

**RULES & REGULATIONS**  
**For the Visit and Study Japan Grant Program**

December, 2019

**Section 1 – Purpose**

- a. The purpose of the document is to stipulate the submission process of the Visit and Study Japan Grant program (hereinafter referred as VSJ Program) founded by The America-Japan Society, Inc. (hereinafter referred as AJS).
- b. The rules and regulations herein reflect the requirements of “KAKEHASHI Project” by the Ministry of Foreign Affairs of Japan ([https://www.mofa.go.jp/mofaj/area/page25\\_000243.html](https://www.mofa.go.jp/mofaj/area/page25_000243.html)), which underpins the VSJ Program.

**Section 2 – Duty of reporting to AJS**

1. The recipient of the VSJ grant program (hereinafter referred as the Recipient) shall inform AJS of the following information before the Recipient arrives in Japan by email ([vsjapan@ajstokyo.org](mailto:vsjapan@ajstokyo.org)):
  - a. date and time of arrival in Japan;
  - b. contact address(es) in Japan, available telephone number and email address;
  - c. travel itinerary.
2. The Recipient shall submit weekly reports to AJS by email. The report shall:
  - a. be written through Word, Excel or Power Point;
  - b. be written in both Japanese and English;
  - c. include any photos\* taken by the Recipients at the places which the Recipient visits during VSJ Program.

\*In case of using photos which may identify any specific companies or individuals (“Groups”), the Recipient shall be permitted by the Groups for the use. Alternatively the Recipient may email the request to the Groups for permission, shared with AJS by cc. ([vsjapan@ajstokyo.org](mailto:vsjapan@ajstokyo.org)).

**Section 3 – Requirements for the “KAKEHASHI Project”**

1. The Recipient who receives the VSJ grants shall complete all of the following documents required for the KAKEHASHI Project during the stay in Japan:
  - a. an entry form for the KAKEHASHI Project;

- b. a letter of understanding for the KAKEHASHI Project;
  - c. a questionnaire by the Japan's Friendship Ties Program (KAKEHASHI Project)
2. The Recipient shall start to emanate the information as soon as arriving in Japan through social media: Facebook, Instagram or Twitter and keep uploading photos of studying in Japan from time to time, particularly citing the following hashtags: #AJS, and #KAKEHASHI as much as possible.
3. The Recipient shall make a completion report in a debriefing session held in the AJS office. (See Section 5) while the Recipient stays in Japan, including the action plan following the completion of the VSJ program at this time.

#### **Section 4 – Expenses Covered by the Grants**

##### **1. Air Fare**

The round-trip or one-way air fare to Japan shall be funded by All Nippon Airways (ANA). The VSJ Program shall not bear any additional costs for internal air fare within the United States of America by the grant. Any conditions of the granted tickets cannot be changed by the Recipient.

##### **2. Use of the Grants**

The total amount of the grants shall not exceed JPY 200,000 per person. The Recipient is entitled to use it for the following expenses:

- a. research expenses;
  - b. accommodation expenses;
  - c. travel expenses;
  - d. food expenses.
- (1) The Recipient shall receive the said grant of JPY 200,000 by cash when the Recipient shows up in the AJS office. In no case AJS will pay for any expenses in excess of the amount.
  - (2) The Recipient shall submit to AJS any receipt or evidence of each expense, classified by categorization as above, prior to leaving Japan. The Recipient shall keep the original copies. In case the Recipient spends less than the said maximum, the surplus needs not to be refunded to AJS.
  - (3) As for travel expenses, it is advisable for the Recipient to purchase a prepaid transportation card: Suica, PASMO, Icosa etc., which should be available for almost any kind of urban transportation. When the Recipient purchases the prepaid card, it is also advisable to initially top up JPY 10,000 with a receipt for

later submission. The Recipient shall bear the cost of deposit, JPY 500. This card, however, may not be feasible for long distance transportation. In case the Recipient loses receipts, the Recipient shall report to AJS with detailed information of the journey.

**Section 5 – Debriefing Session**

The Recipient shall give a presentation to explain the exhaustive study and activities in Japan in a debriefing session to be held at the AJS office before leaving Japan.

**Section 6 – Others**

Any other items which are not written here shall be determined at AJS's discretion.

The undersigned Recipient duly acknowledges having read, understands correctly and abides by the rules and regulations herein.

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

University/College: \_\_\_\_\_

Signature: \_\_\_\_\_