CONTENTS:

GENERAL INFORMATION

• Brief Summary ........................................................................................................................................... 3
• Openings .................................................................................................................................................... 3
• Location and Registration .................................................................................................................... 3
• Accreditation............................................................................................................................................ 3
• Tuition ........................................................................................................................................................... 4
• Cautions .................................................................................................................................................... 4

APPLICATION INFORMATION

• Application Process Flow Chart ........................................................................................................... 5
• Application Period .................................................................................................................................... 6
• Application Related Emails ................................................................................................................... 6
• Application Requirements ....................................................................................................................... 6
• Application Submission ........................................................................................................................... 7
• Application Review Process ................................................................................................................... 7
• Required Items ........................................................................................................................................ 8
• Time Period, Schedules, and Public Holidays......................................................................................... 13

THINGS TO KNOW PRIOR TO APPLYING

• Letter of Acceptance & Certificate of Completion ............................................................................. 13
• Short Term Visas ....................................................................................................................................... 13
• Housing ................................................................................................................................................. 14
• Transportation & Personal Expenses ................................................................................................. 14
• Orientation ........................................................................................................................................ 14
• Japanese Class ...................................................................................................................................... 14
• Health Care Seminar ........................................................................................................................... 14
• Events .................................................................................................................................................... 14

QUESTIONS ............................................................................................................................................... 14
GENERAL INFORMATION

Brief Summary
• The Clinical Observership Program offers the opportunity to observe outpatient clinics, ward rounds, surgeries, laboratories, and conferences.
• Juntendo University Main Hospital, where the observship takes place, is located in the center of Tokyo.
• Juntendo University Hospital is the largest university hospital network in Japan and many patients with rare medical conditions come to Juntendo University Main Hospital.
• Many of the doctors specialize in specific types of medical cases. Applicants should review the links listed in the Department Guide before applying to ensure the focus of the department they wish to apply to matches their interests.
• Last year over 300 clinical observers attended Juntendo University Clinical Observership Program. People who do attend the program will most likely have the chance to meet other international students and doctors from around the world while in Juntendo University.
• Previous clinical observers have provided brief descriptions of their experience in Juntendo University Clinical Observership Program on the following link.
• Photo collages of clinical observers who have attended over the last couple of years may be found on the following link.
• Juntendo University International Center (JUIC) is the administrative office that responsible for the Clinical Observership Program application procedures.

Openings
• Juntendo University does not list clinical observership openings on the Clinical Observership application page.
• Applicants may email the International Center about openings.
• When asking about openings applicants should list:
  • The name of the institution where they are currently enrolled or employed,
  • The exact time period they hope to attend the program, and
  • Up to three departments they would be interested in applying to.

Location & Registration
• Juntendo University Main Hospital (3-1-3 Hongo, Bunkyo-ku, Tokyo, 113-8431, JAPAN) is the location of the Clinical Observership Program.
• Clinical Observers will be registered in the Faculty of Medicine (2-1-1, Hongo, Bunkyo-ku, Tokyo 113-8421, JAPAN) as Clinical Observers.
• Clinical observers will not become registered in Juntendo University as students or faculty members.
Accreditation
• Japan University Accreditation Association (in Japanese)
• Japan Council for Quality Health Care (Main Hospital Accreditation, in Japanese, on the bottom of the page this link connects to)
• Joint Commissions International
• World Federation for Medical Education and the Foundation for Advancement of International Medical Education and Research (in relation to the ECFMG and USMLE)

Tuition
• The Juntendo University Clinical Observership Program does not have any tuition fees.
• There are no scholarships or financial aid associated with the program.

Cautions
• Clinical observers will be subjected to the policies of Juntendo University Faculty of Medicine.
• Japanese law prevents anyone without a Japanese medical license from doing anything that may affect the health of a patient. Clinical observers will not be able to conduct any medical procedures that may affect the health of a patient. The program is an observational experience.
• Departments may not be able to provide an explanation of every medical procedure and every surgical step. Applicants without a prior knowledge of the department they hope to attend may be limited in what they may be able to learn during the program.
• Juntendo University is a Japanese hospital and while many of the doctors speak English, translations of everything will not be available. Applicants should be self motivated and ready to overcome potential language barriers they may face.
• Juntendo University reserves the right to cancel any program due to force majeure and Juntendo University will not provide compensation for any loss caused by force majeure.
APPLICATION INFORMATION

Application Process Flow Chart

Who may apply?

Applicants who meet the application requirements. See page 6.

When may I apply?

Application Period: between 120 - 365 days before desired start date.

Where may I apply to?

Check the Department Guide.

What do I do next?

Check the Department Guide for specific information about your desired department(s).

Information in the guide may include:
- Department links, time periods, durations, prerequisites, additional requirements, notices, content, and assignments.

What do I do next?

Submit the required items to JUIC (juic@juntendo.ac.jp).

JUIC will
- check application,
- submit your application to your desired department(s),
- inform you of the results, and
- help accepted applicants prepare for arrival.
Application Period

- Applicants must have required application items 1-12 confirmed 120 days before the date of their desired start to apply.
- Applicants should submit the required application items prior to the deadline to ensure their application will be ready before the deadline.
- Applications submitted more than 365 days prior to the desired start date will not be accepted.

Application Related Emails

- Applicants should review the Application Guide and Department Guide for any questions they have before sending an email about the Clinical Observership Program.
- Applicants should keep emails brief, to the point, and easy to understand.
- Applicants inquiring about openings should list:
  - Their affiliation, university or health care facility
  - Exact period and department(s) they are hoping to attend

Application Requirements

1. Students registered in a medical school and residents or doctors employed by a health care facility.

2. Number of Applicants
   - Between one academic year, April 1 - March 31, Juntendo University will not be able to accept more than:
     - 3 students from one university
     - 5 students from Juntendo University partner universities.
   - Applications will be accepted in the order applications are submitted.
   - Juntendo University will not decline to review an application sent directly from an applicant unless the university of the applicant plans to nominate students.

3. Language Requirement
   - Applicants enrolled, training, or working in an institution in a country where English is the official language are exempt from this requirement.
   - Applicants enrolled in a medical school in a country where English is not the official language, but English is the medium of communication at the medical school are not exempt from this requirement.
   - Applicants who must meet the language requirement should submit one of the following tests:
• Cambridge English
• Council of Europe’s Common European Framework of Reference for Language (CEFR)
• International English Language Testing System (IELTS)
• Japanese Language Proficiency Test (JLPT)
• Test of English as a Foreign Language (TOEFL)
• Test of English for International Communication (TOEIC)

• There is no minimum for the language test scores.
• Departments will review the test scores to determine whether they will be able to supervise the applicant.

4. For medical students: Academic year requirement
   • Students in a 5 or 6 year medical program must be at least in their 4th year to apply.
   • Students in a 4 year medical program must be at least in their 3rd year to apply.

5. For medical students: Proof the applicant has completed the bed-side learning portion of their medical curriculum.

6. For medical students: Proof the applicant has studied material relating to the department he or she wishes to apply to.

7. For medical students: Proof the applicant has completed an observership, clerkship, or elective in a health care facility.

Application Submission
• Applicants should send all required items to Juntendo University International Center: juic@juntendo.ac.jp
• Applicants should send application items as email attachments.
• Applicants should not send application items as part of Google Drive or any other cloud storage service.
• JUIC will check applications after submission and inform the applicant if there are any updates needed. After JUIC confirms the application items, departments will review applications.

Application Review Process
• The application review process takes on average two weeks to complete, however the time each department takes to review an application varies.
• Applicants may contact the International Center about the status of their application if
the process takes more than two weeks.

- Juntendo University will not be responsible for meeting any deadlines imposed by an applicant.
- Applicants whose university or hospital requires them to receive a letter of acceptance before a designated time should submit their application well before their deadline.
- Applicants who will be applying with their classmates or colleagues for an observership that will take place over the same time period should submit their applications on the same day. Applicants should list who they are applying with when they submit their application. This will help the department review the applications at one time and speed up the application process.

**Required Items**

1. Application
   - Click on the following [link](#) to download the medical student excel application.
   - Click on the following [link](#) to download the resident and doctor excel application.
   - Submit the application as an excel file.
   - Academic year:
     - Within the application applicants must list their academic year. If the applicant is a medical student and will have finished an academic year prior to their desired arrival, but will not have started their new academic year at the time of their desired start period, enter the academic year the applicant will be heading into in the application.
     - The application asks applicants to list their desired departments. Applicants may apply to attend multiple departments during the program.
     - Within the application applicants must submit a statement indicating why they are applying to the department(s). The statement should be around 100 words and should:
       - Indicate what motivates the applicant to apply to the department.
       - Indicate how the applicant has and will prepare to attend the department, for example list courses or electives taken.
       - Indicate specific types of medical cases the applicant hopes to experience in the department. Please view the links in the [Department Guide](#) to see what type of medical cases may be available.

2. Passport Copy
   - A copy of the page(s) in their passport that includes their name, their photo, their passport number, their passport expiration date, and the place the passport was is-
sued.

3. Personal Photo
   - A photo that may be potentially used as your ID photo, in the case the applicant is accepted.

4. For applicants from countries where English is not the official language: English and/or Japanese Proficiency Test Score(s) from one of the following tests:
   - Cambridge English
   - Council of Europe’s Common European Framework of Reference for Language (CEFR)
   - International English Language Testing System (IELTS)
   - Japanese Language Proficiency Test (JLPT)
   - Test of English as a Foreign Language (TOEFL)
   - Test of English for International Communication (TOEIC)
   - For more information about the requirement refer to the Language Requirement in the Application Requirements section.

5. For medical students: enrollment certificate
   For residents: resident certificate
   For medical doctors: employment certificate

6. For medical students: Proof the applicant has studied material relating to the department he or she wishes to apply to.

7. For medical students: Proof the applicant has completed the bed-side learning portion of their medical curriculum.

8. For medical students: Proof the applicant has completed an observership, clerkship, or elective in a health care facility.
   - The letter of recommendation may include requirements: 6, 7, and 8.
   - Applicants are advised to submit the letter of recommendation template listed on the application website to meet requirement 6, 7, and 8.
   - Applicants may submit a curriculum, course description, or transcript to meet the requirements 6, 7, or 8.
     - If applicants submit a curriculum or transcript the applicant should highlight or provide reference to the section that corresponds with the proof.
   - To meet the department requirement applicants must submit proof they have completed studies directly relating to the department they have applied to. A statement indicating the student has completed internal medicine or surgery classes will not
allow the applicant to meet the department requirement. The proof must make specific reference to the department the applicant wants to apply to.

- To meet the requirements 6, 7, and 8 applicants may submit a letter from an administrative department in their school confirming they meet the requirements.
- Students who have not completed this requirement at the time of the application, but will complete the requirement before their desired start date may apply to the Clinical Observership Program as long as they provide proof they will complete the requirement before the desired start of the Clinical Observership Program.

9. Letter of Recommendation
- Applicants are advised to submit the letter of recommendation template listed on the application website to meet this requirement. Letters of recommendations may be viewed by multiple people.
- In the case applicants use the Juntendo University template they may want to check for openings before asking their university to issue the letter of recommendation to avoid potentially having the letter of recommendation reissued.
- Letters of recommendations may be addressed to “To Whom it May Concern”.
- Letters of recommendations must be written on the letter head of the applicant’s institution.
- For medical students:
  - A letter of recommendation may include information relating to required items 5, 6, 7, and 8.
  - A letter of recommendation must be from a university official, but does not need to be signed by either a dean of school of medicine or the president of a university.
  - Additional information may be added to the letter of recommendation template.
  - An additional letter of recommendation from a supervisor with more knowledge of the applicant may be submitted.
- For medical doctors or residents:
  - A letter of recommendation must be from a senior doctor at the health care organization where the doctor or resident is employed.

10. Pledge
- Click on the following link to download the pledge.

11. Health Examination Certificate
- Click on the following link to download a template of the health examination certifi-
cate.

- A statement from the applicant’s health care provider stating the applicant is in good health and fit to travel.

12. **Immunization Requirements**

- Click on the following [link](#) to download the immunization requirements.
- The immunization requirements link provides the following information:
  - Immunization Requirements Form
  - General Information and common issues with the immunization requirements
  - Flow charts about how to complete each requirement
  - Immunization Requirement Pledge

**WARNINGS:**

- Applicants whose observership will require them to enter the hospital must meet all of the immunization requirements to complete an observership at Juntendo University. There are no exceptions.
- Immunization requirements must be approved by a health care provider.
- Applicants should not consider applying to the Juntendo University Clinical Observership Program if they believe they will have difficulty completing the immunization requirements.
- The time each applicant will need to complete the immunization requirements may vary. Applicants should review all of the possibilities associated with immunization requirements before applying.
- Applicants who do not initially meet the immunization requirements must take the necessary steps to complete the immunization requirements.
- Clinical observers should submit the immunization requirements as early as possible to ensure confirmation of the immunization requirements.
- Applicants who will not be able to complete the immunization requirements before the application deadline may apply as long as they submit the immunization requirement pledge. The pledge must indicate how the applicant will be able to complete the immunization requirements prior to arrival.
- Applicants who have their applications processed before meeting all of the immunization requirements may be accepted and may receive a letter of acceptance however, clinical observers will not be able to participate in the Clinical Observership Program unless they complete all of the immunization requirements. Letter of acceptances will be voided in the case the immunization requirements are not met before the start of the Clinical Observership Program.
• In the event a clinical observer does not meet the immunization requirements prior to the start of the program and is not able to attend the Clinical Observership Program, Juntendo University will not be responsible for any expenses or burdens the applicant may experience as a result of not being able to attend the Clinical Observership Program.

13. Personal Health Insurance
• Applicants do not need to submit proof of insurance.
• Applicants may acquire insurance after being accepted.
• Accepted applicants should acquire personal health insurance for their time in Japan.
• Clinical observers who arrive in Japan without health insurance will be responsible for all of their medical costs.
• Juntendo University will not be responsible for any expenses clinical observers may incur.

★ Labeling the Required Items
• There are a number of required items.
• Applicants should label their required items using the following format when they submit their applications to ensure no parts of their application are overlooked:
• Name (as displayed on your passport) – name of the document
  • Firstname Lastname – Application
  • Firstname Lastname – Passport
  • Firstname Lastname – Photo
  • Firstname Lastname – English Requirement Test Name
  • Firstname Lastname – Enrollment Certificate or Employment Certificate
  • Firstname Lastname – Department Requirement
  • Firstname Lastname – Clinical Experience
  • Firstname Lastname – Letter of Recommendation
  • Firstname Lastname – Pledge
  • Firstname Lastname – Health Examination Certificate
  • Firstname Lastname – Immunization Requirements
  • Firstname Lastname – Insurance

★ Common Problems with the Required Items:
• The language requirement, see above for details.
• The statements in the application, see above for details.
• The department requirement, see above for details.
• The immunization requirements, see the common issues section, page 2, and the immunization requirements flow charts, pages 3 - 5, on the following link.

**Time Period, Schedules, and Public Holidays**

• Check the Department Guide for the length of the program that each department offers. In the case a department does not list a time period, applicants may apply to departments for a period between 1 - 8 weeks.

• Schedules will be based on Monday to Friday schedules.

• Applicants should review the academic calendar to see if national holidays will occur during their program. Observerships will not take place on public holidays.

• The following extended public holidays may potentially affect the availability of programs:
  • New Year’s: the last week of December & the first week of January
  • Golden Week: May 4 - 6

• Many faculty members take summer vacations in August. Departments may experience a shortage of staff this month. The number of cases departments have may be less than usual.

• Between 24 July 2020 - 6 September 2020 the Olympics and Paralympics will be taking place in Tokyo. There is a high probability that airplane tickets and housing outside of the university will be very hard to find and or more expensive than usual. Prospective applicants may want to avoid this period when applying.

**THINGS TO KNOW PRIOR TO ARRIVAL**

**Letter of Acceptance & Certificate of Completion**

• Accepted applicants will receive a letter of acceptance.

• Clinical observers who complete the program will receive a certificate of completion.

**Short Term Visas**

• Clinical observers will need to apply for a short term visa to enter Japan.

• Short term visa exemptions exist for nationals whose country meets the qualifications listed on the Ministry of Foreign Affairs (MOFA) website.

• Applicants who do not have visa exemption will need to go to the Japanese Embassy or Consulate in their country to apply for a visa.

• Clinical Observers whose country does not have a visa exemption agreement with Japan may contact Juntendo University International Center about receiving the necessary short term visa forms.
Housing
- Accepted applicants will receive an update about housing openings two months before the start of their program.
- Due to an increase in the number of applicants Juntendo University may not be able to provide housing to all applicants. Applicants should consider the possibility of having to find housing outside of the university before applying.

Transportation & Personal Expenses
- Clinical observers are responsible for their own transportation and personal expenses.

Orientation
- The International Center conducts an orientation for Clinical Observers on their first day in Juntendo University Hospital.

Japanese Class
- Observers who attend the program will have the opportunity to attend a Japanese class. The class will help clinical observers learn basic greetings and aspects of Japanese culture.

Health Care Seminar
- Medical students who attend the program will have the opportunity to attend a Health Care Seminar, where they will be able to learn and talk about the Japanese medical system in comparison to their country’s medical system. The class may include Japanese medical students and other clinical observers.

Events
- Juntendo University International Center holds events for international students, staff, and faculty. Clinical observers are encouraged to join these events.
- To view a list of previous international student and researcher events please refer to the following link. Many clinical observers are pictured in the photos.

QUESTIONS
- For questions about the Clinical Observership Program contact Juntendo University International Center (juic@juntendo.ac.jp).