

Students: How to apply for the Tokyo Global Friendship Program

I am thinking about applying. What should I do?

- Review the supporting documents on the website under the **Application** section.
- Discuss your application with your parent(s)/guardian(s).
- Discuss this opportunity with a supporting teacher. Noting, **if you are shortlisted for an interview**, your supporting teacher will be contacted to verify and endorse your application.

What are the components of the application?

Step 1	Online Application Portal	<ul style="list-style-type: none"> • Add your details and your school details. • Upload a portrait style photograph of yourself. • Upload the <i>Student applicant and parent/guardian declaration, acknowledgement and consent form</i>. • Submit your application.
Step 2	Answer the key questions	<ul style="list-style-type: none"> • Record your responses to the 3 questions as a simple video – up to 3 minutes duration. • Question 1: <i>Tell us about yourself and explain the impact this once-in-a-lifetime opportunity would have on you personally, your family and school community.</i> • Question 2: <i>How do you think this opportunity to immerse yourself in another culture would shape your ability to act, communicate, and contribute as a global citizen?</i> • Question 3: <i>How do you think the opportunity to attend classes, participate in cultural activities, and visit key historical and industry sites in Tokyo will influence your future study goals or career interests?</i>
Step 3	Forward your video	<ul style="list-style-type: none"> • Email to: Applications.GlobalEngagement@qed.qld.gov.au.
Step 4	Receive your acknowledgement email	<ul style="list-style-type: none"> • Allow 5 business days for a Global Engagement Project Officer to send an email to you and your parent(s)/guardian(s) to confirm your submission has been received.

How does the selection process work?

- All applications will be **reviewed and assessed** by a selection panel.
- Applicants who are **not shortlisted** for an interview will be advised by email once initial assessments are complete.
- **Shortlisted applicants** will proceed to an **online panel interview**.
- The panel will select the successful recipients.
- Once the online interviews have concluded, **all shortlisted applicants** will be advised by email of the outcome of their application (successful or unsuccessful).
- The panel's decision is final – all applicants are acknowledged for their effort and participation.
- The selection process can take up to 6 weeks.

What makes a strong application?

- Applications that respond to all parts of each key question, stay within the time duration, and give us a clear sense of who you are as a unique person.
- Applications that are authentic and avoid generic answers (using AI, for instance, tends to make applications sound the same way). Consider your point of difference.
- Applications that demonstrate you can proudly represent yourself, your school, and Queensland as a student ambassador with maturity, leadership, and a willingness to learn.
- Your video response is an opportunity to demonstrate the necessary communication skills required to collaborate with other students and teacher chaperones in an overseas context.

How should I respond to the key questions?

- The key questions will help us learn more about you and understand your motivation for applying.
- The suggestions below are not a checklist to be completed, but are a guide if you would like a starting point.

Question 1: *Tell us about yourself and explain the impact this once-in-a-lifetime opportunity would have on you personally, your family and school community.*

- **Share** something authentic about yourself – your interests, values, your local area, or achievements at school or the wider community that align with the opportunity.
- **Explain** how this experience would impact you, your family, and your school community. For example:
 - **Personally:** In what ways will this opportunity help you build confidence, enhance your skills, and develop global competence?
 - **Family:** How might your involvement foster pride and greater connection?
 - **Community:** How will you use what you learn to inspire others and contribute to growing global competence across your school community?

Question 2: *How do you think this opportunity to immerse yourself in another culture would shape your ability to act, communicate, and contribute as a global citizen?*

- **Reflect** on how experiencing a different culture might challenge your assumptions, broaden your understanding, or inspire new ways of thinking.
- **Describe** how you might communicate or collaborate with people from different backgrounds during this experience, and what you might learn from those interactions.
- **Share** ways in which this experience could influence how you contribute to your community, school, or the wider world when you return home.

Question 3: *How do you think the opportunity to attend classes, participate in cultural activities, and visit key historical and industry sites in Tokyo will influence your future study goals or career interests?*

- **Reflect** on how experiencing learning in a different country might spark new interests or strengthen subjects you already enjoy.
- **Describe** how experiencing Tokyo's culture, history, and daily life could broaden your perspectives or influence what you want to learn more about.
- **Explain** how visiting industry sites might shape your ideas about future careers or help you understand pathways you may want to explore.

How should I record my video?



Video: Responding to the key questions
(Up to 3 minutes duration)

- **Record in portrait mode:** Hold your device upright while recording.
- **Keep it steady:** Make sure your device stays still for the whole recording.
- **Feature only you:** The video should show only you speaking – no other people, images, or backgrounds. You are the star, and we want to see you talking directly to the camera.
- **State your name and the opportunity you are applying for:** Do this right at the beginning of your video.
- **Record in parts if needed:** If it is easier, record your answers in sections and edit them together before submitting.
- **Use brief notes:** You may use prompting notes, but do not read from a full script.

- **Wear your school uniform:** Represent yourself proudly in your video.

** For students whose school does not have a school uniform, please wear smart casual attire.*

- **Name your video:** "LAST NAME, FIRST NAME – PROGRAM NAME"
- **Send your video:** Email your final video from your **school email account** to the Global Engagement team at
Applications.GlobalEngagement@qed.qld.gov.au

What happens if I am shortlisted for an interview?

- If you are shortlisted, a Global Engagement Project Officer will:
 - Contact your supporting teacher, who will be requested to complete an endorsement form, verifying attributes including, but not limited to, maturity, initiative, leadership, and intercultural awareness.
 - Invite you to attend an online interview with the selection panel.
 - Contact your school principal, who will be requested to complete an endorsement form, verifying attributes including, but not limited to, the ability to represent the school positively, reliability, and enthusiasm for learning.

What is the interview like?

- Each shortlisted applicant will have a 10-minute interview.
- We will ask for your permission to record the interview session.
- It is completely normal to feel nervous – most applicants do! The panel understands this, and nerves will not affect your interview outcome.

What criteria is used to assess my application and interview?

- When it comes to application and interview evaluation, we use the following criteria to assess your responses.

Phase	Descriptor	Indicators
Capable	Student demonstrates curiosity, enthusiasm, and self-awareness when reflecting on personal growth and new opportunities.	<ul style="list-style-type: none"> • Shares positive reflections that show curiosity and excitement for new experiences. • Shows a willingness to connect across cultures and represent their school community and Queensland with pride. • Expresses an understanding of how this opportunity will influence personal development.
Proficient	Student demonstrates thoughtful reflection, confidence, and an ability to connect personal growth with impact on others.	<ul style="list-style-type: none"> • Provides clear, relevant examples showing how the experience would support personal and cultural growth. • Demonstrates empathy, openness, and readiness to engage meaningfully with people from diverse backgrounds and represent their school community and Queensland with pride. • Expresses insight into how their participation will influence personal development, benefit family, peers, and their school community.
Exemplary	Student demonstrates deep reflection, intercultural	<ul style="list-style-type: none"> • Offers rich, insightful reflections that highlight global awareness and personal transformation.

	<p>understanding, and a clear sense of purpose in representing their community globally.</p>	<ul style="list-style-type: none"> • Demonstrates maturity, leadership, and a genuine ability/desire to connect authentically across cultures, fostering understanding and collaboration through ambassadorship. • Articulates how the experience will support and influence personal development, inspire and benefit others within their family, school and the broader community, and grow global competence authentically.
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What happens if I am successful following the interview?

- If successful following the panel interview, you will be contacted by email to share the exciting news.
- This process may take up to 10 business days post interview as we await principal endorsement to support your selection.
- We ask that you keep this news confidential and share it only with close family until officially advised.
- Next steps: You will complete all necessary paperwork related to your participation in the program, and be invited to a series of online information sessions that outline the next steps before your departure.

What happens if I am unsuccessful following the interview?

- If unsuccessful following the panel interview, you will be contacted by email.
- This process may take up to 10 business days post interview.
- The application process is highly competitive and unfortunately, not all applicants can be successful. However, being shortlisted to participate in an interview is a significant achievement in itself.
- You will receive a **Highly Commended Certificate** to acknowledge your engagement in this process and the effort you have invested in your application.
- We encourage you to explore other opportunities on the [Global Engagement website](#), or reapply next year if you are eligible.

What about my privacy?

- We take the collection of your personal information seriously.
- Below is a copy of the Privacy Statement that is included at the start of the Online Application Portal, before you fill out any information.

Privacy statement:

The Department of Education (the department), through Global Engagement team, within the Department of Education International, is collecting your personal information, including your name, residential address, email address, date of birth, grade, school, teacher name, gender, photograph, mobile number, video image,

parent's name, and parent's place of birth. Sensitive personal information collected includes race and ethnicity, if you identify as LGBTI+, and health information, such as disability and medical information.

The purpose of this collection is for the administration and management of the application process and subsequent provision of the Tokyo Global Friendship Program. If you do not provide your personal information, we will be unable to process or review your application to be eligible for the Tokyo Global Friendship Program.

Your personal and sensitive information will be shared with insurance organisations, airlines, travel companies, tour operators, accommodation providers, international partner organisations and other external parties involved in providing services as part of the Tokyo Global Friendship Program, located in Australia and Japan. Please note, this will only occur if your application is successfully selected for the Tokyo Global Friendship Program.

Your personal information will be managed in accordance with the Information Privacy Act 2009 and will not be used or disclosed for another purpose without your consent or unless authorised or required by law.

Information about how individuals can access and amend their personal information held by the department, together with information about how individuals can make a privacy complaint is available at <https://qed.qld.gov.au/privacy>.

What if I have questions?

If you have any further questions, please contact the Global Engagement team at global.engagement@qed.qld.gov.au