

## **Interns : Frequently Asked Questions**

### **When is the application period?**

The application period normally runs from 1 to 31 October for internships during the following year.

### **How long can I intern at the Embassy for?**

Internships are available for periods of between eight to twelve weeks only.

### **Are there times of the year that the Embassy does not take interns?**

No.

### **Do I have to be Australian citizen to undertake an internship?**

Our internships are open to both Australian and Japanese nationals.

### **What language should my application be in?**

Your application and CV must be in English as it is the working language of the Embassy.

### **What language will I be required to use during my internship?**

English is the working language of the Embassy. However a high level of Japanese language ability is required for most intern placements.

### **Who can be a referee (as requested in the application form)?**

We are looking for referees such as former employers and university professors who will be able to comment on the applicant's suitability for an internship.

### **How many internship places are there?**

Opportunities are limited but we do not have a quota for internships.

### **Do you accept applications from recent university graduates?**

Yes. Most applications are however, from current university students.

### **How many hours am I expected to work?**

Working hours at the Embassy are Monday to Friday from 9am to 5.30pm. Normally you should anticipate working the same hours as Embassy staff. A part-time arrangement such as 3 days per week may be made with prior agreement with the Embassy.

### **Can I attend university whilst undertaking the internship?**

We understand many interns are still completing their studies so to balance work with university commitments we can be flexible with hours. The hours would need to be agreed to early on, preferably before commencement.

### **Is the internship paid/ are there any allowances?**

Our internships are unpaid and are on a voluntary basis. We can provide a small allowance to assist with the costs of daily travel.

### **Does the Consulate in Osaka offer internships?**

Yes, it does. Possible locations of internships are announced annually. Please refer to the advertisement on the Embassy website and indicate your preferred location(s) on the application sheet.

### **Will I be contacted if my application is unsuccessful?**

No, only applicants moving to the next stage will be contacted. Successful applicants will be informed by the end of this year.