

GENERAL INFORMATION

Program Cost

The only expense students will pay are costs associated with organizing a round-trip flight between their home and Madrid, mandatory travel insurance, plus personal expenses. Bergé will assume all costs associated directly to the program: Accommodations, training, business flights and transport during their stay (if required), all necessary materials to develop the program and the cost of any special entertaining and cultural events that will take place during the program to celebrate certain achievements.

Personal Expenses

Bergé will provide students with a fellowship of €500, to afford living expenses during the 5-week stay. Even with this assistance, participants should bring money for personal expenses: laundry, weekend entertainment, shopping and all possible unforeseen expenses. We recommend pocket money of €300 for the 5-week internship program and a credit card.

Application Deadlines & Decision Schedule

1. For applicants who apply for this program, you are required to submit this application form (Intent to participate in the program, p. 3-5) to Hitotsubashi University (HU) International Affairs Office, before **October 11, 2017**.
2. The **Recruiting Committee** at HU will conduct interviews of applicants on **October 18**.
3. Those applicants who participate in the interview process will submit the remaining application materials by **October 27** to HU's International Affairs Office.
4. The **Recruiting Committee** will communicate evaluations with the management of Bergé and they will use a 2-week decision period and will communicate ~~the~~ their decision to Committee members. The **final decision** be announced on **November 6**. Please also note that in the interest of confidentiality and efficiency, the committee will not deliver decisions via phone or fax. The University will be in charge of communicating the final decision to the students.
5. Students must participate in pre-departure orientations at HU during the winter semester.

Submit this form to HU's International Affairs Office	October 11, 2017, 5 p.m.
Interview	October 18, 2017
Submit Application Materials	October 27, 2017, 5 p.m.
Announcement of Participants	November 6, 2017
Pre-Departure Orientations	Begins Wednesday, November 8, 2017
Departure from Tokyo	January 19 or 20, 2018



Application Instructions (January-February 2018 Program)

To apply for the **January-February 2018 Bergé International Talent Programme**, please complete the following application materials:

1. Complete and submit this **application form** by **October 11, 2017** to HU's International Affairs Office.
2. Participate in a **group interview**. The process will require an interview to check the language command of candidates, their communication skills, and maturity. This interview will be conducted by HU faculty members.
3. Those applicants who participated in the interview process will prepare a **business résumé** that includes your employment history in reverse chronological order, if applicable (with titles, dates, and whether you worked part-time or full-time), your educational record, a picture and any other information appropriate to a business résumé. The résumé should not be more than one page.
4. Provide one **recommendation form** on your behalf from an individual who is able to speak objectively about your achievements and potential (a teacher or employer, for example), using the specific form provided. Professors connected to this program can NOT write a recommendation letter on behalf of a candidate. Professors associated with this program also can NOT review any application materials.
5. Provide a **college transcript**. An official transcript is not necessary.
6. Prepare a **cover letter** (Maximum one page) seeking a place in this program.
 - Please outline your main goals and briefly explain what factors have contributed to your decision to apply to this experience and why you have chosen to do so at this particular stage in your career. How does this fit into your future plans?
 - The cover letter provides a chance for you to discuss your passions, values, interests and whatever else you would like the Admissions Committee to know. Through what you write, we hope to discover how you will contribute to our community.
 - Emphasize those experiences that were most important and meaningful for you — which may not necessarily be those that were most outwardly prestigious. Be sincere and be specific.
 - Please use this letter to tell us more about you and how you work, think, and act in no more than 200 words or less.
 - The letter should be addressed to:
Bergé y Cía
International Talent Programme Committee (no individual names)
Alcalá, 65
28014 Madrid
España
7. You may provide **additional information** regarding any of the following topics that you consider relevant.
 - List the leadership activities in which you have actively participated.
 - List your academic and/or professional awards.
 - Language diploma certifying your English proficiency level (e.g. TOEFL, TOEIC, IELTS) or DELE (Spanish proficiency test). Participants with DELE Intermediate level will be given priority consideration by the Selection Committee.
 - List your hobbies, interests, and activities, including any significant accomplishments related to them.



Bergé International Talent Programme

January – February 2018

Application Form (Intent to participate in the program)

Applicant credentials will be reviewed by the Admissions Committee to ensure that the profile of each applicant is consistent with the aims of the program. Please return this application form to HU's International Affairs Office (Kokusai-Ka) by **October 11, 2017, 5 p.m.**

GENERAL INFORMATION

Last Name:		First Name:	
Preferred Name (for badge):		Student ID (Gakuseki Bango):	
Faculty:	Major:	Academic Year*:	

*Choose your academic year from "1, 2, 3, 4, or graduate".

PERSONAL INFORMATION

Home Address:		
City:	Zip Code:	Country:
Home Phone:	Cell Phone:	
PC E-mail Address:		
Date and Place of Birth:		
Passport Number (if available):		

EDUCATION INFORMATION

1. Please list higher education degrees (University or Graduate School):

	Institution	Location	Degree	Graduation date
1				
2				
3				

2. On a scale of 1 to 10, please indicate your **preference** in the following areas, with 10 being the highest.

Administration and Finance:
People Management and Human Resources:
Sales:
Marketing:
Legal:
Production and Operations:
Information Systems:

Paste
COLOR Photo
Here
(3x4cm)

Write Name
and Student ID
on the back of
photo



LANGUAGE PROFICIENCIES

English:	ENGLISH TEST (Specify name):	SCORE:
Spanish:	SPANISH TEST (Specify name):	SCORE:

SPECIAL INTERESTS /SPORTS /HOBBIES

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PROFESSIONAL / OR RELEVANT EXPERIENCE

Please detail your professional experience (if applicable):

1. Company / Work Place:		Activity:	
From:	To:	Position:	
Responsibilities:			
2. Company / Work Place:		Activity:	
From:	To:	Position:	
Responsibilities:			

STRENGTHS & WEAKNESSES

Please define your main strengths:
What is your greatest weakness?:

PERSONAL NOTES

Please tell us why you would like to attend the Bergé International Talent Programme and what you hope to gain from it:
Please outline how you will contribute to the educational experience of other participants:

INTERVIEW SCHEDULE PREFERENCE (for **Wednesday, October 18, 2017)**

On **Wednesday, October 18**, you will participate in a group interview with Hitotsubashi faculty members. The interview will take place in the Conference Room, 1st floor, CSE/LS Building on East Campus. Casual attire is absolutely appropriate and preferred for this interview (please do not wear a suit).

Please check ONLY ONE OF THE FOLLOWING as your time preference. The university may not be able to accommodate your time preference, so please keep your afternoon open. The university staff will notify you regarding your scheduled interview time by **Monday, October 16** via the International Affairs Office's bulletin board.

I prefer 3:30 PM–5 PM 5:30 – 7 PM Both time slots are OK (preferred by the University)

Please return this application form to HU's International Affairs Office (Kokusai-Ka) no later than **October 11, 2017, 5 p.m.**

Thank you for your interest in the Bergé International Talent Programme!