



THE 2019 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 2019 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 2018, there are 5,528 participants on the Program from 54 countries.

As the Program has achieved an excellent reputation over the last 32 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 of participation on the Program (hereinafter, period of participation). 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 assignment or early termination of participation period 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) Cooperation 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) Cooperation in foreign language speech contests.
- (8) Cooperation 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 international exchange affairs at the Contracting Organization. (e.g. editing, translating and compiling publications into a foreign language; cooperating or advising on planning, designing, and implementing international exchange programs, including international economic exchange projects; hosting official guests from abroad; interpreting at various events, etc.).
- (2) Assistance in international economic exchange affairs at the Contracting Organisation (e.g. cooperation or advising on planning, designing and implementing international economic exchange projects such as expanding the overseas market for local products or attracting foreign tourists to Japanese localities etc.)
- (3) Cooperation in language instruction of employees of the Contracting Organization and local residents (see [Note 2](#)).
- (4) Advising and collaborating on activities of local private groups or organizations engaging in international exchange.
- (5) Cooperation in cultural exchange activities (including school visits) for local residents' cross-cultural awareness and understanding and in activities for foreign residents in Japan.
- (6) 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) Period of Participation

In principle, the period of participation is for one year commencing on the day after the designated arrival date, and participants are appointed to a Contracting Organization for this duration. In some cases, multiple appointment procedures may be required within this one year period of participation, such as in the case where a Participant's Contracting Organization is a local authority. Non-designated arrival participant's who arrive at a later date will have a shortened period of participation.

Although the date of arrival is normally designated in July or August (hereinafter, July/August arrival), it may be possible for applicants who indicate as such on their application form to arrive in Japan on April 14 (hereinafter, April arrival) or another date after April arrival but before July/August arrival (hereinafter, Early arrival) in order to fulfil the

needs of Contracting Organizations which require the assignment of a participant earlier than the designated July/August arrival date. Such applicants who request but were not placed for an April arrival will continue to be examined 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 confirmed during their interview that such an arrival was still possible, then later 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, his/her period participation may be terminated prior to the end of the one-year period of participation.

If the Participant's work performance is of the required standard as deemed by his/her Contracting Organisation, it may be possible for the participant to renew the period of participation for an additional year. Under these circumstances, it is generally possible to renew participation up to a total of three years. However, if the participant's work performance, level of experience, and ability are deemed to be of an exceptionally high standard by his/her Contracting Organisation, it is possible to renew participation up to a total of five years. For April arrivals and Early arrivals, it may be possible for the Participant to renew his /her period of participation after the first year until the next August, and then also possibly renew his /her participation from that August by an additional year. In this case, it is generally possible to renew participation up to a total of three years and four months. However, if the Participant's work performance, level of experience, and ability are deemed to be of an exceptionally high standard by his/her Contracting Organization, it is possible to renew participation up to a total of five years and four months.

Withdrawal from the Program during the period of participation on the part of the participant adversely affects school and local government administration as well as impeding the overall implementation of the Program itself. All participants are therefore required to complete their period of participation in full.

(2) Working Hours

Participants are expected to be at work approximately 35 hours a week, excluding lunch breaks. The breakdown of a participant's working hours may differ among Contracting Organisations, however participants are generally required to work Monday through Friday between the hours of 8:30a.m. and 5:15p.m. Generally, Saturdays, Sundays, and Japanese national holidays are days off. However, there are cases in which work duties may require changes in the normal schedule or require a participant to work on Saturdays, Sundays, or Japanese national holidays. The number of paid holidays per year differs among Contracting Organisations, but in principle participants are allowed at least 10 days.

(3) Remuneration

Remuneration per annum is approximately 3,360,000¥ in the first year of period participation, 3,600,000¥ in the second year, 3,900,000¥ in the third year, and, in the case where a participant who is deemed to have excellent work ability by the Contracting Organization exceeds three years, the remuneration will be approximately 3,960,000¥ in both the fourth 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 the 1-year period of participation in full. If participation is less than 1 year, the remuneration will be less than the above-stated amounts.

Participants are required to bear the cost of taxes in cases in which income and resident taxes are imposed (see [Note 3](#)). First year participants whose period of participation 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 may, upon completion of the Program, be required to pay any amount of resident taxes, etc. which would be subject to that year in one lump sum prior to leaving Japan.

Furthermore, 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.

(4) Limitation on Profit-Making Activities

Participants, after reaching a full understanding of the motives and goals of the Program, are expected to prioritise their duties as a participant and should refrain from engaging in other profit-making activities.

(5) 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

1) As part of the general 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 be determined to responsibly complete their period of participation.
- (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 2019). 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 2016-2018 JET Program year (inclusive of April 2016 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 previous 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 2009.
- (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.

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

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

3) 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:

(i) Have language teaching experience or qualifications.

(ii) Have general teaching experience or qualifications.

(iii) Have a high level of Japanese language ability.

4) In addition to the above general criteria, 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 they should have the ability to pass the Level N2 or N1 exam.

4. APPLICATION PROCEDURES

Applicants must complete the online application **by Saturday, November 17 11:59PM (EST)** Early submission of applications and documents is *highly* encouraged. For the U.S. JET Program application, documents must be submitted through the designated online portal.

Document	Online
1) Application Form*	1
2) JET Program Applicant Self-Report of Medical Condition(s)*	1
3) Certified Record / Official Transcript <ul style="list-style-type: none"> It must cover all college/university courses Official e-transcripts are accepted only under certain circumstances 	1
4) Essay (Statement of Purpose)* <ul style="list-style-type: none"> Applicants will submit the essay via the online portal Format: two pages double-spaced on letter-size paper with one-inch margins and size 12 font. The two-page limit is strictly observed. 	1
5) Certification of Graduation (or proof of expected graduation) <ul style="list-style-type: none"> A scanned diploma or transcript bearing a graduation date 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 Applicants who will not have a degree conferred by the designated date in July are not eligible 	1
6) Letters of Reference (2) <ul style="list-style-type: none"> Applicants will send reference requests via the online portal Reference letters must be academic or professional 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 Letters must be in either English or Japanese 	2
7) Teaching or language proficiency qualifications (TEFL/TESL/TESOL/JLPT) (*Only for applicants with these types of qualifications)	Only if applicable
8) Proof of U.S. Citizenship Accepted types of proof are limited to: scans of a passport, birth certificate, or naturalization papers.	1
9) Criminal Record <ul style="list-style-type: none"> ONLY for applicants with a criminal record, or applicants who indicate on their application an interest in early placement The deadline to submit the record is your interview date. Please follow instructions provided by your interview office. Please keep proof of requesting the check (receipt, etc.) Please see 6. (1) in regards to obtaining a criminal record 	Only if applicable
10) Certificate of Health <ul style="list-style-type: none"> ONLY for applicants who indicate an interest in April / Early arrival. The deadline to submit the certificate is your interview date. Please follow the instructions provided by your interview office. 	Only if applicable

*These documents must be filled out within the online application portal.

5. SELECTION AND NOTIFICATION OF RESULTS

- (1) An Embassy of Japan, under whose jurisdiction a participant's home country falls, will conduct the first screening and selection of applicants based on written applications. The second stage of screening will be conducted in the form of interviews at the same Embassy or the Consulate of Japan falling under the jurisdiction of the Embassy, in order to determine candidates.
- (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 and Consulate of Japan where the applicants interviewed (hereinafter, Interview Office). Applicants will be notified of the result via the Interview Office from March 2019.
- (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) Candidates who have been assigned a Contracting Organization are deemed successful candidates/participants, and will be notified the name of the Contracting Organization by the Interview Office from May 2019 (from March 2019 for April arrivals).
- (5) The Contracting Organization will then initiate direct contact with the successful candidate/participant, sending him or her documents such as notice of appointment, a letter detailing the workplace and working conditions, and other materials introducing the Contracting Organization.
- (6) Alternates will be upgraded to successful candidate/participant status accordingly as openings for alternates become available until the second week of December 2019.

6. SUBMISSION OF CRIMINAL RECORD AND CERTIFICATE OF HEALTH

- 1) In principle, successful candidates/participants, short-list candidates and alternates must obtain and submit their Criminal Record and Certificate of Health to the Interview Office by the June 2019 deadline designated by the interview location. Candidates who are selected to proceed to the interview stage should follow the instructions provided by their JET Program Coordinator in regards to when to begin obtaining their criminal record.

Please note that those who stated they have a criminal history at the time of application must submit their criminal record by the designated deadline in February 2019 at the latest, or risk disqualification.

Additionally, alternates who are upgraded and become successful candidates/participants may be required to submit a Certificate of Health again depending on the time they will travel to Japan.

Regarding the Criminal Record

- (1) 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.

- (2) 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.
 - (3) 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.
 - (4) Applicants/candidates 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.
 - (5) Applicants/candidates 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, should submit their FBI background check and Certificate of Health to the Interview Office at the time of interview by the designated deadline set by the Interview Office.

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. Among the applicants/candidates who indicate an interest in April arrival, interest in April arrival or Early arrival and have submitted all required documents, those selected for April arrival or Early arrival will receive notification of short-list candidate status and assignment of Contracting Organization by the Interview Office from March 2019 (applicants may receive both notifications at the same time) . Short-list candidates/participants must submit the Reply Form to the Interview Office as soon as possible to after receiving notification.

- 3) Additionally, any changes to an applicant's/candidate's physical or mental health or criminal history etc. after submitting the application may affect his/her eligibility of participation for the Program and must be promptly notified to the Interview Office.

7. DISQUALIFICATION

Successful candidates/participants (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 information contained in the application documents after submission in a timely manner.
- 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 the application to renounce Japanese nationality before the Reply Form submission deadline (This excludes alternates. However, in the case alternate becomes a successful candidate/participant, he/she will be required to submit their applications to renounce 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 are required to work at 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, there is no guarantee of an assignment near a participant's desired location, (request from April Arrivals, Early arrivals, or alternate candidates may be especially difficult to accommodate.). *Only requests for special consideration as listed below that have been indicated on the application form will be taken into consideration. Any requests of changes after submission of the 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

Participants will be provided with written materials about the Program, including a Japanese language textbook prior to departure for Japan. Additionally, 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 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

CLAIR provides Japanese language courses which, participants can enroll in after arriving in Japan in order 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 designated as mandatory by the Contracting Organization or 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. In some cases, the Contracting Organization may designate the participants housing arrangements. As such, participants should consult with their Contracting Organization in advance.

11. TRANSPORTATION TO AND FROM JAPAN

1) Travel and Other Costs Related to Coming to Japan

All participants must arrive in Japan on the designated date (Note 5) and flight except for candidates who already reside in Japan as defined below in 11. (2). Participants who do not board the designated flight will be disqualified from the Program, with the exception of cases due to truly inevitable circumstances, such as on humanitarian grounds.

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 receiving notification of his/her assignment, with the exception of cases due to truly inevitable circumstances, such as on humanitarian grounds, he/she must pay any travel and other costs, such as cancellation fees etc. that were accrued. These costs may include fees accrued for the arrangement of travel within Japan or for housing in the case the Contracting Organization has made arrangements).

Cancellation fees for airline tickets will differ depending on the date that the cancellation of the ticket has been confirmed. In the case cancellation is confirmed 15 to 30 days prior to the designated departure date, the cancellation fee will be half the price of the airline ticket. In the case cancellation is confirmed 14 days or less prior to the designated departure date, the cancellation fee will be the full price of the airline ticket. Furthermore, participants may be required to submit documents in order to determine if a case falls under “cases due to truly inevitable circumstances” 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 the status prior to the designated arrival date, are permitted to participate from within Japan. *It is the responsibility of the Participant to confirm whether a change will be permitted and carry out the procedure for the change of status with the relevant Immigration Bureau of Japan office.* If a change in status is permitted, participants must indicate his/her participation from within Japan on the 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, the Contracting Organization will bear travel costs only in the case where a participant travels from the designated airport or railway station to the Post-Arrival Orientation venue on the designated arrival date. Travel costs to the designated airport or railway station will be borne by the participant. Participants who live within 100 kilometres of the Post-Arrival Orientation venue will bear all travel 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 travel costs will be borne by the Contracting Organization according to their travel expense regulations.

3) Return Travel Expenses

In the case participants meet all of the guidelines listed below, the return travel costs both from the Contracting Organization to an international airport in Japan and from that airport to the airport designated in their home country from which they originally departed will be borne by the Contracting Organization according to their travel cost regulations.

Participants who participate from within Japan and meet all the guidelines below are also eligible to have travel costs from their Contracting Organization to the airport designated in their home country borne by the Contracting Organization.

- (1) The Participant completes the period of participation.
- (2) The Participant doesn't enter into subsequent employment with a Contracting Organization or a third-party in Japan within 1 month after the completion of participation.
- (3) The Participant departs Japan to return to his/her home country no later than 1 month from the day following the completion of his/her participation.

4) Reimbursement of Travel Costs

A participant who violates the Contracting Organization terms and conditions, such as by returning to his/her home country without reasonable cause, or is disqualified due to committing inappropriate acts, etc. after arriving in Japan, will not only be responsible for the full cost of return travel to his/her home country, but must also reimburse any travel costs that the Contracting Organization or CLAIR have already borne. In some cases there may be other costs for which the participant will be held responsible.

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 enter Japan under the appropriate status of residence ("Instructor" for ALTs, and "Engineer/Specialist in humanities/International services" for CIRs) that permits work.

Family members accompanying a participant (spouse or children) must submit official documents which prove legal marriage or parent-child relationship to the Embassy or Consulate of Japan and must carry out the procedures for applying and obtaining a Dependent's Visa. 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 information exchange among the members, welcoming participants back to their home countries upon their completion of the Program, introducing Japanese culture, and providing educational information about Japan. It is anticipated that participants completing their participation on the Program will respond to the “After JET Contact Information Survey” sent by CLAIR with their post-participation contact information. Participants are also expected to contact the Embassy or Consulate of Japan nearest to the participant’s resident (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. Information may also be shared with the aforementioned organizations after the arrival of participants in Japan for administrative matters (*) in cases of emergency or early termination of participation on the Program.

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

- (1) Replacement of a participant in the case of early termination of participation
- (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 ARRIVAL IN JAPAN

2018

November 17	U.S. JET Program Application Submission Deadline (11:59PM EST)
December	First stage of screening process (review of application documents)

2019

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 successful candidate/participant status and assignment of Contracting Organization for April arrivals
March/April	Announcement of status (short-list/alternate /unsuccessful)
April 14	Arrival in Japan for April arrivals (appointments begin on April 15)
April-	Early arrivals arrive in Japan
May-	Notification of successful candidate/participants status and assignment of Contracting Organization for July/August arrival

successful candidates

May-2 nd week of Dec	Alternate candidates are eligible to be upgraded to short-list status
June-July	Q&A Session and summer events and document submission
July 28	Group A arrives in Japan
July 29	Group A beginning of contract
August 4	Group B arrives in Japan
August 5	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 & Dates

	Group A (July 28, 2019 Arrival)	Group B (August 4, 2019 Arrival)
Country	Point of Departure	Point of Departure
Australia	Sydney Canberra Melbourne Adelaide Hobart Perth Brisbane	
Canada		Ottawa Montreal Halifax Calgary St. John's 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.

-Participants cannot depart from a country other than their home country. Participants from the United States can depart only from the designated departure points noted above.

*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. Certain affairs generally administered by prefectures in Japan are transferred to the designated cities' jurisdiction in order to manage the affairs of large cities efficiently. 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.