	Day	~	Year	Month	Day

Course Name	Business Internship (E)						
Name of Host Institution							
Duration *tentative	Year	Month	Day	~	Year	Month	Day

3. Internship Pledge

Please read and sign the following pledge.

Pledge

I hereby pledge that I understand the requirements for course registration mentioned in the Internship Handbook and will attend the Business Manners Seminar, and Pre- and Post-Classes of the regular course "Internship" or "Business Internship" offered in the prescribed language. While participating in the internship, I will follow the instructions of the faculty member in charge and the Academic Office staff and will make every effort to make the training valuable.

_____/_____/_____
Year Month Day

Student ID _____
Name _____

Submission: Must be submitted together with the "APU Contract-type Internship Entry Sheet" and "Application Form" to the Career Office.