



Official

# Application Guidelines

For U.S. Citizens

2018



## THE 2018 JAPAN EXCHANGE AND TEACHING (JET) PROGRAM APPLICATION GUIDELINES

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The following guidelines apply to Assistant Language Teachers (ALTs) and Coordinators for International Relations (CIRs) for U.S. citizens applying for the 2018 JET Program. All applicants are required to read the Application Guidelines in full prior to applying for the JET Program.

## Introduction to the JET Program

The Japan Exchange and Teaching Program (hereinafter, Program) seeks to enhance internationalization in Japan by promoting mutual understanding between the people of Japan and those of other nations. The Program 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 Program are being achieved by offering JET Program participants (hereinafter, Participant(s)) the opportunity to serve in local authorities as well as public and private elementary, junior high, and senior high schools in Japan.

The Program is implemented by local authorities and other organizations (hereinafter, Contracting Organization(s)) who appoint participants in cooperation with the Ministry of Internal Affairs and Communications (MIC), the Ministry of Foreign Affairs (MOFA), the Ministry of Education, Culture, Sports, Science and Technology (MEXT), and the Council of Local Authorities for International Relations (hereinafter, CLAIR).

The Program started in 1987 with cooperation from governments of participating countries. In 2017, there were 5,163 participants on the Program from 44 countries.

As the Program has achieved an excellent reputation over the last 31 years, it is of great importance that this reputation be maintained. Participants are invited to Japan as honored 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 the job duties and have a deep interest in Japan.

Generally, participants are appointed by prefectures, municipalities, and private schools, etc. as a member of staff for a one-year period. The cost of transportation from the participant's origin to Japan, as well as remuneration, will be funded by the tax payers of Japan via the Contracting Organization where the participant is appointed. Because participants serve as civil servants and private school staff members of their Contracting Organizations, they are required to observe rules and behave responsibly.

**Withdrawal from the Program after receipt of placement or early termination of appointment should be avoided as it causes numerous problems for Contracting Organizations, in addition to severely impacting the administration of the Program itself.**

## 1. TYPES OF POSITIONS AND DUTIES

### 1) Types of Positions

Applicants may apply for either the ALT or CIR position (*CIR applicants may be considered for the ALT position if they are deemed suitable for the ALT position and provide consent*).

#### **Assistant Language Teachers (ALT):**

Participants engaged in language instruction. ALTs are placed mainly in local boards of education, elementary, junior high, and senior high schools.

#### **Coordinators for International Relations (CIR):**

Participants engaged in internationalization activities. CIRs are placed in international exchange departments or bureaus of Contracting Organizations. Strong Japanese language ability required.

### 2) Duties

#### **ALT:**

Participants who are mainly assigned to boards of education, elementary, junior high, or senior high schools are to carry out their duties as ALTs under the guidance of language teachers' consultants or Japanese teachers of the foreign language as specified by the supervisor and/or principal of the board of education and/or school. The following is a general outline of duties, though they may vary from one Contracting Organization to another.

- (1) Assistance in foreign language classes, etc. taught in junior high and senior high schools.
- (2) Assistance in foreign language activities, etc. in elementary schools.
- (3) Assistance in preparation of materials for teaching a foreign language.
- (4) Assistance in language training for teachers of a foreign language, etc.
- (5) Assistance in extracurricular activities and club activities (see [Note 1](#)).
- (6) 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.).
- (7) Assistance in foreign language speech contests.
- (8) Engagement in local international exchange activities.
- (9) Other duties as deemed necessary by the supervisor or the school principal.

**CIR:**

CIR duties are carried out as specified by the supervisor at individual Contracting Organizations. The following is a general outline of duties, though they may vary from one Contracting Organization to another.

- (1) Assistance in projects related to international activities carried out by the Contracting Organization. (e.g. editing, translating and compiling publications into a foreign language; assisting in planning, designing and implementing international exchange programs including international economic exchange programs; assisting in hosting official guests from abroad and interpreting at various events, etc.)
- (2) Assistance in language instruction of employees of the Contracting Organization and local residents (see [Note 2](#)).
- (3) Assistance with and participation in activities of local private groups or organizations engaging in international exchange.
- (4) Assistance in exchange activities (including school visits) related to local residents' cross-cultural awareness and understanding as well as in supporting activities for foreign residents in Japan.
- (5) Other duties as deemed necessary by the supervisor.

**2. TERMS AND CONDITIONS**

The terms and conditions of service will be determined by the Contracting Organization which appoints the participant. The following is a general outline of the terms and conditions, though they may vary from one Contracting Organization to another.

(1) Length of Appointment — Working Hours

In principle, appointments are for one year and commence on the day after the designated arrival date. The duration of the appointment will be shorter in cases where participants are unable to arrive in Japan on the designated arrival date and arrive at a later date.

Although the date of arrival is normally designated in July or August (hereinafter, July/August arrival), applicants who indicate as such on their application form, may have the opportunity to participate on the Program from a designated date in April (hereinafter, April arrival) or another date designated after April arrival but before July/August arrival (hereinafter, Early arrival) and be placed with Contracting Organizations which need Participants immediately. Such applicants who cannot be placed for an April arrival will continue to be considered as candidates for July/August arrival or for an Early arrival. However, applicants who indicated an April arrival or Early arrival on their application form and indicated during their interview that such an arrival was still possible, then rescind their

request for such an arrival without a justifiable reason, will forfeit their participation on the Program for this year.

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

If the Contracting Organization deems that the Participant's work performance reaches the required standard, the Contracting Organization may reappoint the participant for an additional year, with two reappointments permissible in principle (allowing for a total of three years on the Program). Also, if after careful consideration the Contracting Organization deems the participant's work performance, level of experience, and ability to be of an exceptionally high standard, it may choose to reappoint the participant an additional two times (altogether, five years). For April arrivals and Early arrivals, the Participant may have the option to first be reappointed until August, then be reappointed again for a period of one year starting in August, with three reappointments permissible in principle (allowing for a total of three years and four months on the Program). Also, if the Contracting Organization deems the Participant's work performance, level of experience, and ability to be of an exceptionally high standard after careful consideration, it may choose to reappoint the Participant an additional two times (allowing for a total of five years and four months on the Program). Early termination of the appointment on the part of the participant adversely affects school and local government administration in addition to the overall implementation of the Program itself. All participants are therefore required to complete their term of appointment.

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 8:30a.m. to 5:15p.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 and/or 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 Organizations, but all participants are allowed at least ten days.

## (2) Remuneration (Salary)

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 Organization reappoints a participant whose work ability is deemed excellent more than two times, 3,960,000¥ in both the fourth year and the fifth year. This remuneration is a sufficient amount to cover average living expenses in Japan. This remuneration amount is for Participants who complete a one-year appointment in full. If the first year appointment is less than one year, the remuneration will be less than the above-stated amounts.

In cases in which income and resident taxes are imposed (see [Note 3](#)), first year participants whose appointment is less than one year will be deemed as “non-residents” and will be subject to approximately 20% income tax under Japan’s Income Tax Act.

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 Program.

In Japan, joining the national social (health) insurance, contributing to the pension fund program, 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.

(3) Side-Job Prohibition

As a general rule, participants are prohibited from taking on any work other than that of this Program for the duration of their appointment.

(4) Driving

Participants with a driving licence may be required to operate a motor vehicle as part of work duties for their Contracting Organizations. Costs associated with a motor vehicle may be required to be borne by the participant.

### 3. ELIGIBILITY CRITERIA

Applicants must:

- (1) Be interested in Japan and be willing to deepen their knowledge and appreciation of Japan after their arrival; be motivated to participate in and initiate international exchange activities in the local community; make effort to study or continue studying the Japanese language prior to and after arriving in Japan.
- (2) Be both mentally and physically healthy.
- (3) Be willing and able to adapt to living and working in Japan, and responsibly complete their term of appointment.
- (4) Applicants for both the ALT and CIR position must hold a Bachelor's degree or higher, or obtain such qualifications by the designated arrival date.
- (5) Be a national (not just a permanent resident) of the United States of America by the time they submit their application form. Furthermore, those who also possess Japanese nationality must have submitted their applications to renounce their Japanese nationality before submitting their Reply Form (a document only required of individuals who have passed the interview; the deadline for which will be in April 2018). Applicants who possess multiple nationalities with countries other than Japan may only apply as a national of one of those countries.
- (6) Be adept in contemporary standard pronunciation, rhythm and intonation in the designated language (for all U.S. citizens applying to the JET Program the designated language is English. For more details, see [Note 4](#)) and possess excellent language ability that can be applied accurately and appropriately; have the ability to form sentences in a comprehensive and logical manner.
- (7) Not have participated on the Program since the 2015-2016 JET Program year (inclusive of April 2015 arrivals) or have participated on the Program for more than five years in total.
- (8) Not have declined a position on the Program after receiving notification of placement in the last JET Program year (excluding 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 2008.
- (10) Have a desire to proactively maintain relations with Japan, even after completion of the Program.
- (11) Concerning entry into Japan for participation on the Program, agree to reside in Japan under the status of residence stipulated in Article 2-2 of the Immigration Control and Refugee Recognition Act.



- (12) Be willing to 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 education system, particularly foreign language education in Japan.
- (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.

\* The following are not part of the Eligibility Criteria, however, additional consideration will be given to applicants who:

- 1) Have language teaching experience or qualifications.
- 2) Have general teaching experience or qualifications.
- 3) Have a high level of Japanese language ability.

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

- (18) Have a functional command of the Japanese language (Japanese Language Proficiency Test N1 or N2 is desirable). It is not required that CIR applicants have taken the Japanese Language Proficiency Test, but should have the ability level to pass the Level N2 or N1 exam.

#### 4. APPLICATION PROCEDURES

Applicants must complete the online application **by Thursday, November 9** and submit the following documents to the Embassy of Japan in Washington, DC by **Saturday, November 18, 2017**. All mailed documents must be post-marked no later than this deadline.. Early submission of applications and documents is *highly* encouraged. The submitted documents will not be returned. For the U.S. JET Program application, documents must be both submitted online AND in hardcopy as indicated below.

Document	Original/ Hardcopy	Online
1) Application Form*	1	1
2) JET Program Applicant Self-Report of Medical Condition(s)*	1	1
3) Letters of Reference (2) <ul style="list-style-type: none"> <li>Applicants will send reference requests via the online portal</li> <li>Reference letters must be academic or professional</li> <li>Applicants who have not yet completed a bachelor's degree at the time of application must have one reference letter from a professor or advisor at your university which indicates your expected date of graduation</li> </ul>	0	2
4) Certified Record/Official Transcript <ul style="list-style-type: none"> <li>Official transcripts for ALL college / university courses taken</li> <li>Official e-transcripts are accepted only under certain circumstances</li> </ul>	1	1
5) Essay (Statement of Purpose) <ul style="list-style-type: none"> <li>Applicants will submit the essay via the online portal and print the pre-formatted Statement of Purpose</li> <li>Format: two pages double-spaced on letter-size paper with one-inch margins and size 12 font. The two-page limit is strictly observed.</li> </ul>	1	1
6) Certification of Graduation (or proof of expected graduation) <ul style="list-style-type: none"> <li>A diploma★ or transcript bearing a graduation date</li> <li>Applicants who have not yet completed a bachelor's degree at the time of application must provide proof of the expected graduation date and/or current enrolment</li> <li>Applicants who will not have a degree conferred by the designated date in July are not eligible</li> </ul>	1	1
7) Proof of U.S. Citizenship★ <ul style="list-style-type: none"> <li>Accepted types of proof are limited to: a passport, birth certificate, or naturalization papers. .</li> </ul>	1	1
8) Teaching or language proficiency qualifications★ <ul style="list-style-type: none"> <li>Such as state teaching certification/TEFL/TESL/JLPT</li> <li>ONLY for applicants with these types of qualifications</li> </ul>	1	1
9) Criminal Record <ul style="list-style-type: none"> <li>ONLY for applicants with a criminal record, or applicants who indicate on their application an interest early placement</li> <li>The deadline to submit the record is February 9, 2018.</li> <li>Please keep proof of requesting the check (receipt, etc.)</li> <li>Please see 6. (1) in regards to obtaining a criminal record.</li> </ul>	1	1
10) Certificate of Health <ul style="list-style-type: none"> <li>ONLY for applicants who indicate an interest in April / Early arrival.</li> <li>The deadline to submit the certificate is February 9, 2018.</li> </ul>	1	1

\*The hardcopy submission of these documents require a pen-and-ink signature by the applicant.

★Do NOT provide the original for these items. Submitted documents will not be returned.

## **5. SELECTION AND NOTIFICATION OF RESULTS**

- (1) To determine recommended candidates, the Embassy of Japan, under whose jurisdiction Participants' home countries fall, will conduct the first screening and selection of applicants based on written applications. The second stage of screening (interviews) will be conducted at the Embassy or the Consulate of the same jurisdiction mentioned above.
- (2) The Joint Conference for International Relations, consisting of the Ministry of Internal Affairs and Communications (MIC), the Ministry of Foreign Affairs (MOFA), the Ministry of Education, Culture, Sports, Science and Technology (MEXT), and CLAIR, will make a final decision on short-list, alternate, and unsuccessful candidates out of the recommended candidates selected by the Embassy or Consulate of Japan where interviews were held (hereinafter, Interview Office), and the results will be notified to applicants via the Interview Office from March 2018.
- (3) CLAIR will assign Contracting Organizations to short-list candidates who agree to participate on the Program (those who have submitted their Reply Form).
- (4) Those who have been assigned a Contracting Organization are deemed participants, and will be notified the name of the Contracting Organization by the Interview Office from May 2018 (from March 2018 for April arrivals).
- (5) The Contracting Organization will then initiate direct contact with the participant, sending him or her documents including a notice of appointment, a letter detailing the workplace and working conditions, and/or other materials introducing the Contracting Organization.
- (6) Alternates will be upgraded to participant status accordingly as openings for alternates become available until the second week of December 2018.

## **6. SUBMISSION OF CRIMINAL RECORD AND CERTIFICATE OF HEALTH**

- (1) In principle, participants (including short-list candidates) and alternates must obtain and submit their criminal record and Certificate of Health to the Interview Office by the deadline designated by the interview location in June, 2018. In order to be accepted, these documents must be dated no earlier than April 1, 2018.

Those who stated they have a criminal history at the time of application must submit their criminal record by February 9, 2018 at the latest (if possible at the time of application). Alternates upgraded to short-list candidates may be required to submit a Certificate of Health again.

- 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. For participants from the US, a criminal record issued by the Federal Bureau of Investigations (FBI) must be submitted. Background checks completed by an FBI-approved channeler can also be accepted.

- iii. If, due to unavoidable circumstances, an applicant/participant is not able to receive a criminal record by the FBI or an FBI-approved channeler by the time of the deadline, he/she may submit a criminal record issued by the state government, to act as a placeholder until such time as the criminal record provided by the FBI or FBI-approved channeler can be received. If an applicant/participant submits a criminal record issued by the state government of the state in which he/she lives that only contains criminal history information of that particular state, and the applicant/participant has lived in another state of the same country for more than twelve consecutive months during the preceding five years, the applicant/participant must additionally submit a criminal record from the other state as well. If a criminal record issued by the state government where the applicant/candidate lives contains criminal history information of the country as a whole, including other states, submission of additional criminal records issued by other state governments is not necessary.
  - iv. Applicants/participant who have lived in another country for at least twelve consecutive months during the preceding five years must submit a criminal record from that country as well.
  - v. Applicants/participant who have lived in Japan in the preceding five years are not required to obtain a criminal record issued by the Japanese government.
- 2) Applicants for April arrival or Early arrival, in accordance with 4. APPLICATION PROCEDURES, will need to submit their FBI background check and Certificate of Health to the Interview Office at the time of application. Those who are unable to submit these documents together with the application form will need to submit them to the Interview Office at the time of interview (no later than February 9, 2018).

Those who are unable to submit their FBI background check and Certificate of Health at the time of interview should submit them as soon as possible. For applicants who indicate an interest in April arrival, interest in April arrival or Early arrival and have submitted all required documents, will receive notification of short-list candidate status and assignment of Contracting Organization by the Interview Office (applicants may receive both notifications at the same time) from March 2018. Short-list candidates and participants must submit the Reply Form as soon as possible to the Interview Office after receiving notification.

Additionally, any changes to an applicant's/participant's physical or mental health or to his/her criminal history after application that may affect his/her suitability for the Program must be promptly notified to the Interview Office.

## 7. DISQUALIFICATION

Participants (including short-list candidates) and alternates may be disqualified without warning for any of the following reasons:

- 1) When they have committed an inappropriate act or there is substantial reason to believe that they are likely to commit an inappropriate act.
- 2) When their application documents contain false statements.
- 3) When they do not inform the Embassy or Consulate of Japan of any changes in the application documents immediately.
- 4) When it is determined that their criminal history renders them unsuitable for participation on the Program. (e.g. DUI (driving under the influence of alcohol and/or drugs), drug or sex crimes, crimes against children, etc. including crimes committed after submission of the application form).
- 5) When the Reply Form, Certificate of Health, or other required forms are not submitted by the designated deadlines.
- 6) When those who possess multiple nationalities with Japan, do not submit their applications to renounce their Japanese nationality before the Reply Form submission deadline (excludes alternates. However, when alternates become participants, they will be required to submit their applications to renounce their Japanese nationality as soon as possible).
- 7) If it becomes clear at a later date that they do not meet the eligibility criteria due to some reason attributable to themselves.

## 8. ASSIGNMENT OF CONTRACTING ORGANIZATION

Participants must sign terms and conditions with the Contracting Organization assigned by CLAIR. Contracting Organizations are located all throughout Japan, and amongst them are regions that are not sufficiently equipped with health care facilities and/or public transportation, etc. Participants with special circumstances such as those listed below will be given special consideration. However, the assigned Contracting Organization may differ from that requested (request from April Arrivals, Early arrivals, or alternate candidates may be especially difficult to accommodate.). *Only requests for special consideration indicated on the application form will be taken into consideration. Changes to requests after application, even in special circumstances, are not possible.*

Special requests may be considered for instances in which:

- 1) A spouse applies to the Program at the same time.
- 2) A spouse or other immediate family member(s) already reside in Japan, and a move would be impossible or cause great hardship.

## 9. ORIENTATION AND TRAINING

### 1) Pre-Departure Orientation

Prior to departure for Japan, participants will be provided with written materials about the Program, including a Japanese language textbook. A Pre-Departure Orientation will take place prior to departure for Japan at the designated JET Program Office for the candidate's departure location. All participants participant MUST participate in the Pre-Departure Orientation.

Please note that for those individuals who already reside in Japan on a status other than Temporary Visitor at the time of the scheduled departure, there will be no Pre-Departure Orientation. Instead, these individuals will report directly to the Post-Arrival Orientation on the designated date.

### 2) Post-Arrival Orientation

Participation in the Post-Arrival Orientation is mandatory for all participants. Post-Arrival Orientation will provide training necessary for participants to carry out their work duties in Japan.

### 3) Training

After arriving in Japan, participants can enroll in Japanese language courses offered by CLAIR to improve their Japanese abilities as well as promote understanding of Japan through Japanese after returning home.

Participants are also required to participate in any training during their term of appointment designated as mandatory by the Contracting Organization and CLAIR.

## 10. ACCOMMODATION

In principle, the participant will be responsible for any or all accommodation arrangements and, as such, will subsequently be responsible for all associated costs incurred. The participant may be required to pay the equivalent of two to six month's rent immediately after arriving in Japan in order to move into housing. Also, the Contracting Organization may designate the participants housing arrangements and therefore, participants should consult with their Contracting Organization in advance.

## 11. TRANSPORTATION TO AND FROM JAPAN

### 1) Travel and Other Expenses Related to Coming to Japan

Participants must arrive in Japan on the designated date (Note 5) and flight except for candidates who already reside in Japan defined in paragraph (2). Participants who do not board the designated flight without a justifiable reason, will be disqualified from the Program.

The cost of domestic transportation to the designated airport(s) in the participants' home country will be the responsibility of the participant.

Participants' Contracting Organizations will provide airline tickets from the airport designated in their home countries to Narita International Airport or Tokyo International Airport (Haneda

Airport). Transportation costs from these international airports to the Post-Arrival Orientation venue, accommodation costs during the Post-Arrival Orientation, and transportation costs from the Post-Arrival Orientation venue to the Contracting Organization, will be borne by the Contracting Organization according to their travel expense regulations. Furthermore, travel expense regulations are based on the most logical route and means of travel.

It is for these reasons that in the case a participant withdraws his/her intent to participate on the Program, or is disqualified after receipt of placement, except in exceptional cases, such as on humanitarian grounds, he/she must pay any related cancellation fees accrued (including fees for travel within Japan and for housing in cases in which the Contracting Organization has already made arrangements).

Cancellation fees for airline tickets will differ depending on the date that the 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”.

## 2) Candidates Who Already Reside in Japan

Only participants residing in Japan prior to participation on the Program, who already hold a status of residence other than “Temporary Visitor” and are able to change their status prior to the designated arrival date, are permitted to participate from within Japan. *It is the responsibility of the participant to change their status of residence by confirming with the relevant Immigration Bureau of Japan office whether a change will be permitted.* If permitted, participants must complete their Reply Form and send it back to the Interview Office.

*Furthermore, those residing in Japan with a “Temporary Visitor” status are not permitted to change their status of residence within Japan, and therefore must return to their home country, carry out procedures to obtain a proper visa from the Embassy or Consulate General of Japan, under whose jurisdiction participants’ home country falls, and enter Japan on the designated flight in order to participate on the Program.*

For participants who already reside in Japan, transportation costs from the designated airport or railway station to the Post-Arrival Orientation venue will be borne by their Contracting Organizations only in cases where costs are for transportation, etc. on the designated arrival date. However, expenses incurred from the participant’s home to the designated airport or train station will be borne by the participant. Participants who live within 100 kilometres of the Post-Arrival Orientation venue will be responsible for all transportation costs, etc. to the Post-Arrival Orientation venue.

With regard to transportation from the Post-Arrival Orientation venue to the Contracting Organization, participants must travel in a group with other participants who will be working in

the same host prefecture or designated city. Travelling separately is not allowed. These costs will be borne by the Contracting Organization according to their travel expense regulations.

### 3) Return Travel Expenses

All participants not seeking further appointment with their Contracting Organizations or employment with a third party in Japan after the conclusion of their appointment will have their return travel expenses from their Contracting Organization to an international airport in Japan to the airport designated in their home country from which they originally departed, and the associated costs for necessary travel within Japan, paid for by their Contracting Organization according to their travel expense regulations if they depart within one month from the day after completing their term of appointment.

Participants residing in Japan prior to participation on the Program will also be eligible for their return travel expenses from their Contracting Organization to the airport designated in their home country paid for by their Contracting Organization if they meet the conditions above.

### 4) Repayment of Travel Expenses

Participants who violate terms and conditions, such as returning to their home country without due reason, or being disqualified through committing inappropriate acts, etc. after arriving in Japan, will bear the full cost of return travel to their home country. In addition, they must reimburse any travel costs that the Contracting Organization or CLAIR have already borne. Also, there may be cases where other expenses will have to be repaid.

### 5) Obtaining a Visa

Participants must obtain a working visa from the Embassy or Consulate of Japan in accordance with the instructions provided by the JET Program Office, and must enter Japan under the said status of residence that permits work. Family members accompanying participants (spouse or children) must submit official documents which prove legal marriage or parent-child relationship, and apply for and obtain a Dependent's Visa from the Embassy or Consulate of Japan. Please note that only legal spouses and children are eligible for Dependent's Visas. A fiancé (e) or common-law spouse, etc. are not eligible.



## **12. AFTER COMPLETION OF THE PROGRAM**

Participants are strongly expected to play a role as a bridge between Japan, their place of appointment, and their home countries after their participation on the Program. Former 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 home countries of participants. JETAA members are involved in activities such as exchanging information about Japan, welcoming participants back to their home countries after completion of their term of appointment on the Program, introducing Japanese culture, and providing educational information about Japan. Before completion of their term of appointment on the Program, participants are expected to refer to the Terms of Consent Related to Personal Information requested by CLAIR. After completion of their term of appointment on the Program, participants are expected to share their post-Program contact information with the nearest Embassy or Consulate of Japan to where they are living (CLAIR for those in Japan), join a JETAA chapter, and be actively involved in introducing Japan and promoting education.

## **13. USE OF PERSONAL INFORMATION**

The use of personal information submitted by applicants during the application period is limited to necessary use by the Embassy or Consulate of Japan, Ministry of Internal Affairs and Communications (MIC), Ministry of Foreign Affairs (MOFA), Ministry of Education, Culture, Sports, Science and Technology (MEXT), CLAIR, and Contracting Organizations including host prefectures/designated cities (see Note 6) and private contracting companies in charge of services related to the management of the Program. Personal information will be used for such matters as assignments, orientations, etc. It will also be used after the arrival of participants in Japan for any of the administrative matters (\*) in cases of emergency or early termination of appointment.

(\*) Specific details about administrative matters are listed below:

- (1) Replacement of participant in the case of early termination of appointment
- (2) Settlement of insurance matters and financial discrepancies
- (3) JET Accident Insurance contract and management-related matters
- (4) Amendment of the list of participants
- (5) Response to an emergency situation
- (6) Other procedures necessary for the smooth management of the Program

**14. SCHEDULE FROM APPLICATION TO DEPARTURE**

2017

November 9, 2017	U.S. JET Program Online Application Submission Deadline
November 18, 2017	U.S. JET Program Mail-in Application Deadline
December	First stage of screening process (review of application documents)

2018

January	Announcement of results of first stage of screening process
February	Second stage of screening process (interviews)
March	Announcement of short-list candidate status for April arrivals Notification of selection and assignment of Contracting Organization for April arrivals
March/April	Announcement of status (short-list/alternate/unsuccessful)
April 8	April arrivals arrive in Japan (start appointment on April 9)
April-	Early arrivals arrive in Japan
May-	Notification of selection and assignment of Contracting Organization for July/August arrival successful candidates
May-Dec	Alternate candidates are eligible to be upgraded to short-list status
June-July	Q&A Session and summer events and document submission
July 29	Group A arrives in Japan
July 30	Group A beginning of contract
August 5	Group B arrives in Japan
August 6	Group B beginning of contract

**15. 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.

**NOTES:**

1. Extracurricular Activities

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

2. Language Instruction

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

3. Tax Exemption

Participants exempt from taxes in Japan 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.

4. Designated 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.) it is English, for France it is French, for Germany it is German, for China it is Chinese, for Korea it is Korean, and for other non-English speaking countries, it is the principal language spoken in that country. However, there may be cases where English is required as well.

## 5. Designated Departure Points &amp; Dates

	Group A (July 29, 2018 Arrival)	Group B (August 5, 2018 Arrival)
Country	Point of Departure	Point of Departure
Australia	Sydney Canberra Melbourne Adelaide Hobart Perth Brisbane	
Canada		Ottawa Montreal Halifax Calgary Winnipeg Toronto Vancouver
Ireland	Dublin	
New Zealand		Wellington Auckland Christchurch
United Kingdom		London Edinburgh
United States	New York Atlanta Chicago Houston Los Angeles Phoenix Seattle Spokane  Denver Salt Lake City Boston	Washington D.C. Detroit Nashville San Francisco Portland Anchorage Honolulu Hagatna* Saipan** Miami
South Africa	Pretoria Cape Town Durban Port Elizabeth	
Jamaica	Kingston	
Singapore		Singapore
Other Countries		Designated airport in home country

**- In principle, those who will participate from within Japan must join Group A**

- Please be aware that participants cannot switch between Group A and B (e.g. switch from New York to Washington DC,) or depart from a country other than their home country.

\*Interview in Hagatna is for Guam/Saipan residents ONLY

\*\*Saipan is a departure location ONLY. There is no interview.

## 6. Designated Cities

These are cities designated by the government with populations of 500,000 people or more. At present, there are twenty designated cities which consist of: Sapporo, Sendai, Niigata, Saitama, Chiba, Yokohama, Kawasaki, Sagami-hara, Shizuoka, Hamamatsu, Nagoya, Kyōto, Ōsaka, Sakai, Kōbe, Okayama, Hiroshima, Kita-Kyūshū, Fukuoka and Kumamoto.