



# THE 2020 JAPAN EXCHANGE AND TEACHING (JET) PROGRAM APPLICATION GUIDELINES

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The following guidelines apply to Sports Exchange Advisers (SEA) for U.S. citizens applying for the 2020 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 2019, there were 5,761 participants on the Program from 57 countries.

As the Program has achieved an excellent reputation over the last 33 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

#### **Sports Exchange Advisor (SEA):**

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

### 2) Duties

SEA 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 sports instruction affairs at the Contracting Organization (e.g. cooperating or advising on planning, designing, and implementing sports projects).
- (2) Cooperation in sports training of promising local athletes.
- (3) Cooperation in sports training of employees of the Contracting Organization and local residents.
- (4) Advising and collaborating on sports activities of local private groups or organizations engaging in international exchange
- (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) Period of Participation

In principle, the date of arrival is scheduled in July or August, however for 2020 JET Programme, the designated date of arrival is in September. As such, the period of participation is approximately 10 months long for 2020 JET Participants.

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 10-month period of participation.

If the Participant's work performance is of the required standard as deemed by his/her Contracting Organization, 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 Organization, it is possible to renew participation up to a total of five years.

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 Organizations, 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 many cases in which work duties, such as the schedule of practices and/or games etc., 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 ¥2,800,000 in the first year of period participation, ¥3,600,000 in the second year, and ¥3,900,000 in the third year. The sums aforementioned are reflective of one year of participation in the Programme based on the designated remuneration. Therefore, in the case where the period of participation is less than one year, the amount of remuneration will also be less than the above according to the length of the period of participation. In addition, 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.

Participants are required to bear the cost of taxes in cases in which income and resident taxes are imposed (see [Note 1](#)).

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) 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. Applicants who possess multiple nationalities with countries other than Japan may only apply as a national of one of those countries.
- (5) Have a functional command of the English or Japanese language.
- (6) Not have participated on the Program since the 2017-2018 JET Program year (inclusive of April 2017 arrivals) or have participated on the Program for more than five years in total.
- (7) 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).
- (8) Not have lived in Japan for six or more years in total since 2010.
- (9) Have a desire to proactively maintain relations with Japan, even after completion of the Program.
- (10) 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.

(11) Be willing to obey all Japanese laws.

(12) Be recommended by a participating countries' National Olympic Committee (NOC), a government organization or sports association etc. as exceling in the instruction of certain designated sports or be otherwise accepted to have equivalent abilities. Furthermore, applicants must have either graduated from a vocational college etc. and obtained coaching certification/qualification, or have at least 3 years of coaching experience in one's specialized sports field.

#### 4. APPLICATION PROCEDURES

Applicants must complete the online application **by March 15, 2020**. Early submission of applications and documents is *highly* encouraged. For the U.S. JET Program application, documents must be submitted via e-mail to [jetprogram@ws.mofa.go.jp](mailto:jetprogram@ws.mofa.go.jp). If the total file size of all your attachments exceeds 7MB, please send multiple emails so that your total attached file size does not exceed 7MB.

Document	Online
1) Application Form	1
2) JET Program Applicant Self-Report of Medical Condition(s)	1
3) Essay (Statement of Purpose) <ul style="list-style-type: none"><li>○ Format: two pages double-spaced on letter-size paper (8.5x11) with one-inch margins and size 12 font. The two-page limit is strictly observed.</li></ul>	1
4) Letters of Reference (2) <ul style="list-style-type: none"><li>• Letters must be in either English or Japanese</li><li>• Reference letters should be academic or professional</li><li>• One of the letters should be from an individual at a relevant organization who can comment on your coaching experience</li></ul>	2
5) Certification of Graduation of a vocational college etc. or coaching certification/qualification of one's specialized sports field (if any)	1
6) Proof of U.S. Citizenship <ul style="list-style-type: none"><li>• Accepted types of proof are limited to: scans of a passport, passport card, birth certificate, or naturalization papers. <b>(Must be issued by a government organization such as a city, county, or state government)</b></li></ul>	1
7) Criminal Record <ul style="list-style-type: none"><li>• ONLY for applicants with a criminal record</li><li>• The deadline to submit the record is your interview date. Please follow instructions provided by your interview office.</li><li>• Criminal record must be issued after September 1, 2019</li></ul> Please see 6. (1) in regards to obtaining a criminal record	1

## 5. SELECTION AND NOTIFICATION OF RESULTS

- (1) For American applicants, the Embassy of Japan in Washington, D.C. 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 May, 2020.
- (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 their Contracting Organization by the Interview Office starting from May, 2020.
- (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. As preparing living conditions can be a complicated process, the Participant should respond promptly to all the correspondence from 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 2020.

## 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 30, 2020 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.

However, **those who have indicated on their application that they have a criminal history must submit a Criminal Record document by the time of their interview**, which is expected to fall in early April. Failure to report a criminal history on your application which later becomes evident from an FBI Background Check is grounds for disqualification. See Instructions for Obtaining an [FBI Background Check](#) for more info.

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 place-holder 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) The Criminal Record and Certificate of Health submitted must be no older than September 1, 2019.
- 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.) (Inclusive of 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, (requests 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 there will be no pre-departure orientation for those participating from within Japan on a status other than Temporary Visitor at the time of the scheduled departure. 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 before and 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 Participant's 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 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, fees incurred in obtaining documents necessary to travel to Japan, transit visas, extra baggage fees, and shipped luggage fees 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 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 one month after the completion of participation.
- (3) The Participant departs Japan to return to his/her home country no later than one 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 the United States of America, before the date of travel to Japan, in accordance with the instructions provided by the JET Program Office, and enter Japan under the appropriate status of residence ("Skilled labor" for SEAs) that permits work. s

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.

#### 6) Participants Travelling with a Spouse or Family

In cases where the Participant is accompanied by a spouse or family, the Participant will be completely responsible for all the arrangements (travel, living, or otherwise) and fees incurred thereof.

## **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 residing 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 4](#)) 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

2020

March	Application deadline Announcement of results of first stage of screening process (review of written applications)
April	Second stage of screening process (interviews)
May	Notification of successful Participant status and assignment of Contracting Organization for arrivals
May-2 <sup>nd</sup> week of Dec	Notification of upgrade to short-list candidate for alternates.
June-July	Pre-Departure Orientation, preparation, etc.
<b>Saturday, September 12</b>	Departure from US
<b>Sunday, September 13</b>	Arrival in Japan (appointments begin on September 14)

## **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:**

Note 1. 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.

Note 2. 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, the Philippines, 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.

Note 3. Designated Departure Points & Dates

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

<b>Country</b>	<b>Point of Departure</b>
United States	New York Washington D.C. Atlanta Detroit Chicago Nashville Houston San Francisco Los Angeles Portland Phoenix Anchorage Seattle Honolulu Spokane Miami Denver Boston
<b>U.S. citizens must depart from one of the designated locations in the U.S.</b> The locations below are provided as a reference for any non-U.S. nationals reading these guidelines.	
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
South Africa	Pretoria Cape Town Durban Port Elizabeth
Jamaica	Kingston
Singapore	Singapore
Philippines	Manila Cebu Davao
Other Countries	Designated airport in home country

#### Note 4. 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.