Notes for intern request form

1. The date of issue of an intern request form must come before the starting date of the internship. Request forms may not be issued retrospectively.
2. Please enter correctly the applicant’s affiliation and course of study as of the starting date of the internship.
3. Program duration must be for a period of one year or less for a single internship in accordance with the Intern Regulations. When an individual applies for a second time, the internship duration will be limited to a period which does not exceed one-half of the total number of academic years the applicant is enrolled in his/her university.
4. The request form must be issued by the president, course director, Department head, or head of the internship program of the university in which the applicant is enrolled. The dissertation advisor is not qualified to issue a request form.
5. A signature or official seal (stamp) is not required for this form, but please follow any procedures required to issue this letter as an official document with the name of the president or department head, etc. In addition, please include the contact details (both an email address and phone number) for the person who handled the procedure for issuing this letter within the department in charge of official letter issuance procedures (e.g., one of the university’s administration departments, such as the department of general affairs, personnel affairs, academic affairs, etc.) or the person responsible for that department. (Please note that the required contact information is NOT for the professor or secretary of the requesting laboratory, as the laboratory cannot issue official documents on behalf of the president or department head, etc.) If necessary, we will contact the person/department in charge using the details provided. For applicants who need to apply for a visa, it is recommended that the request form be written on the university’s letterhead or include its official seal.

Date:

TO: President, RIKEN

2-1 Hirosawa, Wako

Saitama 351-0198

JAPAN

We hereby request that the applicant named below be accepted as an Intern on RIKEN’s Internship Program; Program duration for a maximum period of 1 to 3 months between April 2025 and March 2026.

Name:

Affiliation:

Course: □Undergraduate (Bachelor)

□Graduate (M.S., Ph.D.)

The following items have been confirmed.

I understand the INTERN REGULATIONS in RIKEN.

The applicant has been informed to abide by RIKEN’s regulations for interns.

The content of the Agreement to be signed by the applicant has been confirmed.

Sincerely yours,

Name of academic institution head

Title

Name of academic institution

--

Contact details for the person in charge of this letter issuance procedure:

Department in charge:

Name of the person in charge:

Contact email address:

Contact phone number:

Sample

For an applicant formally recommended by the head or a proxy for the head of the applicant’s affiliated institution

Note: No need to print out

Date: DD/MM/YY

TO: President, RIKEN

2-1 Hirosawa, Wako

Saitama 351-0198

JAPAN

We hereby request that the applicant named below be accepted as an Intern on RIKEN’s Internship Program; Program duration for a maximum period of 1 to 3 months between April 2025 and March 2026.

Name: \*\*\*\* \*\*\*\*\*\*\*

Affiliation: Department of \*\*\*\*\*\*\*\*

Course: ☑Undergraduate (Bachelor)

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Contact details for the person in charge of this letter issuance procedure:

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