

INSTRUCTIONS FOR FILLING OUT THE 2024 JET APPLICATION FORM

Fill out the Application Form digitally in **Adobe Reader**, then attach and submit by e-mail to jicc@wl.mofa.go.jp. Then print, sign and submit the physical Application Form as part of your **JET Programme Application Packet**.

1. Position Type: Please enter the three letters for the position type for which you are applying. **EITHER:**

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

2. Interview Location Code and Name: Using the chart below, 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 living, you must have an interview in a Japanese Embassy, Consulate-General or Consular Office in the country that you will represent on the JET Programme (New Zealand). 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.

Country	Interview Location Code	Interview Location Name
New Zealand	4010	Auckland
	4020	Wellington
	4030	Christchurch

3. Name: Please enter your last name, first name and middle name in the boxes provided **exactly** as it appears in your passport. Enter one letter per space. If you have two first names, leave space between each name. If you are applying for the JET Programme with a spouse/partner (See Question 23), make sure your name is spelled exactly the same way on their application as well.

4. Sex: Enter **M** for male, **F** for female, or **O** for other. Even if you select "Other", there may be procedures in Japan where you will be required to select your gender from "male" or "female".

5. Date of Birth: Enter the year, month, and date of birth following this example: 1990 09 01 =1 September 1990.

Age as of 1 April 2024: Please enter the age you will be on 1 April 2024

6a. Nationality: Enter **NZ** for New Zealand. Note that you **must** be a NZ citizen at the time of application to apply for the JET Programme in NZ.

6b. Dual Nationality: Do you possess dual nationality **with Japan**? Enter **Y** for yes or **N** for no. If offered a position on the JET shortlist, those who possess Japanese nationality must have submitted their application to renounce their Japanese nationality before submitting their reply form.

7. Hometown/City and Region: Please enter the town/city (and region – Question 7b) which you feel most appropriate representing.

8. Contact Details: If possible, please provide an e-mail address at which you can be contacted at before you leave for Japan, during your stay in Japan, and after you return home. Correspondence relating to your application will be sent by e-mail.

9. If you have ever been arrested, charged and/or convicted of any crime other than a minor traffic offence (ie. speeding or parking ticket), including juvenile offences, please enter **Y** for yes. If not, please enter **N** for no. If you answer "Y", please explain in detail on a separate sheet, providing information regarding the nature and date of the crime. Please also submit a copy of your complete criminal record at the time of application. **Please be aware that 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 may result in disqualification.**

10. Current Status: If you are currently studying, please enter "Student", and the name of your university. If you are currently employed, please enter your job title, and the name of your employer. If you are neither studying/training nor employed in any capacity, please write "Unemployed".

11a. Educational Background: What degree(s) will you have earned **by the July/August 2024 departure date**? Please enter **Y** for yes or **N** for no for each level of degree that you hold. If you graduate prior to departure, please write "Y" for the degree(s) you **will** earn.

11b. Academic Specialisation: Below is a list of academic specialisations (majors). If you specialised in two subjects (double-major) or had a sub-specialisation (minor), please enter up to three subjects' code numbers (see below) in the boxes on the left, and spell out the subject names on the right. If you had no specialisation, or if your specialisation is not listed, enter "80 (Other Major)" in the left box, and its name on the right.

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

11c. Academic Record: Enter the month and year that you completed High School, as well as when your University Degree was/will be conferred (either at a graduation ceremony or university council meeting). In the table below that, please list all tertiary institutions attended as well as dates attended (month/year), duration of study (how many years and months) and certificate/degree achieved (or expected) *eg. "Bachelor of Arts"*.

12. Employment History: Please complete the table with details of the last three jobs (including part-time) that you took part in. Begin with your most recent employment, working backwards.

13a. Teaching Background: Please complete the table with the relevant details of your teaching background (if applicable).

13b. Certified Teacher: Do you now hold, or will you have earned by the September departure date, full certification via the Teaching Council of New Zealand to teach in schools in New Zealand? Enter **Y** for yes or **N** for no.

13c. TEFL/TESL/TE SOL/etc. 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, **N** for no, or **I** for in progress.

14. Proposed Direction of Career and its relationship to the JET Programme: Please note that this question has a 2000 character limit.

15. Japan-related studies: Please complete the table with any Japan-related studies including period of study (dates) and general content.

16a. Japanese Language Proficiency: Please evaluate your level, and enter "**X**" where appropriate in the table's corresponding blank space.

16b. Japanese Language Proficiency Tests (JLPT): Have you taken, and successfully passed, any JLPT tests? Enter **Y** for yes or **N** for no.

16c. Highest JLPT Level: If **Y** to Question 16b, please enter the highest JLPT level you have passed (Level 5 being lowest, and Level 1 highest).

16d. Year JLPT Attained: If **Y** to Question 16b, please enter the year in which you passed your highest JLPT level specified in Question 16c.

17. International/Intercultural Experience: Please complete the table with any international/intercultural experiences (such as volunteering with local groups, trips, etc.) you may have (either at home or abroad), some information about the experience, and the dates/period (duration).

18a. Language Proficiency: Please enter what you consider to be your first (native) language in the space provided.

18b. Other Language Proficiency: Please enter other languages you know in the rows below (excluding Japanese (answered in Q16) and your

first (native) language (answered in Q18a)) then enter "X" where appropriate in the table's corresponding blank space to evaluate your level.

19a&b. Other activities: Please note that the answer fields for Questions 19a and 19b have a 350 character limit each.

20. If you are presently an applicant for, or intend to apply for any other international exchange programmes or scholarships, please type **YES** into the field. If not, please enter **NO**. If you answer YES, please give ample details.

21a. If you have ever participated on the JET Programme, please enter **Y** for yes. If not, please enter **N** for no. Having participated in the Programme refers to having worked in Japan on the JET Programme as a participant. If you answer **Y**, please complete the years you started and finished your previous JET participation in the boxes provided, as well as providing the name of your contracting organisation.

21b. If you have previously applied for the JET Programme, please enter **Y** for yes. If not, please enter **N** for no. If you answer **Y**, please list the year(s) in which you previously applied for the JET Programme.

21c. If you have ever withdrawn from the offer of a JET Programme position, please enter **Y** for yes. If not, please enter **N** for no. This means withdrawing after submitting your reply form, and receiving your placement notification and assignment of contracting organisation (usually in May). If you answer **Y**, please state the year in which you withdrew from the JET Programme as well as providing the reason for withdrawal.

22. Marital Status as of July/August departure date: This information is requested **only** for placement purposes. **Your answers will not affect your eligibility for participation in the JET Programme.** Enter the following letter code: **S**=Single, **E** = Engaged or **M**=Legally Married

23. If you will be accompanied by a dependent if selected for the JET Programme, please enter their name, relationship to you, age and if they are a JET Applicant or not. **Accompanied refers to someone who intends to live with you permanently.** Please use the word "partner" in the "Relationship" box to signify a spouse, fiancé(e) or a person of equivalent status. *However, please note that only a legally married spouse is eligible for a dependent's visa; a fiancé(e), de facto or a person of equivalent status is not eligible under Japanese Law.*

24. Driving in Japan: If you have a **full** NZ Driver's Licence and would consider driving while in Japan, please enter **Y** for Yes. If not, please enter **N** for No. Please enter "N", if you only possess a motorcycle license and do not have a **full** NZ Driver's Licence. Please note that applicants that answer "Y" for this question may be required to operate a motor vehicle as part of their work duties.

25. Assignment Preference: You may request a general geographical area, living area classification, specific prefecture, or municipality in which you would like to be placed. Please research the areas of Japan in which you prefer to reside, as you will find many interesting areas besides the more well-known areas and cities. **Please note that NO placement request you make is guaranteed.** Contracting organisations also make requests (e.g. in the case of sister city relationships) and in such cases you may not be placed where you would prefer. Your placement preferences will have no effect on your eligibility or chances of being selected to participate on the JET Programme.

25a. Living Area Classification Preference: Enter the letter code for the type of area in which you would prefer to be placed.

I = Island (Small island off mainland Japan), **R** = Rural (small town/village), **U** = Urban (large city/designated city), or **N** =No Preference.

25b. Block / Prefecture / Designated City Preference: To state your preference, use the chart below and enter the one-letter block code in the first box, the two-digit prefecture code in the second box, and the reason to the right.

Block area: Japan is divided regionally into blocks. You may list up to three blocks in which you wish to reside. Refer to the table below to determine which prefectures are in each block. You can state a block preference without listing a further code.

Prefecture or designated city: Referring to the table below, you may enter up to three prefectures 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.

25c. Specific Request for Placement: If you have a **specific place request** for a municipality in which you wish to be placed please include it here, as well as the reason for this request (e.g. medical reasons, legally recognized family members in Japan).

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
B	66	Sagamihara City	E	29	Nara Prefecture	H	47	Okinawa Prefecture
C	15	Niigata Prefecture	E	30	Wakayama Prefecture	H	67	Kumamoto City
C	16	Toyama Prefecture				N		No Preference

26a. Interest in work related to international economic exchange affairs (For CIR Applicants ONLY): If you are interested in partaking in work specifically related to international economic exchange affairs, please enter **Y** for yes; or **N** for no.

26b. ALT placement (For CIR Applicants ONLY): If you are not offered a CIR position, but are still eligible for an ALT position, would you like to be considered for an ALT position? Please enter **Y** for yes; or **N** for no.

26c. Early Placement after April but before July/August arrival: Would you like to be considered for the position selected in Question 1, if there is a vacant position to depart before July/August? Please enter **Y** for yes; or **N** for no. **PLEASE NOTE:** those who select "yes" for this question will need to make sure to submit their Criminal Record and Certificate of Health at the application stage. They can **only** be placed where vacancies are available, regardless of requests, and will have little time to prepare for departure to Japan. Those who are not selected for the April/Early arrival group will still be considered as candidates for arrival before July/August arrival, and for July/August departure itself.

PG.9-10. Please fill out the attached "Self-Report of Medical Condition(s) at the back of the Application Form. If you suffer, or have ever suffered from **ANY** physical or mental illness, please download the [Statement of Physician Form](#) from the NZ JET Programme website and have your physician complete it, stating whether you are fit to participate on the JET Programme and to live and work overseas.

Please answer all remaining questions on the application form. Compulsory fields will be highlighted in red in Adobe Reader (click "Highlight Existing Fields" in Adobe Reader if these are not visible). **Completion of this form is not a complete Application Pack!**

IF YOU ARE NOT SURE ABOUT ANY QUESTION, please consult the Embassy of Japan by phone or e-mail.

Please refer to the "Applicant's Checklist" on **Pages 10 & 11** of the [2024 JET Application Guidelines](#) **BEFORE** submitting your application.