

# 2012 JAPAN EXCHANGE AND TEACHING (JET) PROGRAMME APPLICATION GUIDELINES

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The Japan Exchange and Teaching (JET) Programme seeks to enhance internationalisation in Japan by promoting mutual understanding between the people of Japan and those of other nations. The Programme aims to enhance foreign language education and promote international exchange at the local level through the fostering of ties between Japanese youth and foreign youth alike.

The objectives of the JET Programme are being achieved by offering JET Programme participants (hereinafter, participants) the opportunity to serve in local authorities as well as public and private elementary, junior high and senior high schools in Japan.

The JET Programme is conducted by local authorities and other organisations (hereinafter, Contracting Organisations) of Japan in cooperation with the Ministry of Internal Affairs and Communications, the Ministry of Foreign Affairs, the Ministry of Education, Culture, Sports, Science and Technology, and the Council of Local Authorities for International Relations (hereinafter, CLAIR).

The JET Programme started in 1987 with cooperation from participating country governments. In 2011, there were 4,330 participants in the Programme from 39 countries (See Notes 1 & 2 on pages 9-10).

It is of great importance that the excellent reputation of the JET Programme that has been achieved over the last 25 years be maintained. Participants are invited to Japan as representatives of their countries. As such, they are expected to be responsible in all their activities, especially those concerning the promotion of mutual understanding between nations. It is therefore desirable that participants be adaptable, mentally and physically capable of performing their duties and have a positive interest in Japan.

Participants are employed by a Contracting Organisation for a one-year period. The cost of transportation from the participants' origin to Japan, as well as remuneration, will be funded by tax payers of the Contracting Organisation where the participant is appointed. Because participants serve as a civil servant of their Contracting Organisation, they are required to uphold behaviour befitting a civil servant. Withdrawal from the Programme after receipt of placement or early termination of appointment should be avoided as it causes many problems for Contracting Organisations, in addition to severely impacting the administration of the Programme itself.

The following Application Guidelines apply to Assistant Language Teachers (ALTs) and Coordinators for International Relations (CIRs), but not to Sports Exchange Advisors (SEAs) (See Note 3 on page 11).

## 1. TYPES OF POSITIONS AND DUTIES

### A) Types of Positions

(One may apply for either the ALT or CIR position. CIR applicants have the option of being considered secondarily for the ALT position if they are eligible and provide consent.)

**ALT:** Participants engaged in language instruction. ALTs are placed mainly in local boards of education or publicly run primary, junior high and senior high schools.

**CIR:** Participants engaged in internationalisation activities. CIRs are placed in the offices of local authorities or related organisations.

### B) Duties

**ALT:** Participants who are mainly assigned to local boards of education or elementary, junior high or senior high schools are to carry out their duties under the guidance of Language Teachers' Consultants or Japanese teachers of foreign languages as specified by the supervisor and/or principal of the board of education and/or school. The following is a brief outline of duties, though they may vary from one Contracting Organisation to another.

- a) Assistance in foreign language classes taught in junior and senior high schools.
- b) Assistance in foreign language training activities, etc. in elementary schools.
- c) Assistance in the preparation of materials for teaching a foreign language.
- d) Assistance in the language training of teachers of a foreign language, etc.
- e) Assistance in extracurricular activities and club activities (See Note 4 on page 11).
- f) Provision of information on language and other related subjects for people such as teachers' consultants and foreign language teachers (e.g. word usage, pronunciation, etc.).
- g) Assistance in foreign language speech contests.
- h) Engagement in local international exchange activities.
- i) Other duties as specified by the Contracting Organisation.

**CIR:** CIR duties are carried out as specified by the supervisor at individual Contracting Organisations. The following is a brief outline of CIR duties. However, they may vary greatly in emphasis and content from one Contracting Organisation to another. They may include some or all of the following duties:

- a) Assistance in projects related to international activities carried out by the Contracting Organisation. Such activities may include: editing, translating and compiling brochures into a foreign language; assisting in planning, designing and implementing international exchange programmes including international economic exchange programmes; assisting in hosting official guests from abroad and interpreting at events for overseas visitors or local foreign residents in the community.
- b) Assistance in language instruction of employees of Contracting Organisations and local residents (See Note 5 on page 11).
- c) Assistance with and participation in activities of local private groups or organisations engaging in international exchange.
- d) Assistance in exchange activities (including school visits) related to local residents' cross-cultural awareness and understanding as well as in supporting activities for foreign nationals residing in Japan.
- e) Other duties as specified by the Contracting Organisation.

## 2. ELIGIBILITY CRITERIA

Applicants must:

- 1. Be interested in Japan and be willing to deepen their knowledge and appreciation of Japan after their arrival. Make effort to study or continue studying Japanese language prior to and after arriving in Japan. Be motivated to participate in and initiate international exchange activities in the local community.
- 2. Be both mentally and physically healthy.
- 3. Have the ability to adapt to living and working in Japan.
- 4. Hold at least a Bachelor's degree or obtain such qualifications by the designated departure date – (July 29 for Group B departure, April 11 for April-arrival applicants; or April 30 for applicants arriving before Group B but after April). (ALTs may alternatively hold a completion certificate of a three-year course qualifying them to teach at primary or secondary schools or obtain such a qualification by the designated departure dates described above.)
- 5. Be a national (not just a permanent resident) of the country where the recruitment and selection procedures take place by the time they submit their application form. Those who possess dual nationality with Japan must renounce their Japanese nationality before submitting their reply form. Applicants who have dual nationality with countries other than Japan may only apply in ONE country.
- 6. Have excellent pronunciation, rhythm, intonation and voice projection skills in the designated language (See Note 6 on page 11) in addition to other standard language skills. Have good writing skills and grammar usage.
- 7. Not have participated in the JET Programme since the 2009-2010 JET Programme year (inclusive of April 2009 arrivals) or for more than five years in total.
- 8. Not have declined a position on the JET Programme after receiving notification of placement in the last JET Programme year. (Exceptions to this rule may be made in cases where it is accepted that the participant had a valid, inevitable reason for withdrawing).
- 9. Not have lived in Japan for six or more years in total since December 31 2002.
- 10. Have a desire to proactively maintain relations with Japan, even after completion of the JET Programme.
- 11. Concerning the entry into Japan for participation in the JET Programme, agree to reside in Japan under the status of residence stipulated in Article 2-2 of the Immigration Control and Refugee Recognition Act.
- 12. Obey all Japanese laws.
- 13. Applicants with a suspended jail term must have finished their period of probation by the time they submit their application form.

In addition to the above, applicants from non-English speaking countries must:

- 14. Have a functional command of the English or Japanese language.

In addition to the above criteria, **ALT** applicants must:

- 15. Be interested in the Japanese educational system and particularly in the Japanese way of teaching foreign languages.
- 16. Be interested in working with children.
- 17. Be qualified as a language teacher or be strongly motivated to take part in the teaching of foreign languages.

\*\*Although Japanese language proficiency is not one of the eligibility criteria for participation, certain evaluation is additionally given to applicants with high Japanese language proficiency during the screening process.

In addition to the above (1) through (13), **CIR** applicants must:

- 18. Have a functional command of the Japanese language. (Japanese language proficiency is necessary to function in a Japanese office environment.)

### 3. TERMS AND CONDITIONS

The Terms and Conditions of service will be determined by the Contracting Organisation which employs the participant. Though the Terms and Conditions in general are as below, they may differ by Contracting Organisation.

#### A) Length of Contract—Working Hours

In principle, contracts are for one year and commence on the day after the date of the participant's arrival in Japan. The duration of the contract will be shorter in cases where participants are unable to arrive in Japan on the designated Group B arrival dates and come at a later date.

Although the date of arrival is normally designated in July or August, applicants who indicate such on their application form may have the opportunity to participate on the Programme from April 11 or another date designated after April but before the designated Group B arrival and be placed in Contracting Organisations which need JET participants immediately. Notwithstanding the aforementioned, such applicants who cannot be placed for an April arrival will continue to be examined as candidates for a Group B arrival in August or for an arrival after April but before Group B.

If a participant violates the rules determined by his/her Contracting Organisation, the contract may be terminated prior to the end of the one-year period.

For Group B August arrivals, if both the participant and the Contracting Organisation are in agreement, the contract may be extended for a period of one year, with two extensions permissible in principle (allowing for a total of three years on the JET Programme). Also, if after careful consideration the Contracting Organisation deems the participant's work performance, level of experience and ability to be of an exceptionally high standard, they may choose to extend his/her contract an additional two times (altogether, five years).

For April arrivals and participants who arrive after April but before Group B, if both the JET participant and the Contracting Organisation are in agreement, the participant may have the option to first be reappointed to August, then for a period of one year in starting in August, with three reappointments permissible in principle (allowing for a total of three years and four months on the Programme). Also, if after careful consideration the Contracting Organisation deems the JET Programme participant's work performance, level of experience and ability to be of an exceptionally high standard, they may choose to reappoint the JET participant an additional two times (allowing for a total of five years and four months on the Programme).

Early termination of the contract on the part of the participant affects school and local government administration in addition to the overall implementation of the JET Programme itself. All participants are therefore required to fulfil the full term of the contract.

Participants are expected to be at work approximately thirty-five hours a week, excluding lunch breaks. It is likely that participants will be required to work during normal Japanese office and/or general school hours, which are from 8:30 a.m. to 5:15 p.m., Monday through Friday. Generally, Saturdays, Sundays and Japanese national holidays are days off. However, there are cases in which extra hours are required before/ after usual office/school hours, or where participants are required to work on Saturdays, Sundays and Japanese national holidays. The number of paid holidays per year differs among Contracting Organisations, but all participants are entitled to at least ten days.

#### B) Remuneration

Remuneration per annum is approximately ¥3,360,000 in the first year of appointment, ¥3,600,000 in the second year, ¥3,900,000 in the third year, and, in case the Contracting Organisation reappoints a participant whose work ability is deemed excellent more than 2 times, ¥3,960,000 in both the fourth year and the fifth year. In cases in which income and resident taxes are imposed (See Note 7 on page 11), participants must pay these taxes from this remuneration. This remuneration is a sufficient amount to cover average living expenses in Japan. Remuneration will be made in monthly payments. Participants paying taxes in Japan must pay the remaining portions of resident taxes, etc. for the full year in one lump sum before leaving Japan upon completion of the JET Programme. In Japan, joining the national social (health) insurance, contributing to the pension fund Programme and paying employment insurance are mandatory. A part of these costs are borne by the participant and deducted from the monthly post-tax remuneration each month on payday.

#### C) Side Job Prohibition

As a general rule, participants are prohibited from taking on any work other than that of the JET Programme during the duration of their contract.

### 4. CONTRACTING ORGANISATION

Placement of participants shall primarily be determined by CLAIR. Participants must sign Terms and Conditions with the organisation introduced by CLAIR. Placement for participants with special circumstances such as those listed below will be given special consideration. Please note, however, that actual placement may differ from that requested. (Requests from reserve applicants, April Arrivals, or those who arrive after April but before Group B may be especially difficult to accommodate). Only requests for special consideration with regards to placement indicated in the application form will be accepted.

Special requests may be considered for instances in which:

- ◆ Spouse applies at the same time.
- ◆ Spouse or other immediate family members reside in Japan, and a move would be impossible or a great hardship.

## 5. USE OF PERSONAL INFORMATION

The use of personal information submitted by applicants is limited to necessary use by the Japanese Embassy or Consulate General, Ministry of Internal Affairs and Communications, Ministry of Foreign Affairs, Ministry of Education, Culture, Sports, Science and Technology, CLAIR and Contracting Organisations including host prefectures/designated cities (See Note 8 on page 11). Personal information will be used for such matters as placement, orientations, etc. It will also be used for any of the administrative matters listed below in cases of emergency or early termination of contract.

- a) Participant replacement in the case of early termination of contract
- b) Settlement of insurance matters and financial discrepancies
- c) JET Accident Insurance contract/management matters
- d) Amendment of the list of JET Programme participants
- e) Response to an emergency situation
- f) Other procedures necessary for the smooth management of the Programme

## 6. TRANSPORTATION TO AND FROM JAPAN

### A) Travel Expenses to Japan

Participants must arrive in Japan on the designated date (for information about departure dates, see Note 9 on page 11) and arranged flight.

Except in unavoidable situations, such as on humanitarian grounds, participants who do not board the designated flight will be disqualified from the Programme.

The cost of transportation to the designated airports in the participants' home countries will be the responsibility of the participants. Participants' Contracting Organisations will provide airline tickets from the airport designated in their home countries to Narita International Airport. Transportation costs from Narita International Airport to the Post-Arrival Tokyo Orientation venue, accommodation costs during the Post-Arrival Tokyo Orientation and transportation costs from the Post-Arrival Tokyo Orientation venue to the Contracting Organisation will be borne by the Contracting Organisation. It is for these reasons that in the case a participant withdraws his/her intent to participate in the Programme, or is disqualified, after receipt of placement, except in exceptional cases, such as on humanitarian grounds, he/she must pay related cancellation fees accrued (including those fees for housing in cases in which the Contracting Organisation has already made arrangements). Cancellation fees for airline tickets will differ depending on the date that cancellation of the ticket has been confirmed; the cancellation fee will be half the price of the airline ticket for a cancellation confirmed 15 to 30 days or more prior to the designated departure date and will be the full price of the airline ticket for a cancellation confirmed 14 days or less prior to the designated departure date. Participants may be required to submit documents accordingly to prove "exceptional cases, such as on humanitarian grounds."

### B) Participants Who Already Reside in Japan

Those residing in Japan prior to participation in the JET Programme are permitted to participate from within Japan. However, as status of residence changes are not permitted for those who entered Japan with the status "Temporary Visitor," participants with such a status must return to their home country, carry out procedures to obtain a proper visa with the Japanese Embassy or Consulate General and enter Japan on the designated flight in order to participate on the Programme. Participants who reside in Japan with a residency status other than "Temporary Visitor" must confirm with the relevant Immigration Bureau of Japan office on whether a change in the status of residence will be permitted. In cases where it is not permitted, those participants must return to their home country, carry out the procedures to obtain the proper visa with the Japanese Embassy or Consulate General and enter Japan on the designated flight in order to participate in the Programme.

For participants who already reside in Japan, transportation costs from the designated airport or railway station to the orientation venue will be borne by their Contracting Organisations. However, expenses incurred from the participant's home to the designated airport or train station will be borne by the participants. Participants who live within 100 kilometres of Tokyo will be responsible for all transportation costs to the orientation venue.

With regard to transportation from the orientation venue to their Contracting Organisations, participants must travel in a group with other participants who will be working in the same prefecture or designated city. Travelling separately is not allowed. These costs will be borne by the Contracting Organisation.

### C) Travel Expenses Home

All participants not seeking further assignment with their Contracting Organisations or employment with a third party in Japan after the conclusion of their contract will have their one-way return air ticket paid for if they depart from Japan and arrive at the airport designated in their home country from which they originally departed within one month of completing their contract.

Participants residing in Japan prior to the start of the Programme may also be eligible for their one-way return ticket for a designated international airport in their home country by meeting the conditions above.

## D) Repayment of Travel Expenses

Participants who violate their Terms and Conditions by, for example, failing to complete the full duration of their contract without due reason, or become disqualified through committing inappropriate acts after arriving in Japan, will bear the full cost of travelling home. In addition, these participants must repay to their Contracting Organisation the cost of travel to Japan and other expenses incurred by the Contracting Organisation, including those costs for housing in cases in which the Contracting Organisation has already made arrangements.

## E) Dependent's visa

Family members accompanying participants (spouse or children) must submit official documents which prove legal marriage or parent-child relationship, apply for and obtain a dependent's visa from the Embassy or Consulate General of Japan. Please note that only legal spouses and children are eligible for dependent's visas. A fiancé(e), common-law spouse, etc. is not eligible.

## 7. ACCOMMODATION

Participants will be provided with adequate housing information from their Contracting Organisations. The participant, not the Contracting Organisation, will be responsible for the housing contract and, as such, will subsequently be responsible for all housing costs incurred. Although the Contracting Organisation may handle the housing arrangements on behalf of the participant, all costs incurred must be borne by the participant.

In Japan, prior to moving in, several fees are incurred in addition to rent. These include *shikikin* (deposit), *reikin* (key money), real estate agency commission, and an advance payment of the first month's rent. All of these costs must be paid shortly after arrival in Japan. The total amount is typically the equivalent of two to six months' rent. Costs for maintenance and repair will be as specified in the housing contract.

## 8. ORIENTATION AND TRAINING

### A) Pre-departure Orientation

Prior to departure for Japan, successful candidates will receive written materials on the JET Programme along with Japanese language textbooks. Pre-departure orientations will take place at Embassies and Consulates of Japan prior to departure for Japan. All successful applicants must participate in these orientations.

Please note that there will be no pre-departure orientation for those participating from within Japan.

### B) Post-arrival Orientation

Comprehensive orientations, which include workshops on topics such as lifestyle in Japan and work duties, are organised by CLAIR, the Ministry of Education, Culture, Sports, Science and Technology and the Contracting Organisations. Participation in the post-arrival orientation is mandatory for all new participants.

Please note that there will be no post-arrival orientation for those participants who arrive after April arrivals but before Group B.

### C) Training

After arriving in Japan, participants can enroll in the Japanese Language Courses offered by CLAIR.

Participants are also required to participate in mandatory training sessions instructed by CLAIR or other organisations (such as mid-year conferences, etc).

## 9. After Completion of the Programme

JET participants are highly expected, after their participation, to play a role as a bridge between Japan and their home country in various fields. Former JET participants have founded alumni associations in their home countries/areas and in Japan, named "JET Alumni Associations" (JETAA). JETAA carries out various activities at grass-root levels to promote friendships between Japan and the countries/areas they represent. JETAA members are involved in activities such as information exchanging, welcoming participants back to their home countries after completion of the JET Programme, introducing Japanese culture and publicising about education in Japan. As of July 2011, there are 52 JETAA chapters all over the world and the combined number of members is approximately 24,000. After completion of the JET Programme, participants are strongly expected to share their post-JET Programme contact information with their nearest Embassy or Consulate-General of Japan, join a JETAA chapter and be actively involved in introducing Japan and publicising education.

## 10. APPLICATION PROCEDURE

Applicants must submit the following documents to the **Embassy of Japan in Wellington, New Zealand by 12pm on 30 November 2011**. Early submission of applications and documents is encouraged. You must submit ONE original set and THREE copied sets (collated in the same order as the original set). Mark your original set with the word "ORIGINAL" in red pen on the top right hand corner of the first page of the application form. The submitted documents will not be returned.

**Please see the "Instructions for Filling out the Application Form" on pages 12-13 for more details. Please also make sure that you read the "Applicants' Checklist" on page 14 and follow the instructions carefully.**

Document	Original	3 Copied Sets
(1) Application form	1	<p>In addition to the original set of documents, you must also submit 3 copied sets.</p> <p>Each set must be collated in the same order as the original set.</p>
(2) Essay (Statement of Purpose) <ul style="list-style-type: none"> <li>➤ Essay format is typed, single-sided, double-spaced on A4 paper not exceeding two pages.</li> <li>➤ Font should be Times New Roman and size should be 12.</li> <li>➤ <b>These essay requirements must be strictly observed.</b></li> </ul>	1	
(3) Letters of Reference from <b>two</b> referees in Japanese or English <ul style="list-style-type: none"> <li>➤ If you have not graduated yet, one of the references <b>must</b> be from someone related to your college/university and <b>must</b> contain an indication to your expected date of graduation.</li> <li>➤ These <b>must</b> be original references and include a hand-signed signature and preferably be on letterhead paper.</li> </ul>	2 (one of each reference)	
(4) Certification of Graduation from college/university <ul style="list-style-type: none"> <li>➤ If you have not graduated yet, you must submit a certificate or letter of expected date of graduation or proof of current attendance in a degree course.</li> <li>➤ This must be a SEPARATE document to your academic transcript.</li> </ul>	1*	
(5) Certified academic record/transcript of all college/university courses	1*	
(6) Self Assessment Medical Report	1	
(7) Document which shows your nationality (passport, birth certificate etc)	1*	
(8) Criminal Record – To be applied for by Wednesday 30 November 2011 for <b>Group B</b> applicants <ul style="list-style-type: none"> <li>➤ All Group B (August arrival) applicants must apply for their Criminal Record from the Ministry of Justice by 30 November at the latest. Applicants must then submit their Criminal Record that they receive back from the Ministry of Justice at their JET Programme interview in the first week of February (if granted an interview).</li> <li>➤ To apply for a Criminal Record, please fill out a "<b>Priv/F1 - Request by Individual</b>" form which you can download at <a href="http://www.justice.govt.nz/services/criminal-records/forms/request-by-individual.pdf">http://www.justice.govt.nz/services/criminal-records/forms/request-by-individual.pdf</a></li> <li>➤ Please note that we require a full record of convictions which requires ticking the box on the second page of the form under "Full Record of Convictions". This form takes up to 20 working days to process so please submit it to the Ministry of Justice by <b>30 November 2011</b> at the latest.</li> <li>➤ If you have lived abroad for a period of more than one year continuously (except Japan) during the proceeding 5 years, you must apply for your police certification/criminal record from those countries also. Please bring these to your JET Programme interview as well.</li> </ul>		
<b><u>Applicants for April Departure and after April but before Group B departure</u></b>		
(9) Criminal Record – please submit with application <ul style="list-style-type: none"> <li>➤ In the case the applicant is unable to obtain his/her criminal record by the time of the application, a document proving application of the record will be accepted. In this instance, the criminal record itself must then submitted at their interview.</li> </ul>		
(10) Certificate of Health <ul style="list-style-type: none"> <li>➤ Applicants for April departure and after April but before Group B departure will need to submit a certificate of health completed by their physician earlier than Group B applicants. This also requires having a chest x-ray taken. Applicants will be contacted at a date after their interview if this is required.</li> </ul>		
<b>* For those items highlighted with an asterisk, JP certified copies will be accepted as originals. Documents without an asterisk must be originals. Submitted documents WILL NOT be returned. Please DO NOT send your original passport.</b>		

## 11. NOTIFICATION OF PLACEMENT OR DISQUALIFICATION

**Short-list candidates:** Applicants who have passed the second stage of the screening process at the Embassy or Consulate and have received notification from the Ministry of Foreign Affairs that they are scheduled for placement.

**Reserve:** Applicants who have passed the second stage of the screening process but are not selected for the short list. (Reserves will be moved to the short-list when short-list candidates turn down a position; therefore the number of reserves to be upgraded to the short-list will depend on the number of candidates who decline a posting up until the second week of December 2012.)

**Participant:** Short-list candidates who agree to participation by sending in the Reply Form and whose Contracting Organisation has been determined.

#### **A) Notification of Placement:**

Once a short-list candidate (notification will be made by the Ministry of Foreign Affairs in April) has agreed to participate by submitting the Reply Form, CLAIR will assign the candidate to a Contracting Organisation. In May 2012, after the Contracting Organisation has been decided, the Ministry of Foreign Affairs, through its Embassies and Consulates, will notify the candidate of the Contracting Organisation in which he or she has been placed. An unofficial Notice of Contract, the Terms and Conditions of employment, and other materials such as a brochure about the locality will be sent directly from the Contracting Organisation to the participant.

#### **B) Submission of the criminal record and health certificate**

In principle, all the short-list candidates and reserves must obtain and submit their criminal records and certificate of health to the Japanese Embassy, Consulate General or Consular Office where they were interviewed prior to arriving in Japan. Short-list candidates and reserves who fail to submit these documents by 28 June 2012 without sufficient reason may be disqualified. However, those who stated they have a criminal history at the time of application must submit their criminal record at their interview at the latest (if possible at the time of application).

All short-listed candidates and reserves, as well as all applicants who stated they have a criminal history at the time of the application, must submit a criminal record as follows. Certain types of crimes as indicated on the criminal record may disqualify the candidate indicated in (C) below.

- (i) A criminal record covering a period of at least five years must be submitted. If, due to institutional restrictions, a five-year criminal record is not obtainable, a criminal record covering as many years as possible must be submitted.
- (ii) In principle, a criminal record issued by of the state/provincial government of the applicant's current state/province of residence must be submitted. However, in the case it is easier to obtain a criminal record issued by the federal government, a criminal record issued by the federal government will be accepted.
- (iii) If an applicant submits a criminal record issued by the state/provincial government of the state/province in which he/she lives that only contains criminal history information of that particular state/province, and the applicant has lived in another state/province of the same country for a period of 12 consecutive months during the preceding five years, the applicant must additionally submit a criminal record from the other state/province as well. If a criminal record issued by the state/provincial government where the applicant lives contains criminal history information of the country as a whole, including other states/provinces, submission of additional criminal records issued by other state/provincial governments is not necessary.
- (iv) Applicants who have lived in another country for at least 12 consecutive months during the preceding five years must submit a criminal record from that country as well.
- (v) Applicants who have lived in Japan in the preceding five years are not required to obtain a criminal record issued by the Japanese government.

As mentioned in the above 10, applicants for April arrival or early arrival after April but before Group B will need to submit their criminal record to the Japanese Embassy at the time of application. Those who are unable to submit this document together with the application form will need to submit it to the Japanese Embassy or Consulate General where they will be interviewed no later than at their interview in February, 2012 (if granted an interview). The Japanese Embassy or Consulate General will notify the status of those who have qualified as short-list candidates and who have already submitted all required documents, and make notification to short-list candidates whose placement has been decided, by the second week of March. Short-list candidates must submit the Reply Form to the Japanese Embassy or Consulate General where they were interviewed after receiving notification of their short-list candidate status as soon as possible. Those who are unable to submit their criminal record by their interview should submit them as soon as possible. Those qualified who have submitted all required documents may arrive earlier than the normal designated date of arrival.

If it becomes clear that there is some factor restricting a short-list candidate's ability to fulfil the duties of the JET Programme, or if a Contracting Organisation cannot be found for the said applicant, placement will not take place. If it is determined that the factors which hindered the candidate's ability to perform the duties of the job no longer exist, the candidate will be exempt from the first stage of the screening process for the following year if he or she wishes to re-apply.

#### **C) Reasons for Disqualification**

A short-list candidate or participant may be disqualified without warning for any of the following reasons:

- a) When a participant has committed an inappropriate act or there is substantial reason to believe that a participant is likely to commit an inappropriate act.
- b) When the candidate's application documents contain false statements.
- c) When it is determined that a candidate's criminal history renders him/her unsuitable for participation in the JET Programme. In principle, this includes conviction for such crimes as DUI (driving under the influence of alcohol and/or drugs), as well as actions related to DUI that may occur after submission of the application. Additionally, other actions related to drug or sex crimes, crimes against children, including those for which the applicant has not been found guilty, may be grounds for disqualification.
- d) When the Reply Form, Certificate of Health or other required forms are not submitted by the set deadlines.
- e) When short-list candidates having dual nationality with Japan have not renounced their Japanese nationality before the Reply Form submission deadline.
- f) If it becomes clear at a later date that the candidate or participant does not meet the eligibility criteria due to some reason attributable to the candidate himself or herself.

## **12. SCHEDULE FROM APPLICATION TO DEPARTURE**

12pm, 30 November 2011	Application deadline
January 2012	First stage of screening process (written applications)
First week of February	Second stage of screening process (interviews)
March	Announcement of short-list status for April arrivals Notification of selection and placement for April arrivals
April	Announcement of short-list candidates and reserves for Group B arrivals
Mid-April	April arrivals: arrival in Japan and start of contract Arrival at any designated time in Japan of Early Arrivals and start of appointment
May	Notification of selection and placement
May – 2 <sup>nd</sup> week of December	Notification of reserves being upgraded to the short-list
June - July	Pre-departure orientation, preparation, etc.
July - August	Arrival in Japan and start of contract

## **13. COURT JURISDICTION AND GOVERNING LAW**

With regard to the recruitment and application procedures, the Tokyo District Court has exclusive jurisdiction for all legal matters. The governing law will be Japanese law.

14. NOTES:

1. Number of JET participants in 2011, listed by position and country (as of July 1, 2011).

COUNTRY	CIR	ALT	SEA	TOTAL
United States	94	2,227	1	2,322
United Kingdom	14	426		440
Australia	27	238		265
New Zealand	14	212		226
Canada	15	472		487
Ireland	6	97		103
France	11	7		18
Germany	14	1		15
China	69	9	1	79
Korea	56	3	5	64
Russia	8	2		10
Brazil	15			15
Peru	1			1
Spain	2			2
Israel	2			2
Italy	4			4
South Africa		101		101
Argentina	1			1
Belgium	1			1
Finland	1	4		5
Mongolia	3	1		4
Indonesia	1			1
Switzerland		1		1
India		2		2
Philippine	1			1
Netherlands	2	1		3
Turkey	1			1
Singapore	2	51		53
Jamaica		56		56
Malaysia	1			1
Barbados		9		9
Trinidad and Tobago		28		28
Antigua Babuda		1		1
Latvia	1			1
Fiji		2		2
Tonga		2		2
Samoa		1		1
Palau		1		1
<b>Total</b>	<b>368</b>	<b>3,955</b>	<b>7</b>	<b>4,330</b>

2. Number of 2011 JET participants listed by Prefecture/Designated City (As of July 1,2011)

Pref./Desig.City	CIR	ALT	SEA	Total	Pref./Desig.City	CIR	ALT	SEA	Total
Hokkaido	12	213		225	Hiroshima	4	98		102
Aomori	14	109		123	Yamaguchi	5	44		49
Iwate	3	20		23	Tokushima	7	73		80
Miyagi	3	60		63	Kagawa	4	31		35
Akita	10	96		106	Ehime	5	97		102
Yamagata	5	71		76	Kochi	17	79		96
Fukushima	4	121		125	Fukuoka	7	107		114
Ibaraki	4	38		42	Saga	5	47		52
Tochigi	3	29		32	Nagasaki	14	149	5	168
Gunma	2	117		119	Kumamoto	7	128		135
Saitama	4	82		86	Oita	8	81		89
Chiba	3	53		56	Miyazaki	14	64		78
Tokyo		10		10	Kagoshima	15	121		136
Kanagawa	1	3		4	Okinawa	6	82		88
Niigata	8	92		100	Sapporo-city	5	35		40
Toyama	10	81		91	Sendai-city	2	66		68
Ishikawa	17	93		110	Yokohama-city	1			1
Fukui	5	88		93	Kawasaki-city	1			1
Yamanashi	4	55		59	Nagoya-city	1			1
Nagano	8	68		76	Kyoto-city		14		14
Gifu	9	50		59	Osaka-city	4	23		27
Shizuoka	5	103		108	Kobe-city	3	111		114
Aichi	6	7		13	Hiroshima-city	4	6		10
Mie	7	100		107	Kitakyushu-city	4	14		18
Shiga	6	85		91	Fukuoka-city	4			4
Kyoto	7	78		85	Chiba-city	1			1
Osaka		91		91	Saitama-city				0
Hyogo	6	183		189	Shizuoka-city		13		13
Nara	6	55		61	Sakai-city	1			1
Wakayama	3	47	2	52	Niigata-city	5	2		7
Tottori	14	54		68	Hamamatsu-city	2	8		10
Shimane	20	60		80	Okayama-city		2		2
Okayama	2	48		50	Sagamihara-city	1			1
					<b>Total</b>	<b>368</b>	<b>3,955</b>	<b>7</b>	<b>4,330</b>

### 3. Sports Exchange Advisor (SEA)

SEAs promote international exchange activities through certain designated sports. They are generally placed in sporting facilities or boards of education where they assist with sports training.

### 4. Extracurricular activities

“Class activities” or “homeroom,” “pupil council activities” or “student council activities,” “club activities” (only in elementary schools), “school events.”

### 5. Language instruction

Language instruction of local residents refers to foreign language lessons and foreign culture classes for local resident children and/or adults.

### 6. Teaching of Foreign Languages

In the case of English-speaking countries (United States, United Kingdom, Australia, New Zealand, Canada, Ireland, South Africa, Singapore, Jamaica, Barbados, Trinidad and Tobago, etc.) this is English, for France it is French, for Germany and Austria it is German, for China it is Chinese, for Korea it is Korean, and for other non-English speaking countries it is English or the principal language spoken in that country.

### 7. Tax exemption

JET Programme participants exempt from taxes based on a tax treaty between Japan and the participant’s home country are not necessarily exempt from tax obligations in their home countries. It is the responsibility of individual participants to clarify such obligations prior to their departure for Japan. Each participant is responsible for the payment of any obligatory home country taxes.

### 8. Designated Cities

These are cities designated by the government with populations of 500,000 people or more. At present, there are nineteen designated cities which consist of: Sapporo, Sendai, Niigata, Saitama, Chiba, Yokohama, Kawasaki, Sagami-hara, Shizuoka, Hamamatsu, Nagoya, Kyoto, Osaka, Sakai, Kobe, Okayama, Hiroshima, Kita-Kyushu, and Fukuoka.

### 9. Designated Departure Points and Dates

	Group A (July 29 Arrivals)	Group B (August 5 Arrivals)
Country	Point of departure	Point of departure
New Zealand		Wellington
		Auckland
		Christchurch

- Applicants who will participate from Japan, must join Group A (July 29 Arrival).
- Please be aware that you cannot switch between groups A and B, or depart from a country that is not the country you will represent on the JET Programme.
- The arrival date for April arrivals is scheduled for April 11, 2012. Designated departing points are the same as mentioned above.

### 10. Enquiries

Enquiries relating to the JET Programme are welcome at the following offices but applications must be submitted to the Japan Information & Cultural Centre, Embassy of Japan in Wellington.

#### WELLINGTON

Japan Information & Cultural Centre  
Embassy of Japan  
(Level 18, The Majestic Centre  
100 Willis Street)  
PO Box 6340  
Marion Square  
Wellington 6141  
Attn: JET Officer  
Tel: (04) 495-8333  
Fax: (04) 472-3416  
Email: [japan.cul@ejj.org.nz](mailto:japan.cul@ejj.org.nz)  
[www.nz.emb-japan.go.jp](http://www.nz.emb-japan.go.jp)

#### AUCKLAND

Consulate-General of Japan  
ASB Bank Centre Level 5,  
135 Albert Street  
PO Box 3959  
Auckland 1140  
Attn: JET Officer  
Tel: (09) 303-4106  
Fax: (09) 377-7784  
Email: [info-cul@cgj.org.nz](mailto:info-cul@cgj.org.nz)  
[www.nz.emb-japan.go.jp/auckland/index.htm](http://www.nz.emb-japan.go.jp/auckland/index.htm)

#### CHRISTCHURCH

Consular Office of Japan (Temporary office)  
Room #810, Heartland Hotel Cotswold  
88-96 Papanui Road  
Christchurch 8540  
Attn: JET Officer  
Tel: (03) 355-9765  
Fax: (03) 365-3173  
Email: [cultural.info.sec@jpncon.org.nz](mailto:cultural.info.sec@jpncon.org.nz)

# INSTRUCTIONS FOR FILLING OUT THE APPLICATION FORM 2012

**1. Location of the Interview.** Using Chart 1 below, please select the location where you would like to be interviewed for the JET Programme, and enter its four-digit code number in the box. Regardless of where you are now living, you must have an interview in a Japanese Embassy or Consulate in the country that you will represent on the JET Programme. Your point of departure, in principle, should be the designated international airport in the same city as your Japanese Embassy, Consulate General or Consular Office. However, it is possible to depart from an airport that has the same departure date as the place where you interviewed. Please be aware that you cannot switch between groups A and B, or depart from a country that is not the country you will represent on the JET Programme.

Chart 1	Group A (July 29 Arrivals)		Group B (August 5 Arrivals)	
Country	Code	Point of departure	Code	Point of departure
New Zealand			4010	Auckland
			4020	Wellington
			4030	Christchurch

**Applicants who will participate from Japan must join Group A (July 29 Arrivals).**

**2a. Position Type.** Please select the one position type for which you are applying:

**CIR:** Coordinator for International Relations    **ALT:** Assistant Language Teacher of English

**2b. ALT placement (Question for CIR applicants only).** If you are not offered the CIR position but are still eligible for the ALT position, would you like to be considered for the ALT position? Please enter **Y** for yes; if not, enter **N** for no. Please do not forget to answer the question 17a, if you select Y for this question.

**2c. Early placement in April, or early placement after April before normal designated date of arrival.**

Would you like to be considered for the position selected in Question 2a, if there are any vacant position by the end of February 2012? Please enter Y for yes; if not, enter N for no. Those who select "yes" for this question will need to make sure to submit their Criminal Record to the Embassy at the time of the application or at their interview at the latest. Please bear in mind, however, that those who select "yes" for this question can only be placed where vacancies are available, regardless of your requests in Question 16 below. Those who select "yes" for this question but are not selected for the April arrival group will still be considered as a candidate for the Group B departure or as a candidate for early arrival at any designated time after April before normal designated date of arrival.

**3. Name.** Please write your last name and first name. Middle initials should be written in the box below the box for the first name. Enter one letter per space. In the case of two first names, leave one space between them and do not write the initial in the middle initial box. If you are applying with a spouse/partner, make sure your name is spelled exactly the same way on both applications.

**4. Gender.** Enter **M** for male or **F** for female.

**5. Nationality.** Enter **NZ** for New Zealand

**6. Date of Birth.** Enter the year, month, and day of birth following this example: 67 06 01 =1 June, 1967.

**7. Hometown and District.** Please enter the city (and district – optional) which you feel most appropriate representing.

**8. Dual Nationality with Japan.** If you have dual nationality with Japan and one of the participating countries, please enter **Y** for yes. If not, please enter **N** for no. If you have dual nationality between two countries other than Japan, for example United Kingdom and Jamaica, then enter **N** for no. Please note: If your citizenship is different from the country in which you are living, please consult the Embassy of Japan in your country of origin. **It is compulsory to have citizenship in the country which you intend to represent.** Application is possible from ONE country only.

**9a. If you have previously been offered a position** on the JET Programme, please enter **Y** for yes. If not, please enter **N** for no. Being offered a position refers to reaching the stage where you have been told which prefecture/designated city you will go to. If you answer **Y**, more explanation will be required in question 18a.

**9b. If you have participated** in the JET Programme, please enter **Y** for yes. If not, please enter **N** for no. Having participated in the Programme refers to actually having worked in Japan on the JET Programme. If you answer **Y**, more explanation will be required in question 18b.

**10. If you have ever been arrested, charged and/or convicted of any crime other than a minor traffic offense (ie. speeding or parking ticket), including juvenile offences,** please enter **Y** for yes. If not, please enter **N** for no. If you answer **Y**, more explanation will be required in question 19. **Please be aware that all accepted applicants will be required to submit an official police-issued criminal history, and failure to report items, even those which you believe to have been expunged or otherwise removed from your record that later show up on that history will result in disqualification in principle.**

**11a. Will you be accompanied** by anyone if selected for the JET Programme? Please enter **Y** for yes if you will be accompanied by family members (or partner), or if you wish to be placed with another applicant who is a family member (or a partner). Please enter **N** if you will not be accompanied. A partner refers here to spouse, fiancé(e) or a person of equivalent status. (*N.B. Only a legally married spouse is eligible for a dependent's visa. A civil union partner, de facto partner or fiancé(e) is not eligible under Japanese Law.*) **Accompanied refers to someone who intends to live with you permanently.** If you answer **Y** please give more explanation in questions 20-22.

**11b.** Please enter the **number of people who will be accompanying you (including children).** This refers to people who intend to live permanently with you.

**11c. If your children are going to accompany you,** please enter **Y** for yes. If not, please enter **N** for no. If you answer **Y**, more explanation will be required in questions 20-22.

**12a. Marital Status as of Group A departure date.** This information is requested only for placement purposes.

**Your answers will not affect your qualification for participation in the JET Programme.**

Enter the following letter code:

**S**=Single/Divorced/Widowed    **E**=Engaged    **M**=Legally Married

**12b. Is your spouse/partner also applying** for the JET Programme? Enter **Y** for yes, **N** for no or not applicable. If your spouse/partner is a current JET enter **N** and fill in more details in question 22.

**12c/12d. If you answered yes to question 12b,** please enter **your spouse/partner's** name (ensure the spelling is kept consistent with their application form), and the location code for where he or she will be interviewed (refer to question 1).

**13a. Education Level.** Enter the one letter signifying the highest degree earned by the designated departure date of Group A participants.

**B**= earned bachelor's degree    **M**= earned master's degree    **D**= earned doctorate degree

**13b. Academic Specialisation** Following is a list of academic specialisations (majors). If you specialised in two subjects (double-major) or had a sub-specialisation (minor), please write both subjects' code numbers (see below) in the left boxes, and spell out the subject names in the right boxes. If you had no specialisation or if your specialisation is not listed, enter "80 (Other Major)" in the left boxes. If your specialisation is not listed, enter its name in the boxes on the right.

BUSINESS	HUMANITIES	LANGUAGES	SCIENCE	SOCIAL SCIENCE
<b>10</b> Accounting	<b>20</b> Art	<b>30</b> Chinese	<b>50</b> Architecture	<b>60</b> Asian Studies
<b>11</b> Business Education	<b>21</b> Communications	<b>31</b> English	<b>51</b> Biology	<b>61</b> Economics
<b>12</b> Finance	<b>22</b> Drama	<b>32</b> French	<b>52</b> Chemistry	<b>62</b> Education
<b>13</b> Industrial Relations	<b>23</b> History	<b>33</b> German	<b>53</b> Computer Science.	<b>63</b> Geography
<b>14</b> Management	<b>24</b> Linguistics	<b>34</b> Italian	<b>54</b> Engineering	<b>64</b> Government
<b>15</b> Marketing	<b>25</b> Literature	<b>35</b> Japanese	<b>55</b> Mathematics	<b>65</b> International Relations
<b>16</b> Other Business	<b>26</b> Music	<b>36</b> Korean	<b>56</b> Medicine/Nursing	<b>66</b> Law
	<b>27</b> Philosophy	<b>37</b> Portuguese	<b>57</b> Physics	<b>67</b> Political Science
	<b>28</b> Art History	<b>38</b> Russian	<b>58</b> Statistics	<b>68</b> Psychology
	<b>29</b> Other Humanities	<b>39</b> Spanish	<b>59</b> Other Science	<b>69</b> Sociology
		<b>40</b> Other languages		<b>70</b> Other Social Science
		<b>41</b> TEFL/TESL		<b>80</b> Other Major

**14a. Certified Teacher.** Do you now have, or will you have earned by the departure date of Group A participants, a certificate to teach in primary (elementary) or secondary schools? Enter **Y** for yes or **N** for no.

**14b. TEFL/TESL Qualification.** Several Contracting Organisations require participants that have a strong background or qualification in Teaching English as a Foreign Language (TEFL) and Teaching English as a Second Language (TESL). Because there are many curricula leading to such qualification, please indicate whether you have over 100 hours of training (not to be confused with teaching experience) in teaching your native language to non-native speakers by entering **Y** for yes or **N** for no.

**15. Driver's Licence.** If you have a driving licence and are considering driving whilst in Japan, please enter **Y** for yes. If not, please enter **N** for no. If you are still in the process of receiving a driver's licence, please write "N". **Please do not write "Y" if you will not have had your full driver's licence for more than a three month period at the time of departure.** (More information about driving in Japan may be found in the *General Information Handbook* or on the JET Programme website.)

**16. Placement Request.** In this section, you may request a general geographical area, living area classification, specific prefecture, or city in which you would like to live and work on the JET Programme. Every year, many more requests are made for urban areas such as Tokyo, Osaka and Kyoto than can be filled. For this reason, you are encouraged to do some research into the area of Japan in which you prefer to reside, as you will find many interesting areas besides these very well-known cities. Please bear in mind, however, that no placement request is guaranteed. Contracting Organisations also make requests (for example in the case of sister city relationships) and in such cases JETs may not be placed where they request. Those who answered "yes" to Question 2c also have to answer the following questions in the case that they are selected for Group B departure. **Please also note that your chances of selection will NOT be affected by your answer to this question.**

**16a. Do you have a placement request?** Enter **Y** for yes or **N** for no.

**16b. Living Area Classification.** Select the one area in which you would prefer to live. Please bear in mind that there are more rural areas than urban areas available. **N** =No Preference **R** =Rural (small town / village / island) **S** =Semi-urban (small city / town) **U** =Urban (large city / designated city)

**16c. Please make your placement request in order of preference.** You should include block and prefecture/ designated city for each request you make. In the case of your first choice, a **specific place request** for a town or city in which to live and work can be made. To make such a request, enter the one-letter block code in the first box, the two-digit prefecture code in the second box, and the name of the town or city (up to twelve letters) in the third box. When making second and third choice placement requests, please ensure that the prefecture/designated city which you write is within the block you select.

**Block area.** Japan is divided regionally into blocks. You may list up to three blocks in which you wish to reside. Refer to Chart 2 below to determine which prefectures are in each block. Please note that it is possible to make a block request without giving more specific details of the prefecture or designated city.

**Prefecture or designated city.** You may list up to three prefectures or designated cities in which you wish to reside. Referring to Chart 2 below, enter up to three prefecture or designated city codes in the two-digit boxes. Please ensure that the prefecture or designated city you choose is within the block area you have chosen.

**Please answer the remaining questions on the application form. If you are not sure of a question's meaning, please consult your Japanese Embassy/Consulate. Please also refer to the "Applicants' Checklist" before submitting your application.**

#### 17. Duties

Listed below are several duties that are part of the JET Programme. Please indicate your preferences in regards to these duties. Please note that this is only used as a guide and that the actual contents of your work when selected may differ, depending on your placement. If you are interested in the following duties please enter **Y** for yes; if not, enter **N** for no.

#### 17a. Primary Schools

Language education in primary/elementary schools aims at familiarising students with different languages and cultures, and to kindle their interest and enthusiasm. Do you wish to get actively involved in education at primary/elementary schools?

#### 17b. International Economic Exchange (Question for CIR applicants only)

International exchange also has economic dimensions such as tourism, business or technical cooperation. This includes local authorities working at promoting tourism to foreigners and attracting foreign companies. Do you wish to get involved in such activities?

#### 17c. Providing support to the foreign population (Question for CIR applicants only)

Local authorities provide support to the foreign population living in the area by offering multilingual information, counseling, and Japanese language education. Do you wish to get actively involved in such activities?

### CHART 2 Prefectures and Designated Cities

Following are listed the prefectures and designated cities in which JET participants are placed, preceded by the block designation and code number.

Block	Code	Pref./Desig. City	Block	Code	Pref./Desig. City	Block	Code	Pref./ Desig. City
A	01	Hokkaido Prefecture	C	17	Ishikawa Prefecture	F	31	Tottori Prefecture
A	48	Sapporo City	C	18	Fukui Prefecture	F	32	Shimane Prefecture
A	02	Aomori Prefecture	C	63	Niigata City	F	33	Okayama Prefecture
A	03	Iwate Prefecture	D	19	Yamanashi Prefecture	F	65	Okayama City
A	04	Miyagi Prefecture	D	20	Nagano Prefecture	F	34	Hiroshima Prefecture
A	49	Sendai City	D	21	Gifu Prefecture	F	56	Hiroshima City
A	05	Akita Prefecture	D	22	Shizuoka Prefecture	F	35	Yamaguchi Prefecture
A	06	Yamagata Prefecture	D	61	Shizuoka City	G	36	Tokushima Prefecture
A	07	Fukushima Prefecture	D	23	Aichi Prefecture	G	37	Kagawa Prefecture
B	08	Ibaraki Prefecture	D	52	Nagoya City	G	38	Ehime Prefecture
B	09	Tochigi Prefecture	D	24	Mie Prefecture	G	39	Kochi Prefecture
B	10	Gunma Prefecture	D	64	Hamamatsu City	H	40	Fukuoka Prefecture
B	11	Saitama Prefecture	E	25	Shiga Prefecture	H	57	Kitakyushu City
B	60	Saitama City	E	26	Kyoto Prefecture	H	58	Fukuoka City
B	12	Chiba Prefecture	E	53	Kyoto City	H	41	Saga Prefecture
B	59	Chiba City	E	27	Osaka Prefecture	H	42	Nagasaki Prefecture
B	13	Tokyo Prefecture	E	54	Osaka City	H	43	Kumamoto Prefecture
B	14	Kanagawa Prefecture	E	62	Sakai City	H	44	Oita Prefecture
B	50	Yokohama City	E	28	Hyogo Prefecture	H	45	Miyazaki Prefecture
B	51	Kawasaki City	E	55	Kobe City	H	46	Kagoshima Prefecture
C	15	Niigata Prefecture	E	29	Nara Prefecture	H	47	Okinawa Prefecture
C	16	Toyama Prefecture	E	30	Wakayama Prefecture	N		No Preference

# APPLICANTS' CHECKLIST

**INCOMPLETE OR INCORRECTLY SUBMITTED APPLICATIONS WILL HAVE POINTS DEDUCTED. PLEASE READ ALL GUIDELINES AND THIS CHECKLIST CAREFULLY BEFORE YOU SUBMIT YOUR APPLICATION FORM.**

Please insert documents 2-8 in the correct order **INSIDE** the folded application form. If you have downloaded an application form from the Embassy of Japan website, please collate documents in the order as below. A total of **FOUR** separate sets are required - 1 original set and 3 copied sets. Mark your original set with the word "ORIGINAL" in red pen on the top right hand corner of the first page of the application form.

## ORIGINAL SET ORDER:

1. *Application form*

2. *Essay* (Please read this **BEFORE** writing your essay.)

Your essay must be no longer than two, single sided, A4 pages. It must be typewritten and double-spaced. Please use Times New Roman, size 12 font. Also include your name at the top of each page. Your essay should express your reasons for wishing to participate in the JET Programme. Please include in what ways you feel your participation, skills, experience and personal qualities will be useful to your position on the JET Programme, as well as what you hope to gain from this experience. In addition, please provide details of any teaching or overseas experience, including any challenging experiences and how you dealt with them. Your own views on the aims and ideals of the JET Programme are also important.

3. *Two references in English or Japanese*

If you have not graduated yet, one of the references must be from someone related to your university and must contain an indication to your expected date of graduation. All references must be original copies and include a hand-signed signature. They must also be on letterhead where applicable.

4. *University graduation certificate or teaching diploma.*

If you have not yet graduated, please submit a certificate showing eligibility to graduate or an official university letter showing expected date of graduation. This must be a SEPARATE document to your academic record/transcript.

5. *Academic record/transcript from university* (or other institution from which degree or teaching diploma was conferred).

6. *Self-Assessment Medical Report*

7. *Statement of Physician* (for those required to submit in addition to their Self-Assessment Medical Report).

8. *Certified copy of your passport or other proof of your nationality* (Do not send your actual passport.)

**Original documents are required for the original set. In the case of graduation certificates, transcripts and proof of nationality, certified copies (e.g. copies sighted and stamped by a JP) will be accepted. DOCUMENTS WILL NOT BE RETURNED.**

## THREE COPIED SETS:

Make 3 copies of your original set (including the application form), collate in the same order and fasten each set with a PAPER CLIP at the top left hand corner. Put the original set, followed by the three copied sets inside a L-shaped clear plastic folder/sleeve/pocket.

**DO NOT:** staple or use binders.

**DO NOT:** include any extra information such as a CV.

## APPLICANTS MUST ALSO DO THE FOLLOWING

1) *Criminal Record*

All applicants must apply for their Criminal Record from the Ministry of Justice by Wednesday 30 November 2011 at the latest. Applicants must then submit their criminal record that they receive back from the Ministry of Justice at their JET Programme Interview in the first week of February (if granted an interview). For more details please see section 9: "Application Procedure" in the main guidelines. Those who wish to apply for an April or after April but before Group B position must submit this with their application form or at their interview at the latest.

2) *Certificate of Health (Applicants for April Departure and after April but before Group B departure)*

Applicants for April departure will need to submit a certificate of health completed by their physician earlier than Group B departure applicants. This also requires having a chest x-ray taken. Applicants will be contacted at a date after their interview if this is required.

Submit applications to: Japan Information & Cultural Centre  
Embassy of Japan  
(Level 18, The Majestic Centre, 100 Willis Street)  
PO Box 6340, Marion Square, Wellington 6141  
Attn: JET Officer  
Tel: (04) 495-8333, Fax: (04) 472-3416  
Email for enquiries: [japan.cul@ej.org.nz](mailto:japan.cul@ej.org.nz) [www.nz.emb-japan.go.jp](http://www.nz.emb-japan.go.jp)

## EARLY SUBMISSION OF APPLICATIONS ARE ENCOURAGED

HAVE YOU ENCLOSED ALL THE SUPPORTING DOCUMENTS? HAVE YOU SIGNED IN ALL THE SPACES – pages vii, viii, and self-assessment medical report?

**APPLICATION DEADLINE IS 12PM WEDNESDAY 30 NOVEMBER 2011**