

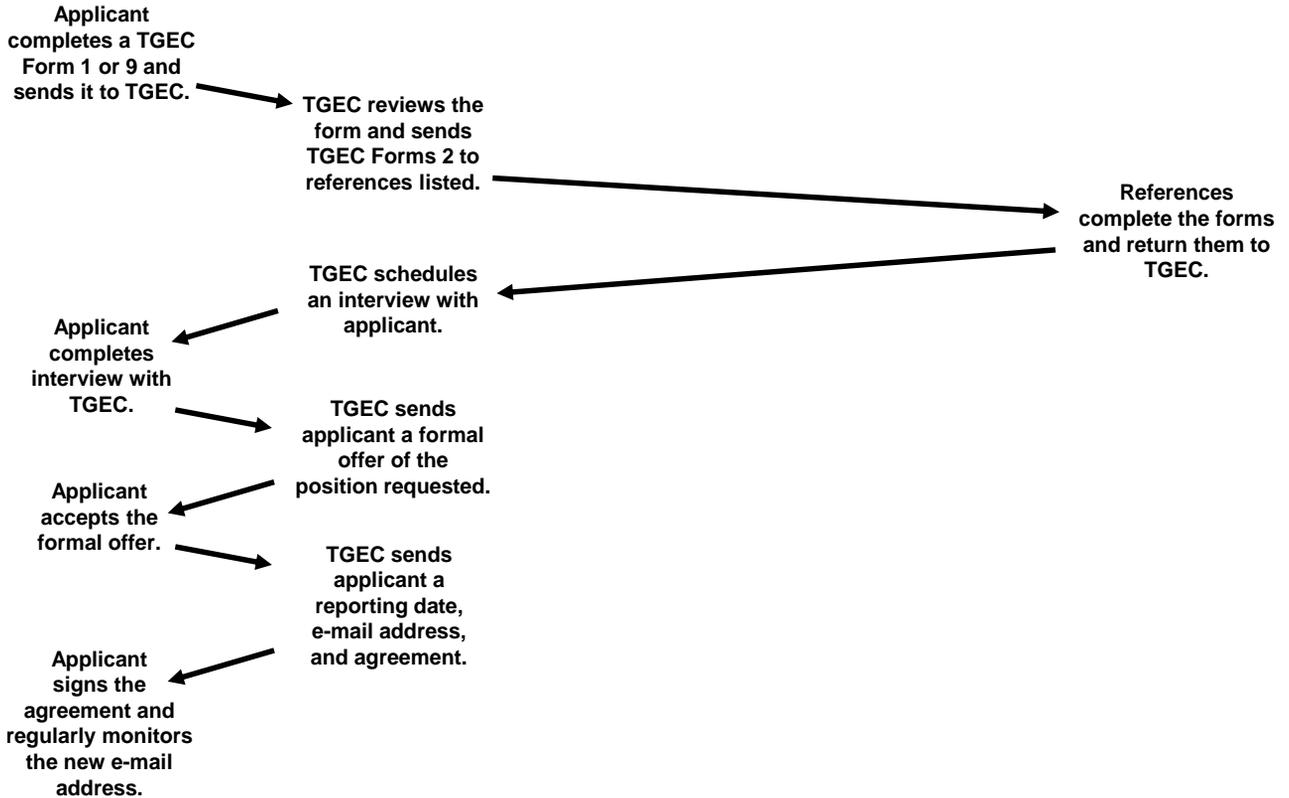


TOKYO GLOBAL ENGINEERING CORPORATION INTERN INPROCESSING FLOWCHART

PURPOSE: This form illustrates the most common milestones encountered during the process of onboarding internship participants. This flowchart is intended as a guide and does not entirely apply to all internship applicants, such as applicants that do not attend universities, or applicants already located in Japan.

PHASE ONE: T.G.E.C. INTERNAL MATTERS

Phase One and Two processes can begin simultaneously.

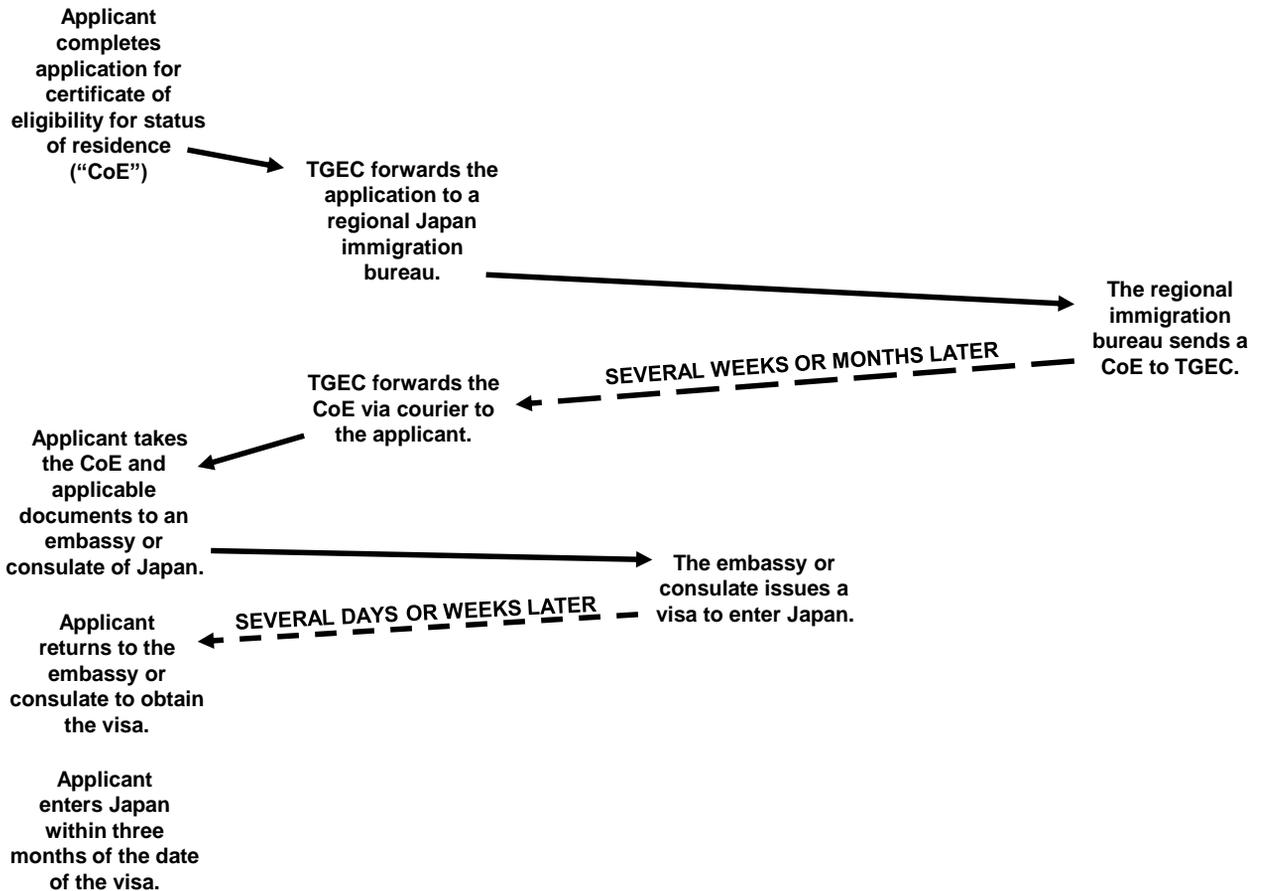




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PHASE TWO: MATTERS REGARDING THE GOVERNMENT OF JAPAN

Phase One and Two processes can begin simultaneously.





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PHASE THREE: MATTERS REGARDING TRAVEL

Phases Three and Four may begin before the Government of Japan has issued a visa; however, no money should be exchanged for purchase or guarantee until after a visa has been issued.

Applicant visits the **physical** office of a licensed, bonded, insured travel agent and purchases **refundable** airfare to Tokyo and applicable travel insurance.

Applicant sends a travel itinerary to TGEC that features the local (Japan) date, time, and location of arrival.

TGEC acknowledges receipt of the itinerary and schedules an escort at the arrival location.

Applicant meets the TGEC representative at the arrival location and is escorted to applicant's housing facility.

University students only: Applicant sends an application for a reduced mass-transit fare eligibility notice to TGEC.

TGEC issues applicant a mass-transit fare eligibility notice (in Japanese).

In Tokyo during first full day after arrival:

Applicant visits the nearest major train station (with eligibility notice and Japan yen cash in hand, no credit card) to purchase a reduced fare mass-transit card.

NOTE: Never try to purchase mass-transit fare in Japan with a credit card, and always travel with plenty of cash in Japan, including coins.

PHASE FOUR: MATTERS REGARDING HOUSING

Applicant makes housing arrangements without TGEC assistance.

OR

(optional) Applicant completes a TGEC housing assistance form.

Regardless of choice, applicant notifies TGEC (the visa sponsor), the regional Japan immigration office, and applicant's local branch of Tokyo City Hall of the housing address.

TGEC forwards the application data to prospective housing providers.

Prospective housing providers contact the applicant directly with offers.

Applicant chooses one offer, and pays housing provider using a trackable means, such as bank wire.

NOTE: Applicants should purchase renter's insurance policies from travel insurers outside Japan before entering Japan. Such policies should provide for earthquakes and floods, in addition to common provisions.

