

## GENERAL INFORMATION

### Program Schedule

Submit this entry form to HU's Educational Affairs Office	<b>Sept. 27, 2024, 5pm.</b>
Group Interview	<b>October 2, 2024</b>
Submit Application Materials	<b>October 15, 2024</b>
Announcement of Participants	<b>October 23, 2024</b>
Pre-Departure Orientations (7 sessions)	<b>Begins on November 6, 2024</b>
Departure from Tokyo	<b>Jan. 24, 2025</b>
International Talent Programme	<b>Jan. 27 - Feb. 28, 2025</b>
Return to Tokyo	<b>March 3, 2025</b>

### Program Cost

The only expense students will pay are costs associated with organizing a roundtrip 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 & Selection Process

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) Educational Affairs Office before **September 27, 2024.**
2. The Recruiting Committee at HU will conduct interviews of applicants on **October 2.**
3. Those applicants who participate in the interview process will submit the remaining application materials by **October 15** to HU's Educational 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 their decision to Committee members. The **final decision** will be announced on **November 6.** The University's Educational Affairs will communicate the result to the students.
5. Selected students must participate in ALL of the pre-departure orientations at HU during the winter sem

## Application Instructions (February-March 2025 Program)

To apply for the **February-March 2025 Bergé International Talent Programme**, please complete the following application materials:

1. Complete and submit this Entry Form by October 6, 2024 to HU's Educational 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 parttime 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 Compañía  
International Talent Programme Committee (Note: no individual names needed)  
Paseo de la Castellana, 64  
28046 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.