

2026



2026 PROGRAM – DC DOCUMENT SUBMISSION INSTRUCTIONS

Washington, D.C. Interview Location

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Last updated: April 2026

CONFIDENTIAL

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Dear 2026 JET Program Candidates,

Congratulations on making it this far in the selection process for the 2026 Japan Exchange and Teaching Program! Of the over 4,000 individuals who applied for the JET Program, you are among the few to have made it to this stage.

While you are almost ready to set off for Japan, there are still several important documents you must submit in order to continue your candidacy. Not all items apply to all candidates so please read the information in this document carefully and use the checklist to determine which forms you need to submit and their respective deadlines.

We will be overseeing the preparations and paperwork for all candidates who interviewed at the Embassy of Japan in Washington, D.C. You are expected to read all instructions and resources provided by the JET Program Office and act accordingly, especially with regard to providing necessary documents and meeting deadlines.

JET OFFICE RESPONSIBILITIES

- To provide information and documents in a timely manner
- To respond to inquiries and address specific questions not already covered in the materials provided
- To assist candidates in preparing for departure to Japan on the JET Program

YOUR RESPONSIBILITIES

- To read all documents and information provided by the JET Program Office
- To submit all documents and forms in a timely manner (on or before deadlines)
- To contact the JET Program Office in advance or as soon as possible with any changes to personal information, eligibility, or status, including but not limited to:
 - (Contact information
 - (Criminal actions (arrests, etc. occurring between the time of application and departure)
 - (Medical issues (new diagnoses, new medications, etc.)
 - (Anticipated graduation date
 - (Dual nationality with Japan
 - (Travel requiring a passport (international travel) in the time between selection and departure
 - (Inability to be contacted (e.g. long camping trip, vacation, etc. without email/phone access)
 - (Ability to provide necessary paperwork by the stated deadline

If you have any questions or concerns about your ability to provide documents or fulfill your obligations, please contact us at jetprogram@ws.mofa.go.jp. We look forward to working with you on your journey to living and working in Japan!

Sincerely,

Devon Altman, Grace Roberts, and Sabrina Greene

JET Program Coordinators – JET Program Office, Embassy of Japan

GLOSSARY OF TERMS

- **JET Program Participant:** an individual who has signed his/her contract and is on the JET Program.
- **Placement:** The location in Japan to which the JET participant is assigned by the government of Japan. Placements cannot be changed and withdrawing after notification of placement carries penalties.
- **CO (Contracting Organization):** the organization in Japan which acts as the sponsor for the JET participant's visa and with which the JET ultimately enters into an employment contract.
- **CLAIR (Council of Local Authorities for International Relations):** this organization is a branch of the Japanese government which assists JET Program Participants in Japan. CLAIR also hosts the JET Programme international website (www.jetprogramme.org) where you can find many useful publications.
- **The Portal (JET Program Application Portal):** www.jetapplication.com. This will be the main location where you can download required forms and submit digital documents (as specified in the guide).
- **Arrival Group A:** JET Participants in Group A will depart on Saturday, July 25th, 2026 for Japan.
- **Arrival Group B:** JET Participants in Arrival Group B will depart on Saturday, August 1st, 2026 and arrive in Tokyo on Sunday, August 2nd, 2026 and then attend a mandatory Post-Arrival Orientation in Tokyo from Monday, August 3rd to Wednesday, August 5th. Group B contracts begin on August 3rd.

Shortlist candidates from the Washington, D.C. interview location are part of Arrival Group B.

GROUND FOR DISQUALIFICATION

A participant may be disqualified from the JET Program without warning in the following circumstances:

1. The candidate/participant engages in conduct that is considered inappropriate for a JET participant, or there are reasonable grounds to believe that the candidate/participant has engaged in such behavior.
2. The candidate's/participant's application documents are found to contain false statements.
3. The *Reply Form*, *Visa Application*, or other documents/forms are not submitted by the deadline.
4. It becomes evident at a later date that the candidate/participant does not meet the eligibility criteria due to some reason attributable to the candidate/participant themselves.

GENERAL JET DEPARTURE TIMELINE

APRIL 2026

- Candidates are notified of their status (shortlist, alternate) and provided with the 2026 JET Document Submission Instructions (this document) which contains guidance and submission instructions to forms, and information necessary to prepare for departure.
- General Information Handbook made available as a PDF here: <https://jetprogramme.org/en/download/>
- **TUESDAY, APRIL 14 – DEADLINE** For all DC candidates, shortlist and alternate: 2026 Reply Form, photocopy of passport (if not already provided)

MAY / JUNE 2026

- First round of placement notifications for shortlist candidates. Candidates will typically learn their placement in late May/early June. They may begin to have contact from the contracting organizations or current JETs at their placement location in Japan.
 - Note: If you are upgraded from alternate to shortlist candidate prior to placement notifications, you may receive your placement notification after the first round of notifications.
- **FRIDAY, JUNE 5 – DEADLINE** For shortlist candidates: Certificate of Health (required), FBI Criminal History Summary Check (required), JET Accident Insurance Form (if applicable)
- **FRIDAY, JUNE 26 – DEADLINE** For shortlist candidates: Visa Application Form (required), physical copy of passport (required), Prior Visa Cancellation Form (if applicable); For all candidates, shortlist and alternate: Proof of Graduation from a bachelor's degree program, if participant provided an Proof of *Expected* Graduation at the time of application (required)
 - Important note: Shortlist and upgraded candidates must turn in their official passports for visa processing and thus should not plan any international trips for about a month before departure. If you must leave the country during this time, contact the JET Program Office as soon as possible.
- Initial information regarding travel arrangements is sent out. The flight to Japan and all travel / accommodations between arriving in Tokyo and arriving at the placement location are covered by the contracting organization.

JUNE / JULY 2026

- Summer Orientation and Workshops (Optional): The JET Program Office will host an information series for shortlist, upgraded, and alternate candidates. It will feature workshops and discussion panels hosted by Program Coordinators and local JET Alumni Association (JETAA) members.
 - The JET Program Office and the JET Alumni Associations may host additional workshops and/or social events for shortlist candidates. More information will be provided by JET Coordinators.

LATE JULY / EARLY AUGUST 2026

- ⇒ **FRIDAY, JULY 31 - PRE-DEPARTURE ORIENTATION (Mandatory):** The Pre-Departure Orientation, or “PDO,” is hosted by the Embassy of Japan in D.C. the day before departure
- ⇒ **FRIDAY, JULY 31 – RECEPTION (Optional):** A Farewell Reception to honor out-going JET participants is hosted by the Embassy after the Pre-Departure Orientation
- ⇒ **SATURDAY, AUGUST 1 – DEPARTURE:** JETs depart as a group from a Washington D.C. airport
- ⇒ **SUNDAY, AUGUST 2 – GROUP B ARRIVAL:** Group B JETs arrive to one of the Tokyo airports
- ⇒ **MONDAY, AUGUST 3 TO WEDNESDAY, AUGUST 5 - TOKYO ORIENTATION (Mandatory):** Group B JETs take part in Post-Arrival Orientation in Tokyo before going on to their placement locations throughout Japan. The orientation is two days in total, with JETs departing on Wednesday, August 6th.

General Departure Timeline Continued...

Please note: For alternate candidates, upgrades may occur any time between April 2026 and December 2026. If upgraded in June or later, you will likely have a different schedule than what was outlined above. Please refer to the schedule directly supplied to you by your JET Program Coordinators upon your upgrade from alternate status to shortlist status.

DOCUMENT SUBMISSION OVERVIEW

You can download all forms and view instructions directly from the Portal on the “Further Documents” tab.

DEADLINE (Due by 11:59 PM Eastern Time)	DOCUMENT	REQUIRED TO SUBMIT	SUBMISSION FORMAT
Tuesday, April 14	Reply Form (Including a copy of your passport/proof of passport application)	[ALL] Shortlist and Alternate candidates	The Portal
Friday, June 5	Identity History Summary	Shortlist candidates only	Forwarded email or hardcopy
	Certificate of Health	Shortlist candidates only	The Portal
	JET Accident Insurance Form	Shortlist candidates only – <i>if applicable</i>	Hardcopy OR The Portal
Friday, June 26	Proof of Graduation	[ALL] Shortlist and Alternate candidates – <i>if applicable</i>	The Portal
	Official Passport	Shortlist candidates only	Hardcopy
	Visa Application Form	Shortlist candidates only	Hardcopy
	Prior Visa Cancellation Form	Shortlist candidates only – <i>if applicable</i>	Hardcopy
If needed	Revisions to Reply Form	Shortlist candidates only – <i>if applicable</i>	The Portal
	<i>Yunyu Kakuninsho</i> – Medication Import Form	Shortlist candidates only – <i>if applicable</i>	Online through the Ministry of Health, Labor and Welfare

****Keep copies of forms for your own records & try to submit all documents before the deadlines. Forms and documents collected by the JET Program Office will not be returned to candidates.**

DOCUMENT SUBMISSION INSTRUCTIONS:

IMPORTANT: The following gives **document submission directions specific to Washington DC**. Please make sure you read through the document submission instructions, and each document guide, in full prior to completing/submitting each document.

If you have any questions about how to submit documents, please contact your JET Program Coordinators:

Email: jetprogram@ws.mofa.go.jp

Phone (Devon Altman): 202-238-6773

Phone (Grace Roberts): 202-238-6774

Phone (Sabrina Greene): 202-238-6772

Depending on the document, you may have to submit it digitally or submit a physical copy of it. In the case of having to submit a physical copy you may either send it to us in the mail or schedule an in-person drop off. As you continue to read about the documents, if you see that a hardcopy is required, please refer to these two options:

If sending documents in the mail, address them to:

JET Program Office – Embassy of Japan
2520 Massachusetts Ave, NW
Washington, DC 20008

If delivering your documents to the Embassy by hand, you **must schedule a drop-off time in advance**:

Phone: (202) 238-6772 / 6773 / 6774
Email : jetprogram@ws.mofa.go.jp

REPLY FORM (SUBMIT VIA [THE PORTAL](#))

Due Tuesday, April 14, 2026

ALL CANDIDATES

The Reply Form indicates the applicant's continuing interest in participation on the JET Program. It is a means of collecting up-to-date contact information for shortlist candidates and alternate candidates. It also requests information on dual nationality, passport status and/or prior visas to Japan, whether you plan to be accompanied in Japan, and other questions related to documents. Failure to provide the 2026 Reply Form or providing false statements on the 2026 Reply Form may be cause for the candidate to be dropped from consideration.

SHORTLIST CANDIDATES

The Reply Form serves as an official notice that the individual has been offered a position on the JET Program and is accepting that offer. This allows the JET Program and contracting organization to prepare to bring the candidate to Japan to participate on the JET Program.

IMPORTANT: SHORTLIST CANDIDATES WHO INDICATED TAKING MEDICATION ILLEGAL IN JAPAN

If you are a shortlist candidate and at the time of application indicated that you were taking medication illegal in Japan (see [Self-Report of Medical Conditions](#), Section 9b. *Medication Illegal in Japan*), you are required to stop or change said medication before the 2026 JET Program's Reply Form deadline.

To indicate that you have stopped or changed said medication, shortlist candidates who reported that they were taking medication illegal in Japan must resubmit a [2026 Statement of Physician](#) form. This form is also available in the “Documents” tab of your [online JET Portal account](#). Please email your JET Program Coordinator(s) your new Statement of Physician in PDF format after completing your 2026 Shortlist Reply Form through the [JET Portal](#).

Reminder: Before completing a new Statement of Physician, please review our [2026 Statement of Physician Guide](#).

ALTERNATE CANDIDATES

The Reply Form serves as an official notice that the individual is agreeing to be on the waitlist as an alternate candidate on the JET Program. This allows the candidate to be considered if a position on the shortlist for the Program becomes available.

NOTE FOR ALTERNATES: The JET Office has no means of knowing if/when a candidate will be upgraded. Upgrades can take place any time between April 2026 and December 2026. Returning the 2026 Reply Form for alternate candidates to the JET Program Office signals your continuing interest in JET but is not a binding contract and does not preclude you from pursuing other opportunities.

HOW TO SUBMIT:

1. Sign into the [JET Application Portal](#) using the same login information you used to complete your JET application. If you have forgotten your password, you can use the “forgot password” link to have a password-reset email sent to you. The form will prepopulate the information you have already provided, such as your address, but you will be able to edit anything that has changed.
2. On the left side, you will see a new tab titled “Reply Form” for you to complete and submit.

You must submit a passport style photo and scan of your valid and current passport so that it shows both the information page and signature page. You must also make sure your passport is signed. See example [here](#). The passport must be valid through September 2026 (upgraded alternate participants departing after August would need a valid passport possibly through January 2027). If you do not have a valid passport, you must submit proof that you have applied for a passport or passport renewal.

REMINDER: For shortlist candidates who indicated in their [Self-Report of Medical Conditions](#) at the time of application that they were taking medication illegal in Japan, you are required to provide a new [Statement of Physician](#), illustrating that you have ceased or changed said medication, by the Reply Form deadline date.

If your passport will expire during your time in Japan:

Since JET Program participants sign a one-year contract, we recommend that you ensure your passport will be valid for at least one year from the time of departure. If you plan to stay longer and your passport will expire during your time in Japan:

- **Renew your passport before departure (Recommended)**

The JET Program contract can be renewed up to four times (totaling five years on the JET Program). Passports typically expire after ten years. Renewing before departure will ensure that you do not have to renew your passport/visa/immigration status while on the JET Program. If you renew your passport after you submit your Reply Form, please make sure to submit a [Revisions to Reply Form](#) (*instructions [here](#)*) to indicate the change.

or

- **Renew your passport while in Japan**

If your passport will expire while in Japan, you will have to go through the process of renewing your passport from overseas. After receiving your new passport, you will need to take your old and new passports and your foreign resident card to a local immigration office in Japan to transfer your resident status to the new passport.

REVISIONS TO THE REPLY FORM (SUBMIT VIA [THE PORTAL](#))

SHORTLIST CANDIDATES

If at any point before departure you need to make any changes to the information you provided on your initial Reply Form, you will need to submit a [Revisions to Reply Form](#). You are required to inform the JET Program Office of any changes to:

- Contact information
- Passport information
- Marital status, especially if this changes your legal name
- Medical status or newly diagnosed conditions, particularly those which will require treatment or medication while in Japan
- Any instance of arrest, charge, or conviction for any criminal activity or any change to criminal history information

HOW TO SUBMIT:

1. Review the [2026 Revisions to Reply Form Guide](#) in the 'Further Documents' tab of the [JET Portal](#).
2. Consult with your JET Program Coordinators via email (jetprogram@ws.mofa.go.jp) as soon as possible about the change.
3. Download the [Revisions to Reply Form](#) from the 'Further Documents' tab of the [JET Portal](#).
4. Fill in the applicable sections either digitally or by hand. If by hand, the scan taken of the completed form must be a clear, legible PDF document.
5. Upload the form to the 'Further Documents' tab of the [JET Portal](#) along with any other documentation required to illustrate the change(s) that are necessary to report.
6. Email your coordinator (jetprogram@ws.mofa.go.jp) to confirm receipt of the form.

The Revisions to Reply Form cannot be used to:

- Change your placement request (this is final at the time of application)
- Change your departure location (this is final at the time of submitting the Reply Form)

Important note for Alternate Candidates: If your information changes, please wait until you are upgraded to submit a Revisions to Reply Form.

CRIMINAL HISTORY SUMMARY (SUBMIT VIA EMAIL OR A HARDCOPY)

Due Friday, June 5, 2026

SHORTLIST CANDIDATES (ALTERNATE CANDIDATES AT YOUR OWN DISCRETION)

An FBI Identity History Summary Check is required to receive a visa for the JET Program. Alternate candidates will not be required to submit their background check until they receive an upgrade to shortlist status but may choose to submit ahead of being upgraded. For alternate candidates, keep in mind that you may be required to obtain this document quickly once upgraded to shortlist status. Please see our guides on the [JET Portal](#) for details.

HOW TO SUBMIT:

- ⇒ **DIGITAL CHECKS:** If you are submitting a digital Background Check, you will need to provide the site access pin to your JET Program Coordinators via email (jetprogram@ws.mofa.go.jp). We do **not** accept printouts or PDFs of the Background Check. The easiest way to do this is to forward the email with the link/pin to your coordinators. Depending on the method you use to obtain a background check, opening the electronic form may invalidate it. **Send the link and pin to the JET Program Office, and make sure your JET Program Coordinator opens the form before you do, to ensure that you do not have to purchase another background check.**
- ⇒ **HARDCOPY CHECKS:** These should be sent directly to the JET Program Office at the Embassy of Japan in Washington, D.C. If your background check cannot be sent to the JET Program Office through the FBI or proper FBI Channeler, have it sent to your home address. Leave it in the unopened, sealed envelope and send it to the JET Program Office. Refer to the two submission options listed previously about hardcopy documents, found [here](#).

CONSULT THE JET PORTAL: Make sure to consult the two guides available through the [JET Portal](#).

- [2026 FBI Identity History Summary Check Guide](#)
- [2026 FBI identity History Summer Information / Directions for Obtaining the Check](#)

CERTIFICATE OF HEALTH (SUBMIT VIA [THE PORTAL](#))

Due Friday, June 5, 2026

SHORTLIST CANDIDATES (ALTERNATE CANDIDATES ONLY AT YOUR OWN DISCRETION)

The Certificate of Health should be filled out by a physician/doctor/nurse practitioner with knowledge of your medical history. Please be mindful of the deadline when making your appointment for the completion of this form.

HOW TO SUBMIT:

1. Consult the [2026 Certificate of Health Guide](#). Read it in its entirety before downloading the form.
2. Download the [2026 Certificate of Health](#) form from the “Further Documents” tab of the [JET Portal](#).
3. Make an appointment and take the form to your physician. Make sure that every item is filled out.

- **It is your responsibility to review your Certificate of Health for completion and accuracy before accepting the form from your healthcare provider.** Therefore, review your Certificate of Health before exiting the appointment to ensure the following:
 1. The document must be clearly filled out (as illegible documents will not be accepted)
 2. The document does not feature white-out or crossed-out errors
 3. All questions of the form have been answered and completed with no information missing
 4. All information recorded down by the physician/doctor/nurse practitioner is accurate
 - **If any of the above occur (handwriting illegible, questions skipped or left blank, etc.), you will be required to make a new appointment to correct the document.**
 - If your physician/doctor/nurse practitioner has questions about how to fill out the Certificate of Health during your appointment, you are welcome to call your JET Coordinators for guidance.
4. Scan your completed Certificate of Health and save it as a PDF.
 5. Upload the PDF it to the “Further Document” tab of the [JET Portal](#) prior to the deadline.
-

COMMON MISTAKES ON THE CERTIFICATE OF HEALTH

The following are frequent errors found with the Certificate of Health. Take care to avoid these mistakes.

IN GENERAL:

- Find the appropriate signer. For example, the Certificate of Health must be filled out by an MD (Doctor of Medicine), DO (Doctor of Osteopathic Medicine), or NP (Nurse Practitioner)
- When uploading your completing Certificate of Health to the JET Portal, the scan should be clear and legible, correctly oriented, and uploaded in PDF format. If possible, the Certificate of Health form and its supporting documents should be uploaded as one file and not as separate PDFs for each page.

PAGE 1, SECTION 1:

- Your name on your Certificate of Health must match the name in your passport. If you have a middle name, it must be included on the form as well.
- Dates listed on the form must be in DAY/MONTH/YEAR order (unless only MONTH/YEAR is required).

PAGE 1, SECTION 2:

- Your height must be listed in centimeters and your weight must be listed in kilograms.
- Boxes for sex, pulse regularity, color blindness, and hearing must be checked.

PAGES 1-2, SECTION 4:

- Ensure that any conditions listed on your previously submitted Self-Report of Medical Conditions and Statement of Physician are mentioned in Section 4. Any discrepancies will be flagged and could affect your participation in the program. If your medical conditions/treatment have changed since you submitted your initial application materials, please see “For Candidates with Changes in Medical History” below.

PAGES 2, SECTION 5:

- If you took a blood test or skin test, your tuberculosis results must be attached to the Certificate of Health.
 - If you were evaluated by X-ray examination, all dates must be filled and all boxes checked. The condition of your lungs (good, clear, etc.) during the examination must be described in the space provided.
-

FOR CANDIDATES WITH CHANGES IN MEDICAL HISTORY

IMPORTANT: If your medical conditions/treatment has changed since you filled out the Self-Report of Medical Conditions during the initial application:

1. Consult with the JET Program Coordinators so that they are aware of the situation.
2. Download the [2026 Statement of Physician](#) form and have a physician fill it out alongside your Certificate of Health. Make sure your physician indicates the change in conditions/treatment (list specific dates).
3. In addition to the Statement of Physician, write a signed statement describing the change and include details of when the changes to treatment occurred or why the condition was not listed during the Self-Report of Medical Conditions.
4. Upload the aforementioned documents to the “Further Documents” tab of your [JET Portal account](#). Click “+ Add Other” in *Section 8. Other* to upload your new Statement of Physician.
5. Download the [2026 Revisions to Reply Form](#) after consulting the [2026 Revisions to Reply Form Guide](#). Add the current date and your interview location followed by your personal details (your name and if known, your JET Number and Contract Organization). Note changes to your medical history in the last section, 5) *OTHER*, as indicated on your new Statement of Physician and your signed statement.

Note: Any major discrepancy in the content of your Self-Report of Medical Conditions submitted with your application form and the Certificate of Health completed by a licensed, practicing physician may result in your disqualification from the Program, particularly in the case that the above steps are not taken.

JET ACCIDENT INSURANCE FORM (VIA [THE PORTAL](#) OR A HARDCOPY)

Due Friday, June 5, 2026

SHORTLIST CANDIDATES ONLY – IF APPLICABLE

All JET Participants are covered with four types of insurance. Three of these are compulsory insurances set by the Japanese government (National Health Insurance, Pension Insurance, and Employment Insurance) and the fourth type is a special private policy for all participants known as JET Programme Accident Insurance. Participants are automatically enrolled in the JET Programme Accident Insurance at no cost to them. The insurance acts as an overseas travel insurance and also aids with costs incurred from inquiry or illness.

For more details, please visit the [JET Accident Insurance page](#) on the JET Programme’s website and read through the [Japan Exchange and Teaching Programme’s Accident Insurance Policy Guide for the 2026 Program](#).

WHAT IS THE JET ACCIDENT INSURANCE FORM?: There is a [JET Accident Insurance Form](#) for the 2026 JET Program that in principle does not need to be completed. It is only required for submission in specific circumstances. Please review the [2026 JET Accident Insurance Form Guide](#) on the [JET Portal](#) for more details.

WHO SHOULD SUBMIT THE JET ACCIDENT INSURANCE FORM?: In case of any serious accidents while on the JET Program, insurance benefits will automatically be processed according to ‘Next of Kin’ law in the United States. Since all participants are automatically enrolled in JET Accident Insurance, participants only need to complete the [JET Accident Insurance Form](#) if they have a specific need to designate an insurance recipient that differs from default U.S. inheritance laws. **Should you have any questions about whether this case is relevant to your personal situation, please contact your Program Coordinators.**

From [Reminder – 2026 JET Program Document](#): *Form submissions are accepted under truly unavoidable circumstances, such as if a participant has no relatives in their home country and must designate a beneficiary for death benefits other than the heir apparent, or if a participant wants to designate a beneficiary in advance due to specific circumstances which would necessitate an expedited receipt of death benefits.*

HOW TO COMPLETE THE FORM: You may fill out the form digitally, but **you must sign it by hand**—PDFs or forms with electronic signatures on this form are not accepted. Please see our [JET Accident Insurance Form Guide](#) and [Sample JET Accident Insurance Form](#) for more details. This form cannot be completed without a JET ID Number, so please note the ID provided to you through your placement notification e-mail in May / June.

HOW TO SUBMIT: Once you have completed the JET Accident Insurance Form, navigate to the portal’s “Further Documents” and upload it to “7. JET Insurance Form”. You are welcome to submit a hardcopy, if you prefer. If you will submit the form digitally: please print out, sign by hand, and scan the form before uploading it to Portal. Refer to the two submission options listed previously about hardcopy documents, found [here](#).

PROOF OF GRADUATION (SUBMIT VIA [THE PORTAL](#))

Due Friday, June 26, 2026

ALL SHORTLIST AND ALTERNATE CANDIDATES WHO PROVIDED PROOF OF EXPECTED GRADUATION AT THE TIME OF APPLICATION

Proof of a complete bachelor’s degree is a requirement for participation on the Program. If you had not yet graduated at the time of the application, you were required to submit a *Proof of Expected Graduation*. Once you graduate, you must provide new proof to the JET Program Office showing that the degree was conferred.

If during the initial application period you submitted a Proof of Graduation in the form of a transcript with the date your degree was conferred or a copy of your diploma, you have already fulfilled this requirement and are not required to submit this again.

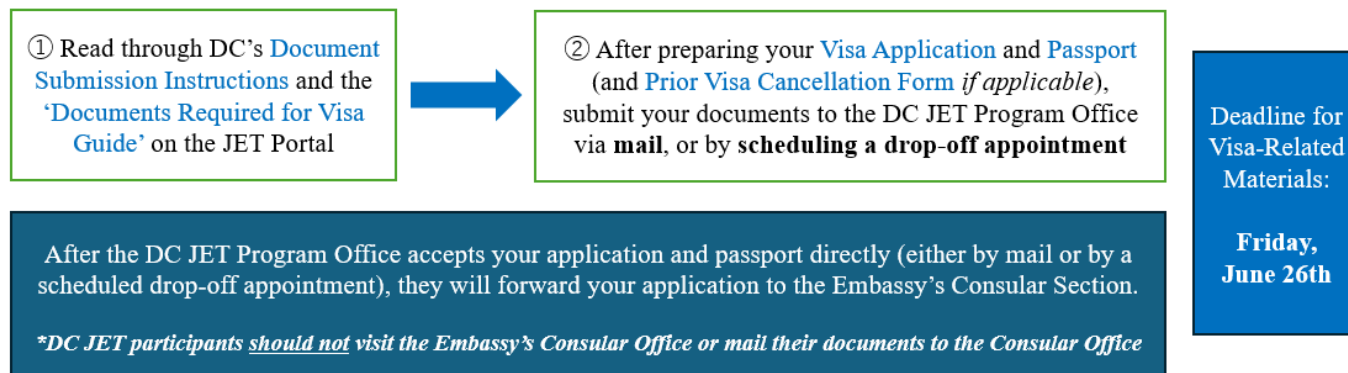
HOW TO SUBMIT:

1. If you have only submitted *Proof of Expected Graduation*, review our [submission guide](#) on the [Portal](#).
2. After you graduate, follow the guide’s instructions and upload your diploma or transcript as a PDF.

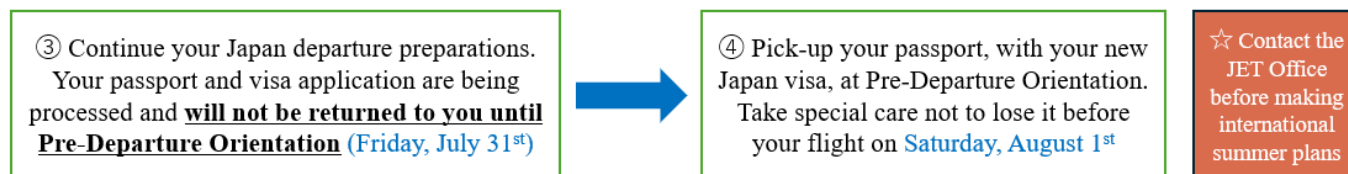
JAPAN VISA PROCESSING TIMELINE AND PROCEDURES

Documents Required: Passport, Visa Application Form **If Applicable: Prior Visa Cancellation**

June 2026 – *After receiving your JET placement and your flight itinerary to Japan...*



July 2026 – *No international trips as the Embassy of Japan will have your passport*



August 2026 – *Enter Japan on **Tuesday, August 2nd** with your passport & Japan visa*

PASSPORT (SUBMIT OFFICIAL PASSPORT, NOT A COPY)

Due Friday, June 26, 2026

SHORTLIST CANDIDATES ONLY

After placements and airline information have been issued to JET Program candidates, the candidates must submit their valid and signed US passport together with their Visa Application forms (listed below) to the JET Program Office at the Embassy of Japan in Washington, DC. **You will need information from your passport to fill out the Visa Application, so don't send one ahead of the other.** Once submitted to the JET Program Office, your passport with the JET visa will not be returned until the Pre-Departure Orientation.

HOW TO SUBMIT: Submit with your Visa Application Form (required) and Prior Visa Cancellation Form (if applicable). Refer to the two submission options listed previously about hardcopy documents, found [here](#). For more, please see our [2026 Documents Required for Visa Guide](#).

IMPORTANT: As shortlist JET candidates must turn in their official passports in June for visa processing, you should not plan any international trips for about a month before departure. If you must leave the country during this time, contact the JET Office as soon as possible. If you are living abroad and will not return to the US until close to departures, please contact the JET Office as soon as possible.

The JET Program Office strongly recommends that **candidates send documents by certified mail and with tracking to ensure against documents being lost in the mail**. The JET Program Office will not be responsible for documents which are lost or damaged while being delivered to the JET Program Office as this is the responsibility of the candidate.

VISA APPLICATION (SUBMIT A HARDCOPY)

Due Friday, June 26, 2026

SHORTLIST CANDIDATES ONLY

Download the form [here](#) or from the JET Portal's "Further Documents" tab. Please note that although you may be able to fill it out on the web browser, this potentially could lead to printing issues. Therefore, we recommend downloading it first and then filling it out by hand.

Note: If you are traveling with a dependent (a legal spouse or child) please contact the JET Program Office for information about the dependent visa application.

PHOTO INSTRUCTIONS:

You must attach an appropriate, passport-style photo to the designated box on the application.

➤ The visa application form asks for a 2in x 1.4in photo, **but 2in x 2in submissions are also accepted**

1. Follow the guidelines posted on the [State Department website](#) when taking your photo. Your visa application may be rejected if the photo does not adhere to those guidelines.
2. Your photo **must be printed professionally on photo paper**. (Tip: This can be done easily at a photo center such as Walgreens, CVS, etc.)
3. Write your name on the **back lower half of the picture in ink**.
4. **Do not staple** the photo to the application. Use glue or tape to attach it.

APPLICATION INSTRUCTIONS:

Please note that **bold-underline text** in the below instructions indicate text that should be entered exactly as in the directions. For all other places, please follow the directions to write the appropriate responses. **Do not leave any lines blank unless instructed to do so**; if something does not apply to you, write "N/A".

1. Name in full: the top line should be your last name and the second line should be your first and middle names, as they appear in your passport. **Your surname (last name) should be written in all capital letters**.
2. Other names: If you have a different name, please state it here. If you do not, then leave it blank.

3. Date and place of birth: (do not use abbreviations).
4. Sex/Marital status: If you are engaged, please mark 'single.' If you are in a same-sex marriage, please contact the JET Office for further information.
5. Nationality or citizenship: **USA**
6. Former nationality: If applicable, please state the nationality here.
7. ID No. issued by your government: This field will be filled by our office. **Leave blank (Do not write N/A).**
8. Passport Type: Check "Ordinary"
9. Passport No.: Fill in your passport number
10. Place and date of issue: (This is located on the far-right hand side of your passport page, under the "Authority/Autorite/Autoridien" label.)
11. Issuing authority: Write **United States Department of State** (This is the name of the official office)
12. Date of Expiry: Fill in the date your passport expires
13. Certificate of Eligibility No.: **Please leave this blank (Do not write N/A).**
14. Purpose of visit to Japan:
 - ✧ If you are an ALT, please write: **JET Program: Instructor**
 - ✧ If you are a CIR, please write: **JET Program: Engineer/Specialist in Humanities/International Service**
15. Intended length of stay in Japan: **3 years** (write this even if you are planning on staying for less or longer.)
16. Date of arrival in Japan: **August 2, 2026***
 - * For those given a different date of arrival by your JET Program Coordinators, please list that date of arrival instead.*
17. Port of entry into Japan: Will be either Narita or Haneda. **Leave blank until confirmed.**
 - This information will be provided by Nippon Travel Agency at a later date, so please leave this section blank until the arrival airport has been confirmed*
17. Name of ship or airline: **Leave blank until confirmed.**
 - This information will be provided by Nippon Travel Agency at a later date*
18. Names and addresses of hotels or persons with whom you intend to stay:
 - Name: Enter your placement prefecture, city or town, and your contracting organization. Contracting organizations are likely a Board of Education (ALTs) or a City Hall or Prefectural Government (CIRs).
 - Address: *If notified of your address in Japan by your contracting organization, please enter it here.
 - *If you do not know your address in Japan, write: **"Decided by Contracting Organization"**
20. Dates and duration of previous stays in Japan:
 - If applicable, please write the dates. If not applicable, write "N/A".
21. Your current residential address: Write your permanent or most recent US address.
 - DO NOT write your new Japanese address or a P.O. Box.

22. Current profession or occupation and position: If you are newly graduated, please write “**Student**”. Otherwise, please write in the applicable information, or your most recent profession if you have recently quit your job to join the JET Program.
23. Name and address of employer: If you are newly graduated, please write your school's name, address, and main phone number. Otherwise, please write in the applicable information, or most recent employer.
24. Partner’s profession/occupation:
- If you are married and your spouse is a JET, then write “**Instructor**” if they are an ALT, or “**Engineer/Specialist in Humanities/ International Service**” if they are a CIR.
 - If married and your spouse is not a JET and **IS** traveling with you, then write their profession.
 - If you are married and your spouse is not a JET and **IS NOT** traveling with you, **leave it blank**.
 - If you are NOT married, **leave it blank**.
25. Guarantor or reference in Japan: Please write Name and Address **EXACTLY AS FOLLOWS** (regardless of if you have received an address for your school, expected housing, etc.):
- Name:* **Council of Local Authorities for International Relations (CLAIR)**
Address: **Sogo Hanzomon Building, 6th Floor-JET Program Management Department**
1-7 Kojimachi, Chiyoda-ku, Tokyo, Japan 102-0083
Tel: **03-5213-1733**
Date of birth: **N.A.**
Sex: Leave this blank
Relationship to applicant: **Employer**
Profession or occupation: **N.A.**
Nationality and immigration: **N.A.**
26. Inviter in Japan: Please write “**Same as above**”.
27. Remarks/Special circumstances: Leave this section blank.
28. Have you ever?: Answer these questions by checking the appropriate box. **Do not leave blank.**
29. Please read the declaration and do not forget to **date and sign your application!**
- **Signatures must be handwritten in blue or black ink.**
 - Signatures written in pencil are not accepted. Moreover, e-signatures are not acceptable for this form.
-

HOW TO SUBMIT: Hardcopy required. Submit with your Passport (required) and Prior Visa Cancellation Form (if applicable). Refer to the two submission options listed previously about physical documents, found on [page 7](#).

PRIOR VISA CANCELLATION FORM (SUBMIT A HARDCOPY)

Due Friday, June 26, 2026

SHORTLIST CANDIDATES - ONLY IF APPLICABLE

If you have previously lived, studied or worked abroad in Japan and there is a Japan visa in your passport, you should submit the Prior Visa Cancellation Form. **Even if your visa is marked as used or voided, if the dates are still valid, it will need to be cancelled before the JET visa can be processed.** If you are unsure whether or not your visa is still valid, provide the [Prior Visa Cancellation Form](#) together with your visa application and passport just in case.

HOW TO SUBMIT: Hardcopy required. Refer to the two options listed previously about physical documents [here](#).

PRIOR VISA NUMBER LOCATION: Your Visa Number can be found in the top right-hand corner of your Japan Visa, as circled below. It is typically a nine-digit number. Use this number for your Prior Visa Cancellation Form.



YUNYU KAKUNINSHO - IMPORT OF MEDICATION (SUBMIT TO MHLW)

SHORTLIST CANDIDATES - ONLY IF APPLICABLE

If you intend to take prescriptions, medicines, or other products with you to Japan that exceed the allowable limit, you will need to apply for a *Yunyu Kakunin-sho* Certificate. To do so, you must apply directly to the Ministry of Health, Labor and Welfare (MHLW). If you do not provide all necessary forms or information, the *Yunyu Kakunin-sho* will not be issued. If you do not have a *Yunyu Kakunin-sho* with you and attempt to bring medications into Japan, they may be confiscated. You must apply to MHLW through their online system [here](#). You should submit the application materials by email to the MHLW **at least one month before departure**.

Please see our ["Yunyu Kakunin-sho" - Import of Medication Certification](#) on Portal for further guidance.

More information is also available on the MHLW's website, [here](#). In order for candidates to apply for a *Yunyu Kakunin-sho*, they will need an Itinerary Letter penned and signed by one of their JET Program Coordinators.

HOW TO OBTAIN AN ITINERARY LETTER FROM THE JET PROGRAM OFFICE:

1. After receiving your placement and your flight information from Nippon Travel Agency (NTA America), please inform the JET Program Office via email if you need to apply for a *Yunyu Kakunin-sho* Certificate
 - Email your JET Program Coordinators at jetprogram@ws.mofa.go.jp requesting an Itinerary Letter

*If you have any questions about specific medications or prescriptions not covered in our ["Yunyu Kakunin-sho" - Import of Medication Certification guide](#), please contact the MHLW at yakkan@mhlw.go.jp.



2. After receiving your Itinerary Letter from your JET Coordinators, upload the letter to the "invoice" section of your Import of Medication Certificate application on the MHLW website. Inform the JET Office if any information in your letter is incorrect.

Note from the JET Program Office: *Candidates, please remember that medication readily available over the counter in the United States or another country may be illegal and prohibited from being brought into Japan. Please check if the medication you are taking is allowed in Japan and consult with your physician.*

ADDITIONAL RESOURCES

Other Document Guides on [Portal](#) - not mentioned in this guide, as they will not be submitted to JET

- [Yunyu Kakunin-sho Guide](#)
- [Driver's License Guide](#)
- [The Basics of Taxes](#) (Unofficial Guide – Please consult with a licensed tax authority)

General Resources

- General Information Handbook: <https://jetprogramme.org/en/download/>

Support in Japan

- Association of JETs (AJET): <https://ajet.net/>
 - AJET Regional/Prefectural Page: <https://ajet.net/regional-ajet-chapters/>
 - AJET Special Interest Groups: <https://ajet.net/ajet-special-interest-groups/>
- U.S. Embassy in Tokyo, Japan: <https://jp.usembassy.gov>
- U.S. Department of State - Smart Traveler Enrollment Program (STEP)
 - <https://travel.state.gov/content/travel/en/international-travel/before-you-go/step.html>

Resources for ALTs

- Publications from CLAIR (*see ALT tab*): <https://jetprogramme.org/en/download/>
 - ALT Handbook, Teaching Materials Collection, etc.
- TEFL & JLPT Grant (current JETs only): <https://jetprogramme.org/en/current/support/grants/>

Resources for CIRs

- Publications from CLAIR (*see CIR tab*): <https://jetprogramme.org/en/download/>
 - CIR Handbook, Japanese for CIRs, etc.
- TEFL & JLPT Grant (current JETs only): <https://jetprogramme.org/en/current/support/grants/>
- CIR Forums: <http://cirhomepage.boards.net/>
- CIR Facebook Group: <https://www.facebook.com/groups/1567365576864658/>

Resources for Studying Japanese

- CLAIR Language Courses: <https://jetprogramme.org/en/current/support/languagecourses/>

Newsletters/E-zines

- CLAIR News: <https://jetprogramme.org/en/information/clairnews/>
- Connect (AJET): <https://connect.ajet.net/>
- JET Streams (CLAIR): <https://jetprogramme.org/en/information/jetstreams/>

Resources for our Alumni



The JET Alumni
Association of the United
States (JETAA-USA):
www.jetaausa.com



The US JET
Alumni Association
(USJETAA):
www.usjetaa.org

Other:

- Official JET Program USA: <https://jetprogramusa.org/>. Follow us on [Instagram](#), [Facebook](#) or [X](#)!