



# **Application Guidelines for KAKEHASHI Project**

## **Japan's Friendship Ties Program (USA)**

### **- Inbound Program for High School / University Students -**

## **1. Project Overview**

The Ministry of Foreign Affairs of Japan has launched “Japan’s Friendship Ties Programs” which promote a people-to-people exchange between Japan and the Asian, Oceanian, North American, European, Latin American and Caribbean regions. Approximately 5,700 people who are expected to play an active and important role in various fields in the future will participate in this project in FY 2015. 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 society, history, diverse culture, politics and foreign policy.
- (3) To disseminate information on Japan’s attraction through communication devices including SNS

## **2. Outlines of Program**

- (1) Duration of the Program: 9 days, including the departure date  
August 2015 – March 2016(TBD)
- (2) Total number of the participants: 25 persons (consists of 23 students and 2 chaperones)
- (3) US participants visiting Japan:
  - Attend lectures about Japanese society / history / politics / Japan’s foreign policy to enhance understanding of Japan.
  - Visit educational institutions, high-tech and traditional industries, World Heritage sites, provincial governments and having events, such as workshops, exchange of views with people of those places and so on.
  - Participate in activities that provide traditional/cultural experiences.
  - Disseminate information on Japan’s attractions through communication devices including SNS.

## 1) Example Schedule of the Program

※All dates and schedules are tentative and subject to change.

Date	Time	Schedule	Syllabus
1	Mon	Departure from USA	• Reminders on details regarding traveling to Japan. Final health check.
2	Tues	AM	Arrival at Narita International Airport
		PM	Orientation • Japan-US Relationship • Japanese Daily Customs • Japanese Language Class  <b>【Pop Culture】</b>
3	Wed	AM	Move to Local Prefecture
	PM	<b>【Courtesy Call】</b>	• The participants will understand administrative function of a local government and foundation of civil life.
4	Thur	AM	<b>【Traditional Culture Experience】</b>
	PM	<b>【Visiting Local Industry】</b>	• The participants will increase their interest in Japan through experiencing Japanese traditional culture
5	Fri	AM	<b>【School Exchange】</b>
	PM	• The participants will learn visually and effectively not only public facilities owned by a municipality but Japanese cutting-edge technologies and products as well as boundless power of Japan in a local region.	
6	Sat	AM	<b>【Homestay】</b>
	PM	• Visit a school and participate in classes, clubs, and SGA. Interact with students to find out the similarities and differences between each other to deepen connection and friendship. Study Japanese with the students.	
7	Sun	AM	<b>【Homestay】</b>
	PM	• Through a homestay with a Japanese family the participants will learn the Japanese lifestyle and strengthen the mutual understanding between both countries.	
8	Mon	AM	Move to Tokyo
	PM	<b>【Observation】</b> <b>【Workshop】</b>	• Participants will prepare for the Reporting session by gathering the new information gained by participating in programs. Action plan to be implemented after returning to home contry will be planned.
9	Tues	AM	<b>【Cutting-Edge Technology】</b>
	PM	<b>【Reporting Session】</b>	• The participants will experience the advanced technology of emerging sciences and unique Japanese innovation. • Participants will present the newly gained knowledge, discoveries, progress, and the action plan to the members of Foreign Ministry of Japan and personnels that participated in the program.
9	Tues	PM	Departure from Narita International Airport

\* There may be requests from host schools for participants to give a cultural performance or presentation at the school exchange, etc.



## 2) Coordinators (Escorts)

Japan International Cooperation Center (JICE)\* shall arrange its own unique expert staff called as “the Escorts” throughout the program in Japan, from participants’ arrival to departure. These coordinators (escorts) shall carry out a wide range of tasks and duties including supervision, interpretation. They accompany to all the sites where the program is actually implemented and support for the participants in terms of their living and health.

## 3. Qualifications for Participations

Applicants should meet the entire criteria as follows.

### 【All Participants】

- (1) Applicants must understand and agree to the aims of this program.
- (2) Applicants must have U.S. nationality or permanent residency in the USA
- (3) Applicants who have already visited Japan through any invitation program organized by Japanese Government are not eligible to participate basically.
- (4) Applicants must be in good health conditions.

(i.) Those who suffer from serious chronic diseases (diagnosed or undiagnosed) are not allowed to participate in the program, since such individuals run a higher risk of rapid aggravation and developing severe symptoms if they acquire infection diseases. Participants are also to be required to be exceptional physical and mental health to follow the schedule as a member of the group and to frequently participate in tightly scheduled program that involves long-hour travels.

If chronic diseases (diagnosed or undiagnosed) or pregnancy is discovered after arriving in Japan, all medical expenses that may occur are excluded from the program’s insurance coverage, putting the participant accountable for all of the high costs .

Participants with pre-existing mental or physical conditions must submit a doctor’s certificate and letter of consent stating their ability to participate in the program and provide their own supplemental insurance to cover such conditions.

(ii.) 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. In case that a participant has one of the following symptoms on the day of departure, chaperones will decide whether he/ she travel to Japan (in consultation with doctor 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

(5) After completing the program, applicants must answer the questionnaires which will be delivered 3 times; at the end of the program, two months later and one year later.

**【For Students】**

- (6) Applicants who have Japanese nationality are not eligible to participate.
- (7) Applicants must be currently enrolled in a High School or University/College.
- (8) Applicants must commit to sharing their experiences/knowledge of Japan after returning to the USA.

**【For Chaperones】**

- (6) Applicants are expected to take a good care of participants as an educator.
- (7) Applicants are expected to supervise participants and cooperate with the Embassy and Consulates-general of Japan, Japanese, Government and JICE for the smooth implementation of the program.

\* Further details of the roles of the chaperones are explained upon the arrival in Japan by JICE staff.

## **4. Necessary procedure for Application of Participants**

All of the following application documents should be submitted to the responsible organization.

### **(1) The Entry Form for KAKEHASHI Project**

Fill out the form with necessary information and answers in BLOCK LETTERS, referring to the sample.

Sign with the form after confirming at the section of “Declaration” and “Agreement of the Application Guidelines for KAKEHASHI Project”.

Attach the photo taken within the last 3 months on the allocated space in the Entry Form.

### **(2) Photocopy of the Applicant’s passport**

Submit a photocopy of the photo page of the applicant’s passport.

\* If an applicant does not have a valid passport, he/ she must immediately obtain his/ her passport and submit the photocopy of the photo page as soon as it is determined that he/ she is accepted to this program.



## 5. After the Notification of Selection Results to the Applicants

### (1) Participants' Handbook

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

The Participants' Handbook contains information 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 Tokyo 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 will NOT be covered by insurance. Individuals will be liable for such costs.
- Accommodation in Japan
- Transportation in Japan
- Meals in Japan
- Admission fees for scheduled activities in Japan
- \* No cash allowance is provided to participants including chaperones.
- \* Participants are expected to cover personal expenses, such as passport fees, fees for vaccination, travel expenses between their home and departure port, fees for accommodation and meals in the USA and to bring some pocket money for the purchase of items for personal use.



(2) Cancellation fee

A participant is fully responsible for costs associated with last-minute cancellation or changes, initiated by the participant.

(3) The following is 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 the USA.

(4) Condition in Japan

- All the participants including chaperones have to attend all the programs planned by JICE and they need to follow the rules/guidelines made by JICE.
- Participants that cause hindrance to the program may be dismissed and is responsible for leaving Japan at their own expense.
- Participants are to either stay at twin or triple rooms at accommodation.
- JICE will try to prepare the followings when necessary for religious reasons, however, they may not be always provided depending on situations.
  - \* time and place for prayers
  - \* meals suitable for food restriction for religious reasons

(5) Photos Taken During the Program

The participants must agree to grant permission to JICE and organizations participating in the program the right to use his/her voice and likeness in any writings, photographs, films, and recordings collected during his/her participation in the KAKEHASHI Project. The participant authorizes the publication of, for all purposes, the participant's name, his/her pictures in film or electronic (video) form, sound and video recordings of his/her voice, and printed and electronic copy of the information described above in any and all media including, without limitation, cable and broadcast television and the internet, and for promotion, advertising, meetings, educational conferences and in brochures and other print media. This permission extends to all languages, media, formats now know or hereafter devised. This permission shall continue forever unless the participant revokes the permission in writing.

(6) Respect for Japanese Law and Regulations

During the stay in Japan, 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 should agree indemnify, defend and hold JICE and its staff from against any and all claims, demands, liabilities for injury or illness incurred as a result of a participant's behaviour of not obeying all posted rules and warnings, or for loss or damages to any property due to accident, theft, crime or any other reason. The Japanese Government and JICE should in no manner be liable for such troubles.

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

All participants are required to share their experiences/ knowledge acquired on the visit to Japan with friends, family, people in local community, and etc. in order to disseminate the current/ accurate situation in Japan, and report their activities to the Embassy of Japan in the USA.

Each participant must submit questionnaires on his/ her experience/ impression on the visit to Japan several times after returning to the USA.

## **7. Personal Information Protection Law**

Personal information collected under KAKEHASHI Project shall be treated in compliance with 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.

The disclosure of personal information to JICE is at the sole discretion of the participants. If they don't agree this, it might cause some difficulties in the operation of the program and they are requested to understand and give the consent to the provision of personal information.

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

JICE is an official agent which has undertaken all the necessary arrangements for this Inbound Program, such as travel procedures, the whole schedule of events in Japan and the follow-up of the program under the guidance of the Japanese Government.