

11th Hakuho Japanese Language
Exchange Program
Application Guide for Overseas Schools

Applications for next year's "Hakuho Japanese Language Exchange Program"
(former "Hakuho Scheme for a Global Children's Japanese Language Network") are
now open.

We look forward to receiving many applications.

January 7, 2019

Organizer: Hakuho Foundation

Support: Ministry of Education, Culture, Sports, Science and Technology Japan

1. Objective

In a global society, mutual understanding and acceptance of the diversity of lifestyles and cultures in other countries are crucial. Hakuho Japanese Language Exchange Program aims to provide opportunities for Japanese and overseas students to deepen their understanding of each other and to grow into internationally-minded people through intercultural experiences and international exchanges in Japanese language.

2. Program overview

Hakuho Japanese Language Exchange Program (“the Program”) is a program open to middle schools outside of Japan that teach a Japanese curriculum. The Program invites students studying Japanese at an overseas schools, and accompanying teachers selected by the schools, to Japan to visit participating Japanese schools for international exchanges and intercultural experiences in Japanese with Japanese students of the same age.

(1) Hakuho Japanese Language Exchange Program

- (a) Program period: Wednesday 11 – Thursday 26 March, 2020 (tentative)
- (b) Program content: School visit, cultural and social experiences, exchange events, etc.
(There may be a home stay.)
- (c) Number of schools : Around 10 schools
- (d) Participants per school : 4 students and 1 accompanying teacher (participation of school officials in addition to the 1 accompanying teacher is not permitted)
- (e) Planned support: Return airfares to Japan; departure and airport taxes; Japan visa fee; accommodation, meals and activities (including training and travel) while in Japan; international travelers’ insurance

To ensure the success of the program, the teachers who will accompany students to Japan will be invited to Japan in the year prior to the Program for preparatory training (Preparatory Training in Japan for Overseas Teachers).

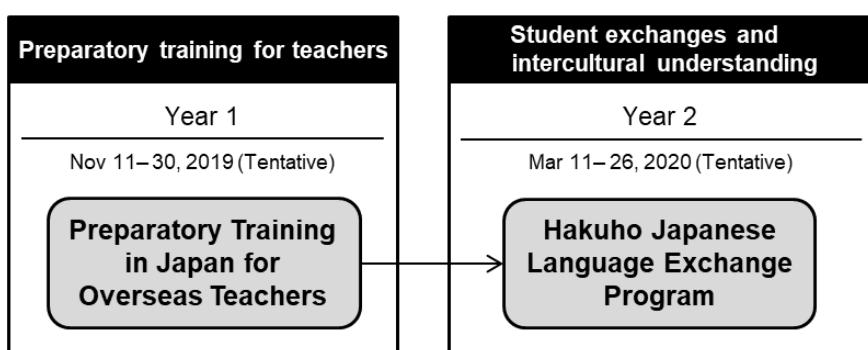
- Teachers who will accompany students from schools selected to participate in Hakuho Japanese Language Exchange Program must attend the following Training in Japan for Overseas Teachers.

(2) Preparatory Training in Japan for Overseas Teachers

Accompanying teachers from schools selected to participate in Hakuho Japanese Language

Exchange Program come to Japan for training in ways to increase their students' motivation to study Japanese and prepare for their visit/exchange experiences, and to experience the Program prior to their students' visit.

- (a) Program period: Monday 11 – Saturday 30 November, 2019 (tentative)
- (b) Training content: Ways of helping students to prepare for their visit, experiencing the school visit and Japan cultural and social experiences, etc. that the students will have
- (c) Planned support: Return airfares to Japan; departure and airport taxes; Japan visa fee; accommodation, meals and activities (including training and travel) while in Japan; international travelers' insurance



3. Eligibility

Applications for Hakuho Japanese Language Exchange Program are open to schools only. Applying schools must meet all the following requirements.

- (1) School must be recognized as a formal middle school-level educational institution by its national government.
- (2) School must be engaged in teaching formal Japanese classes to students between the ages of 12 and 16, the target age of the Program.
- (3) School must be able to obtain any necessary government or other permissions required for participation in the Program and the Preparatory Training in Japan for Overseas Teachers.
- (4) School must be able to actively and collaboratively prepare for and undertake the Program and Preparatory Training in Japan for Overseas Teachers if selected.
 - Schools that have participated in the Program previously are eligible to apply.
- (5) School must be able to select and send an accompanying teacher to Japan to participate in both the Program and Preparatory Training in Japan for Overseas Teachers.
- (6) School must select an accompanying teacher who meets the following requirements:
 - (a) Teacher must be employed by the applying school as a Japanese language teacher until at least the end of the Program.

- (b) Teacher must be able to participate in both the Program and Preparatory Training in Japan for Overseas Teachers.
- (c) Teacher must have Japanese ability of at least Japanese-Language Proficiency Test level N3* at the time of application.
- (d) Teacher must not be a graduate of Japan's compulsory education system (incorporating the nine years from elementary school through junior high school).
- (e) Teacher must be physically and mentally fit.

* N3 level: Able to understand Japanese used in everyday situations to some degree.

- (7) Schools must have enrolled students that meet the following requirements.
 - (a) Aged 12–16
 - (b) Have studied Japanese for at least six months at the time of their participation in the Program.
- Even after a school is selected to participate, teachers and students who are found by the Foundation through examination of submitted documents, etc. to not meet the requirements for participation, or who are ineligible for the Hakuho Foundation's nominated international travelers' insurance scheme may be disqualified from participation.

4. Application procedure

(1) Application documents

(a) Participant Application Form

Complete the provided form in the language specified.

Applications that are not completed as specified, or that are submitted without the signature of the principal, will not be considered.

① Part 1 of the Participant Application Form must be signed by hand by the head (principal) of the educational institution.

② Part 3 (3-1/3-2) of the Participant Application Form must be handwritten in Japanese by the selected accompanying teacher.

(b) Japanese ability self-assessment checklist

The selected accompanying teacher should fill in the provided checklist and submit it together with their application.

(c) Japanese Language Proficiency Test (JLPT) Certificate of Proficiency

Selected accompanying teachers who have a Certificate of Proficiency from the Japanese Language Proficiency Test are requested to submit its copy together with their application.

(2) Where to obtain the application documents

The application documents are available at the Hakuho Foundation website:

https://www.hakuhofoundation.or.jp/en/globalnet/participant/pdf/presentation_j_2020.pdf

(3) Application period and address for submission of applications

Application period: Applications must arrive at the designated address between Monday 7 January and Friday 8 March 2019.

- The designated address for submission of applications is different for each country. Please refer to page 5 or later for the designated address for submission in your country.
- Only applications that reach the designated organization by Friday 8 March 2019 will be considered.
- Application documents must be submitted by post. Applications received by fax or email will not be considered.

5. Screening

Applications will be screened rigorously, giving weight to the following, by a judging panel chosen by Hakuho Foundation. The screening criteria and process are confidential.

- (1) Motivations and objectives for participation are clear and in line with the intentions of the Program.
- (2) Positive effects from the exchange can be expected for participating Japanese schools.
- (3) The school and accompanying teacher have applied understanding the objectives of the Program.
- (4) The accompanying teacher has sufficient Japanese language ability to be able to participate in the Program.
- (5) The school is deemed by the judging panel to be suitable for participation in the Program.
 - As a means of expanding opportunities to participate, teacher participation in only the “Preparatory Training in Japan for Overseas Teachers” program may be allowed.

6. Notification of results

Applying schools will be notified as to whether they have been selected in June 2019.

Note that we cannot respond to individual inquiries about selection results.

7. Disclosure of information about participating schools

The name and other information about schools selected to participate in the Program will be posted on the Hakuho Foundation’s website, etc.

Addresses for submission of application documents

- **Australia: The Japan Foundation, Sydney** (<http://www.jpff.org.au/>)
The Japan Foundation, Sydney
Level 4, Central at Central Park, 28 Broadway, Chippendale, NSW 2008, Australia
Tel: +61-2-8239-0055
- **Brazil: Fundação Japão** (<http://fjfsp.org.br/>)
The Japan Foundation, São Paulo
Avenida Paulista 52, 3º andar Bela Vista CEP 01310-900, São Paulo, SP, Brasil
Tel: +55-11-3141-0843 / +55-11-3141-0110 Fax: +55-11-3266-3562
- **Canada: The Japan Foundation, Toronto** (<http://www.jftor.org/>)
The Japan Foundation, Toronto
2 Bloor Street East, Suite 300, PO Box 130, Toronto, Ontario, M4W 1A8, Canada
Tel: +1-416-966-1600 Fax: +1-416-966-9773
- **France: Maison de la culture du Japon à Paris** (<http://www.mcjp.fr/>)
The Japan Cultural Institute in Paris
101 bis, Quai Branly, 75740 Paris Cedex 15, France
Tel: +33-1-44-37-95-00 Fax: +33-1-44-37-95-15
- **Germany: Japanisches Kulturinstitut, Köln** (<http://www.jki.de/>)
The Japan Cultural Institute in Cologne
Universitätsstraße 98, 50674 Köln, Bundesrepublik Deutschland, Germany
Tel: +49-221-9405580 Fax: + 49-221-9405589
- **Hungary: Japán Alapítvány Budapesti Iroda** (<http://www.jfbp.org.hu/>)
The Japan Foundation, Budapest
Oktogon Ház 2F, 1062 Budapest, Aradi utca 8-10, Hungary
Tel: +36-1-214-0775 Fax: +36-1-214-0778
- **India: The Japan Foundation, New Delhi** (<http://www.jfindia.org.in/>)
The Japan Foundation, New Delhi
5-A, Ring Road, Lajpat Nagar-IV, New Delhi, 110024, India
Tel: +91-11-2644-2968 Fax: +91-11-4172-9128

- **Indonesia: The Japan Foundation, Jakarta**
 (<http://www.jpf.or.id/> *This site is currently unavailable. Please use one of the The Japan Foundation, Jakarta's official social media)
 accounts: http://www.jpf.go.jp/j/policy/official_accounts.html
 The Japan Foundation, Jakarta
 Summitmas I, 2-3F, Jalan Jenderal Sudirman, Kav. 61-62
 Jakarta Selatan 12190, Indonesia
 Tel: +62-21-520-1266 Fax: +62-21-525-1750
- **Italy: Istituto Giapponese di Cultura in Roma** (<http://www.jfroma.it/>)
 The Japan Cultural Institute in Rome
 Via Antonio Gramsci 74, 00197 Roma, Italy
 Tel: +39-06-322-4754 Fax: +39-06-322-2165
- **Korea: 일본국제교류기금 서울문화센터는** (<http://www.jpf.or.kr/index/>)
 The Japan Foundation, Seoul
 Office Bldg. 2F&4F, Twin City Namsan, 366 Hangang-daero, Yongsan-gu, Seoul 04323 Korea
 Tel: +82-2-397-2820 Fax: +82-2-397-2830
- **Malaysia: The Japan Foundation, Kuala Lumpur** (<http://www.jfkl.org.my/>)
 The Japan Foundation, Kuala Lumpur
 18th Floor, Northpoint Block B, Mid-Valley City, No.1, Medan Syed Putra, 59200, Kuala Lumpur, Malaysia
 Tel: +60-3-2284-6228 Fax: +60-3-2287-5859
- **Mexico: Fundación Japón en México** (<http://www.fjmex.org/>)
 The Japan Foundation, Mexico
 Av. Ejército Nacional #418 Int. 207, Col. Polanco V sección, C.P. 11560 CDMX México
 Tel: +52-55-5254-8506 Fax: +52-55-5254-8521
- **Mongolia: Монгол-Японы Хүний Нөөцийн Хөгжлийн Төв** (<http://www.japan-center.mn/>)
 Mongolia -Japan Center for Human Resources Development
 The Mongolia-Japan Center Bldg., P.O.Box 190, Ulaanbaatar-46a, Mongolia
 Tel: +976-11-310879 Fax: +976-11-317528

- **Philippines: The Japan Foundation, Manila** (<http://www.jfmo.org.ph/index.php>)
 The Japan Foundation, Manila
 23 Fl., Pacific Star Building, Sen. Gil Puyat Avenue, corner Makati Avenue, Makati City,
 Metro Manila, 1226, Philippines
 Tel: +63-2-811-6155 Fax: +63-2-811-6153
- **Romania: Asociația Profesorilor de Limba Japoneză din România**
 (<http://kyoushikai.wordpress.com/>)
 Association of Japanese Language Teachers in Romania (APJR)
 C/O Andreea SION, President
 Str. Lt. Col. Paul Ionescu 18, ap. 2, sector 1, 011084, Bucharest, Romania
 Tel. +40-745-740-321
- **Russia: Отдел Японской Культуры "Japan Foundation" во ВГБИЛ**
 (<https://jpfmw.ru/?lang=ru>)
 The Japanese Culture Department "Japan Foundation" of the All-Russia State Library for Foreign
 Literature
 4th Floor, Nikoloyamskaya Street, 1, Moscow, Russian Federation, 109189
 Tel: +7-495-626-5583 Fax: +7-495-626-5568
- **Spain: Fundación Japón, Madrid** (<http://www.fundacionjapon.es/>)
 The Japan Foundation, Madrid
 2a planta del Palacio Cañete Calle Mayor, 69 28013 Madrid, Spain
 Tel: +34-91-310-1538 Fax: +34-91-308-7314
- **Sri Lanka: The Japanese Teachers' Association of Sri Lanka**
 (<https://sites.google.com/site/nihongokyoshikaisuriranka/>)
 The Japanese Language Teachers' Association of Sri Lanka
 C/O, Mrs. Nayomi Wijesekara, The Librarian, Embassy of Japan, 20, Srimath R. G. Senanayake
 Mawatha, Colombo-07. Sri Lanka
 TEL: President +94-77- 807-2994
 FAX: Embassy of Japan +94-11-2698629
- **Taiwan: 吳鳳科技大學 應用日語系** (<http://www.wfu.edu.tw/wufeng/index.htm>)
 Department of Applied Japanese, College of Tourism & Hospitality, WuFeng University,
 117, Sec 2, Chiankuo Rd, Minhsiung, Chiayi County 62153, Taiwan, R.O.C.
 Tel: +886-5-2267125 #61602 Fax: +886-5-2260293

- **Thailand:** เจแปนฟาวน์เดชั่น กรุงเทพฯ (http://www.jfbkk.or.th/index_th.php?lang&lang=th)
 The Japan Foundation, Bangkok
 Serm Mit Tower, 10F, 159 Sukhumvit 21 (Asoke Road)
 Bangkok 10110, Thailand
 Tel: +66-2-260-8560 Fax: +66-2-260-8565

- Turkey: Türk Japon Vakfı** (<http://www.tjv.org.tr>)
 The Turkish Japanese Foundation Culture Center
 Ferit Recai Ertuğrul. Cad. No.2 06450 Oran, Ankara, Turkey
 Tel: +90-312-491-1748 Fax: +90-312-491-1752

- **UK: The Japan Foundation, London** (<http://www.jpff.org.uk/>)
 The Japan Foundation, London
 101-111 Kensington High Street, London, W8 5SA, United Kingdom
 Tel: +44-207-492-6570

- **USA: The Japan Foundation, Los Angeles** (<http://www.jflalc.org/>)
 5700 Wilshire Boulevard, Suite 100 Los Angeles, CA 90036, USA
 Tel: +1-323-761-7510 Fax: +1-323-761-7517

- **Vietnam: Trung tâm Giao lưu Văn hóa Nhật Bản tại Việt Nam** (<http://www.jpff.org.vn/>)
 The Japan Foundation Center for Cultural Exchange in Vietnam
 No. 27 Quang Trung Street, Hoan Kiem District, Hanoi, Vietnam
 Tel: +84-4-3944-7419 Fax: +84-4-3944-7418

- **Other Countries: Hakuho Foundation Program Secretariat**
 “Hakuho Japanese Language Exchange Program” Secretariat
 C/o e-side, Inc., B1 Fl., Shiba-Daimon MF Bldg., 2-1-16 Shiba-Daimon, Minato-ku, Tokyo
 105-0012, Japan
 Tel: +81-(0)3-6435-8789 Fax: +81-(0)3-6435-8790
 E-mail: hakuho.gn@e-side.co.jp

This program is undertaken with the cooperation of the Japan Foundation, the Association for Japanese-Language Teaching (AJALT), the Association of Japanese Language Teachers in Romania, the Japanese Teachers' Association of Sri Lanka, the Mongolia-Japan Center for Human Resources Development, the Turkish Japanese Foundation Culture Center, and WuFeng University.

■ Handling of Personal Information

- (1) HAKUHO FOUNDATION (“the Foundation”) will strictly manage personal information received from you, and will use such personal information for the purpose of evaluation and selection of participants, notification of selection or otherwise, announcement of successful candidates or decision regarding participation, communications regarding implementation of the Program, reporting and introduction on activities on the Foundation’s homepage, and in newspapers and magazines, etc., the sending of questionnaires targeted at improving the Foundation’s programs and activities, and the sending of information about the Foundation’s future activities, greeting letters and other publications. Personal information received from you will not be disclosed or provided to third parties other than service providers except as required by law or regulation, etc.
- (2) Video and photographic images and other products of the Program may be used or introduced on the homepage of the Foundation, or introduction about the Foundation’s activities in newspapers, SNS, magazines and other reports, or in invitation notices about business, etc. Information regarding individual names or contact details will not be listed, but information that could result in identification of a school or individual (including, without limitation, photographs and videos) may be listed to the extent that consent is obtained upon contacting the relevant schools and individuals.
- (3) If you have any questions regarding the handling of personal information, or other inquiries, request changes or deletion of the same, or have any complaint regarding personal information, please contact the following person. Upon confirming your identity, that person will notify you of the necessary procedures regarding your request, etc.

Contact person: Contact staff for the Foundation’s “Hakuho Scheme for a Global Children’s Japanese Language Network”

- * Please refer to the following website for details of the Foundation’s policy and principles regarding the handling and protection of personal information:

<https://www.hakuhofoundation.or.jp/en/privacy/>

Hakuho Foundation, a public interest incorporated foundation based in Tokyo, Japan, was established in 1970 to commemorate the 75th anniversary of the founding of Hakuhodo Inc., a major Japanese advertising company. With the vision of contributing to children's growth through the power of language, the Foundation helps support child education through such initiatives as the Hakuho Award, the Hakuho Research Grand for Child Education, the Hakuho Foundation Japanese Research Fellowship, and the Hakuho Scheme for a Global Children's Japanese Language Network. In 2017, we redoubled our commitment to this vision with the establishment of the Hakuho Foundation Child Research Institute.

公益財団法人 博報児童教育振興会

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