|  |  |  |
| --- | --- | --- |
| 53-70, Jingumae 5-chome Shibuya-ku, Tokyo 150-8925JapanTel: (+81) 3-5467-1212E-mail: ro\_internship@unu.edu Website: http://unu.edu |  |  |
| **Funding Form**Junior Fellows Internship Programme, 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)       | 1. Internship Period:
 |
|  |  | Year: **2023**  | Term: [x]  Fall (late August – mid-December) [ ]  Spring (late January – mid-June) |
| 1. 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*List any savings, loans, grants, or sources of income*  | Type | Description*Provide a brief description, especially in the case of projected funds.*  | Amount*in JPY* |
|  | *actual* |  *projected* |  |  |
| Monthly stipend | [x]  | [ ]  | Monthly stipend of 109,470 JPY per month x 4 months | 437,880 |
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |       |       |
|  **Total**  Monthly:*(divide by 4 months)*   |        |



***EXAMPLE FUNDING FORM with INSTRUCTIONS***

|  |  |  |
| --- | --- | --- |
| 53-70, Jingumae 5-chome Shibuya-ku, Tokyo 150-8925Japan |  | Tel: (+81) 3-5467-1212E-mail: ro\_internship@unu.edu Website: http://unu.edu**Amount:** Calculate your funding in the “Amount” column in Japanese yen (JPY) using the exchange rate at the time of applic- ation. You may round to the nearest 1,000.  |
| **Funding Form**Junior Fellows Internship Programme, Office of the Rector |
| 1. Family name

 Doe  | First name(s) Jane | 1. Internship Period:
 |
|  |  | Year: **2023**   | Term: [x]  Fall (late August – mid-December) [ ]  Spring (February-June) |
| 1. 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*List savings, loans, grants, or other income sources* | Type | Description*Provide a brief description, especially in the case of projected funds.*  | Amount*in JPY*  |
|  | *actual* |  *projected* |  |  |
| Monthly stipend**Source:** No format is required though the names of sources should be as accur- ate and descriptive as possible. | [x]  | [ ]  | 109,470 / month x 4 months | 437,880 |
| Personal savings | [x]  | [ ]  | Current savings in all accounts | 120,000 |
| Personal savings | [ ]  | [x]  | Additional savings from part time work conducted until commencement of internship | 100,000 |
| Loan from family | [x]  | [ ]  | Loan from family | 90,000 |
| XYZ Scholarship | [x]  | [ ]  | Applied to XYZ scholarship for 1,000 USD, to be awarded February 2011 | 50,000 |
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |      **Total:** Calculate your total funding for the four-month period of your internship and divide by five 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. |  |
|       | [ ]  | [ ]  |       |  |
|       | [ ]  | [ ]  |       |  |
|       | [ ]  | [ ]  |       |  |
|       | [ ]  | [ ]  |       |  |
|      **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 necess- ary 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** Monthly:*(divide by 4 months)*   | **797,880***199,470* |