

December 1, 2014

To: Guarantors of Students

WASEDA University Career Centre  
Director

**Overseas Internship Parental Consent  
OECD-WASEDA Internship 2015**

Your son/ daughter/ guarantee have been selected for the **OECD-WASEDA Internship 2015**.  
The internship will take place in Paris.

Please kindly refer to the attached WASEDA University Career Centre Conditions on Overseas Internship Participation.

Should you permit your son/ daughter/ guarantee to participate in the abovementioned internship after reading and fully understanding the conditions, please kindly fill out and sign the Overseas Internship Consent, together with your son/ daughter/ guarantee. Please kindly submit the Overseas Internship Parental Consent by June 30, 2015.

For enquiries, please do not hesitate to contact the undersigned.

Thank you very much.

WASEDA University Career Centre

Internship Desk

OECD-WASEDA Internship 2015

Coordinator: **Eng Seng TAN (Mr.)**

Toyama 1-24-1, Shinjuku-Ku, Tokyo 162-8644

TEL : 03-5286-3936      FAX : 03-3208-3275

E-mail : [intern@list.waseda.jp](mailto:intern@list.waseda.jp)

HP : <http://www.waseda.jp/career/internship/office/>

**WASEDA University Career Centre**  
**Conditions on Overseas Internship Participation**

For overseas internship managed by WASEDA University Career Centre, the participating student-intern and his/her guarantor(s) must read and understand fully the Conditions on Overseas Internship Participation. The student-intern must sign a personal pledge, and the guarantor(s) must sign, together with the student-intern, on the Overseas Internship Consent. Please read the following terms and conditions carefully.

1. The student-intern is fully responsible for his/ her own actions during the internship. WASEDA University and the Internship Organisation (in this case, OECD) shall NOT be held responsible for any accidents and mishaps (including all compensations) during the internship.
2. The student-intern must abide by the laws of the host country (in this case, France) and the rules and regulations stipulated by the Internship Organisation (in this case, OECD).
3. Following the University instructions, the student-intern must purchase the designated overseas travel insurance and all other necessary insurance deemed necessary to cover unexpected costs due to damages cost by the student-intern. All premiums will be borne by the student-intern.
4. Please keep the Career Centre informed and updated before the internship, throughout the internship and after the internship is completed. Please consult and contact your guarantor(s) and the Career Centre should you need to return home unexpectedly due to unforeseen circumstances, such as illness, taking part in other unplanned activities or events unknown to the guarantor(s) and the Career Centre and other unforeseen matters. You must follow the rules and regulations stipulated by the Internship Organisation (in this case, OECD) throughout the internship.
5. The student-intern is fully responsible for all required preparations and administrative work, including punctual submission of all necessary paperwork and documents. The student-intern is fully responsible for all costs and expenses incurred throughout the internship (accommodation, daily expenses, insurance premiums, air-fare and costs of transport in host country, among others).
6. The student-intern must report and update the guarantor(s) on the followings: Period of Internship, Host Country Contact Details (Address and Telephone Number, etc.), Internship Division and all other necessary information.
7. A student-intern who intends to earn credits for this internship, he/ she must complete the credit-transfer application and submit the form to the Career Centre BEFORE the start of internship. He/ She must attend all necessary seminars (manner and risk-management seminars) before departure. After the internship is complete, he/ she must submit a final report within one week of the end of internship. He/ She must also attend an interview with the professor-in-charge.

(Year)\_\_\_\_\_ (Month)\_\_\_\_\_ (Date)\_\_\_\_\_

To: Director  
WASEDA University Career Centre

## OECD-WASEDA Internship in Paris 2015

### Overseas Internship Parental Consent

I have read and understood the WASEDA University Career Centre Conditions on Overseas Internship Participation and have permitted \_\_\_\_\_ (name of student) to take part in the OECD-WASEDA Internship 2015 in Paris.

This Overseas Internship Consent must be hand-written by both the intern and the guarantor.

#### Intern

<b>Full Name</b>	
<b>Student ID Number</b>	
<b>Graduate School</b>	

#### Guarantor

<b>Full Name</b>	
<b>Relationship with Intern</b>	
<b>Address</b>	
<b>Contact Number(s)</b>	