

THE 2015 JAPAN EXCHANGE AND TEACHING (JET) PROGRAMME APPLICATION GUIDELINES

The following application guidelines apply to Assistant Language Teachers (ALTs) and Coordinators for International Relations (CIRs).

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

The Programme is implemented by local authorities and other organisations (hereinafter, contracting organisations) of Japan in cooperation with the Ministry of Internal Affairs and Communications, the Ministry of Foreign Affairs, the Ministry of Education, Culture, Sports, Science and Technology, and the Council of Local Authorities for International Relations (hereinafter, CLAIR).

The JET Programme started in 1987 with cooperation from governments of participating countries. In 2014, there were 4,476 participants on the Programme from 42 countries.

As the JET Programme has achieved an excellent reputation over the last 28 years, it is of great importance that this reputation be maintained. Participants are invited to Japan as 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 a contracting organisation for a one-year period. The cost of transportation from the participant's origin to Japan, as well as remuneration, will be funded by the tax payers of Japan via the contracting organisation where the participant is appointed. Because participants serve as civil servants of their contracting organisations, they are required to uphold behaviour befitting civil servants.

Withdrawal from the Programme after receipt of placement or early termination of appointment should be avoided as it causes many problems for contracting organisations, in addition to severely impacting the administration of the Programme itself.

1. TYPES OF POSITIONS AND DUTIES

1) Types of Positions

Applicants may apply for only one position (ALT or CIR)

Assistant Language Teachers (ALT):

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

Coordinators for International Relations (CIR):

Participants engaged in internationalisation activities. CIRs are placed in administrative offices of local authorities or related organisations.

2) Duties

ALT:

Participants who are mainly assigned to local boards of education or 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 organisation to another.

- (1) Assistance in foreign language classes, etc. taught in junior 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 of teachers of a foreign language, etc.
- (5) Assistance in extracurricular activities and club activities (see Note 1).
- (6) Provision of information on language and other related subjects for people such as teachers' consultants and foreign language teachers (e.g. word usage, pronunciation, etc.).
- (7) Assistance in foreign language speech contests.
- (8) Engagement in local international exchange activities.
- (9) Other duties as specified by the contracting organisation.

CIR:

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

- (1) Assistance in projects related to international activities carried out by the contracting organisation. Such activities may include: editing, translating and compiling publications into a foreign language; assisting in planning, designing and implementing international exchange programmes including international economic exchange programmes; assisting in hosting official guests from abroad and interpreting at events for overseas visitors or for local foreign residents in the community.
- (2) Assistance in language instruction of employees of the contracting organisation and local

residents (see Note 2).

- (3) Assistance with and participation in activities of local private groups or organisations engaging in international exchange.
- (4) Assistance in exchange activities (including school visits) related to local residents' cross-cultural awareness and understanding as well as in supporting activities for foreign residents in Japan.
- (5) Other duties as specified by the contracting organisation.

2. ELIGIBILITY CRITERIA

Applicants must:

- (1) Be interested in Japan and be willing to deepen their knowledge and appreciation of Japan after their arrival; be motivated to participate in and initiate international exchange activities in the local community; make effort to study or continue studying the Japanese language prior to and after arriving in Japan.
- (2) Be both mentally and physically healthy.
- (3) Have the ability to adapt to living and working in Japan, and be able to responsibly complete the term of appointment.
- (4) Both ALT and CIR applicants must hold at least a Bachelor's degree or obtain such qualifications by the designated arrival date (ALT applicants may alternatively hold a certification of completion of a three-year course to teach at primary/elementary or secondary schools or obtain such qualification by the designated arrival date).
- (5) Be a national (not just a permanent resident) of the country where the recruitment and selection procedures take place by the time they submit their application form. Those who possess dual nationality with Japan must renounce their Japanese nationality before submitting their Reply Form. Applicants who have dual nationality 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 (see Note 3) 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 JET Programme since the 2012-2013 JET Programme year (inclusive of April 2012 arrivals) or for more than five years in total.
- (8) Not have declined a position on the JET Programme after receiving notification of placement in the last JET Programme 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 2005.
- (10) Have a desire to proactively maintain relations with Japan, even after completion of the Programme.
- (11) Concerning entry into Japan for participation on the JET Programme, agree to reside in Japan under the status of residence stipulated in Article 2-2 of the Immigration Control and Refugee

Recognition Act.

(12) Obey all Japanese laws.

(13) Applicants with a suspended jail term must have finished their period of probation by the time they submit their application form.

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

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

In addition to the above criteria, ALT applicants must:

(15) Be interested in the Japanese education system, particularly foreign language education in Japan.

(16) Be interested in working with children.

(17) Be qualified as a language teacher or be strongly motivated to take part in the teaching of foreign languages.

* Additional consideration will be given to applicants who:

- Have language teaching experience or qualifications.
- Have teaching experience or qualifications.
- Have a high level of Japanese language ability.

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

(18) Have a functional command of the Japanese language (Japanese Language Proficiency Test N1 or N2 is desirable).

3. TERMS AND CONDITIONS

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

(1) Length of Appointment — Working Hours

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

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

If both the JET participant and the contracting organisation are in agreement, the contracting organisation may reappoint the JET participant for an additional year, with two reappointments permissible in principle (allowing for a total of three years on the Programme). Also, if after careful

consideration the contracting organisation deems the JET participant's work performance, level of experience and ability to be of an exceptionally high standard, it may choose to reappoint the JET participant an additional two times (altogether, five years).

Early termination of the appointment on the part of the participant adversely affects school and local government administration in addition to the overall implementation of the JET Programme itself. All participants are therefore required to complete their term of appointment.

Participants are expected to be at work approximately thirty-five hours a week, excluding lunch breaks. It is likely that participants will be required to work during normal Japanese office and/or general school hours, which are from 8:30 a.m. to 5:15 p.m., Monday through Friday. Generally, Saturdays, Sundays and Japanese national holidays are days off. However, there are cases in which extra hours are required before/after usual office and/or school hours, or where participants are required to work on Saturdays, Sundays and Japanese national holidays. The number of paid holidays per year differs among contracting organisations, but all participants are allowed at least ten days.

(2) Remuneration

Remuneration per annum is approximately ¥3,360,000 in the first year of appointment, ¥3,600,000 in the second year, ¥3,900,000 in the third year, and, in case the contracting organisation reappoints a participant whose work ability is deemed excellent more than two times, ¥3,960,000 in both the fourth year and the fifth year. This remuneration is a sufficient amount to cover average living expenses in Japan. This remuneration amount is for participants who complete a one-year appointment in full. The appointment for participants who are unable to arrive on the designated arrival date or otherwise arrive at a later date will be less than one year and the remuneration may therefore be less than the above-stated amounts.

In cases in which income and resident taxes are imposed (see Note 4), participants deemed as “non-residents” will be subject to a 20% income tax under Japan's Income Tax Act.

Remuneration will be made in monthly payments. Participants paying taxes in Japan must pay the remaining portions of resident taxes, etc. for the full year in one lump sum before leaving Japan upon completion of the JET Programme.

In Japan, joining the national social (health) insurance, contributing to the pension fund programme and paying employment insurance are mandatory. A part of these costs are borne by the participant and deducted from the monthly post-tax remuneration each month on payday.

(3) Side-Job Prohibition

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

(4) Driving

Participants with a driving licence may be required to operate a motor vehicle as part of work

duties.

4. ASSIGNMENT OF CONTRACTING ORGANISATION

Participants must sign terms and conditions with the contracting organisation assigned by CLAIR. Participants with special circumstances such as those listed below will be given special consideration. However, the assigned contracting organisation may differ from that requested (requests from April arrivals, those who arrive after April but before July/August arrival, or alternate candidates may be especially difficult to accommodate). Only requests for special consideration indicated on the application form will be taken into consideration. Changes to requests after application, even in special circumstances, are not possible.

Special requests may be considered for instances in which:

- A spouse applies to the JET Programme at the same time.
- A spouse or other immediate family members already reside in Japan, and a move would be impossible or cause great hardship.

5. USE OF PERSONAL INFORMATION

The use of personal information submitted by applicants is limited to necessary use by the Japanese Embassy or Consulate General, Ministry of Internal Affairs and Communications, Ministry of Foreign Affairs, Ministry of Education, Culture, Sports, Science and Technology, CLAIR, and contracting organisations including host prefectures/designated cities (see Note 5). Personal information will be used for such matters as placement, orientations, etc. It will also be used for any of the administrative matters listed below in cases of emergency or early termination of appointment.

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

6. TRANSPORTATION TO AND FROM JAPAN

- (1) Travel and Other Expenses Related to Coming to Japan

Participants must arrive in Japan on the designated date and flight except in unavoidable situations such as on humanitarian grounds. Participants who do not board the designated flight will be disqualified from the Programme.

The cost of domestic transportation to the designated airports in the participants' home countries will be the responsibility of the participants.

Participants' contracting organisations will provide airline tickets from the airport designated in their home countries to Narita International Airport. Transportation costs from Narita International Airport 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 organisation will be borne by the contracting organisation. It is for these reasons that in the case a participant withdraws his/her intent to participate on the Programme, or is disqualified, after receipt of placement, except in exceptional cases, such as on humanitarian grounds, he/she must pay related cancellation fees accrued (including those fees for housing in cases in which the contracting organisation has already made arrangements).

Cancellation fees for airline tickets will differ depending on the date that the cancellation of the ticket has been confirmed; the cancellation fee will be half the price of the airline ticket for a cancellation confirmed 15 to 30 days or more prior to the designated departure date and will be the full price of the airline ticket for a cancellation confirmed 14 days or less prior to the designated departure date. Participants may be required to submit documents accordingly to prove "exceptional cases, such as on humanitarian grounds."

(2) Participants Who Already Reside in Japan

Only those residing in Japan prior to participation on the JET Programme who already hold a status of residence other than "Temporary Visitor" and are able to change their status prior to the designated arrival date are permitted to participate from within Japan. It is the responsibility of the participant to change their status of residence by confirming with the relevant Immigration Bureau of Japan office whether a change will be permitted. If permitted, participants must complete their Reply Form and send it back to the Japanese Embassy or Consulate General where their interview took place.

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 with the Japanese Embassy or Consulate General and enter Japan on the designated flight in order to participate on the Programme.

For participants who already reside in Japan, transportation costs from the designated airport or railway station to the Post Arrival Orientation venue will be borne by their contracting organisations. However, expenses incurred from the participant's home to the designated airport or train station will be borne by the participant. Participants who live within 100 kilometres of Tokyo will be responsible for all transportation costs to the orientation venue.

With regard to transportation from the orientation venue to their contracting organisations, participants must travel in a group with other participants who will be working in the same host prefecture or designated city. Travelling separately is not allowed. These costs will be borne by the contracting organisation.

(3) Travel Expenses Home

All participants not seeking further appointment with their contracting organisations or employment with a third party in Japan after the conclusion of their appointment will have their return airfare expenses from an international airport in Japan to the airport designated in their home country from which they originally departed paid for by their contracting organisation according to the travel expense regulations of their contracting organisation for the most reasonable and standard route if they depart within one month of completing their appointment.

Participants residing in Japan prior to participation on the Programme will also be eligible for their one-way return ticket to the international airport designated by the Japanese Embassy or Consulate General with which they interviewed in their home country if they meet the conditions above.

(4) Repayment of Travel Expenses

JET Participants who violate terms and conditions by, for example, failing to complete the full duration of their appointment without due reason, or become disqualified through committing inappropriate acts after arriving in Japan, will bear the full cost of travelling home. In addition, these participants must repay to their contracting organisation the cost of travel to Japan and other expenses incurred by the contracting organisation, including those costs for housing in cases in which the contracting organisation has already made arrangements.

(5) Dependent's Visa

Family members accompanying participants (spouse or children) must submit official documents which prove legal marriage or parent-child relationship, apply for and obtain a dependent's visa from the Japanese Embassy or Consulate General. Please note that only legal spouses and children are eligible for dependent's visas. A fiancé (e), common-law spouse, etc. is not eligible.

7. ACCOMMODATION

In principle, the participant will be responsible for the accommodation arrangements and, as such, will subsequently be responsible for all associated costs incurred. However, the participant should consult with the contracting organisation before making accommodation arrangements. The participant may have to pay the equivalent of two to six month's rent immediately after arriving in Japan in order to move into housing. Also, the contracting organisation may designate the participants housing arrangements.

8. ORIENTATION AND TRAINING

(1) Pre-Departure Orientation

Prior to departure for Japan, successful candidates will receive written materials on the JET Programme along with Japanese language textbooks. Pre-departure orientations will take place at the Japanese Embassy or Consulate General prior to departure for Japan. All successful applicants must participate in these orientations.

Please note that there will be no Pre-Departure Orientation for those participating from within Japan.

(2) Post-Arrival Orientation

Participation in the Post-Arrival Orientation is mandatory for all new participants. JET participants will receive training necessary for carrying out their work duties in Japan.

Please note that there will be no Post-Arrival Orientation for those participants who arrive after April but before July/August.

(3) Training

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

Participants are also required to participate in training designated as mandatory by the contracting organisation and CLAIR.

9. AFTER COMPLETION OF THE PROGRAMME

JET participants are highly expected to play a role as a bridge between Japan and their home countries after their participation on the Programme. Former JET 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 countries/areas they represent. JETAA members are involved in activities such as exchanging information about Japan, welcoming participants back to their home countries after completion of the JET Programme, introducing Japanese culture and providing educational information about Japan. Before completion of the JET Programme, participants are expected to refer to the Terms of Consent Related to Personal Information requested by CLAIR. After completion of the JET Programme, participants are strongly expected to share their post-JET Programme contact information with their nearest Japanese Embassy or Consulate General, join a JETAA chapter and be actively involved in introducing Japan and promoting education.

10. APPLICATION PROCEDURE

Applicants must submit the following documents to the Embassy of Japan in the applicant's home country by **6 March, 2015**. Early submission of applications and documents is encouraged.

The submitted documents will not be returned.

Document	Original	Copy
1) Application Form	1	2
2) 2015 JET Programme Applicant Self-Report Medical Condition(s)	1	2
3) Letters of Reference <ul style="list-style-type: none"> from two referees in Japanese or English <p>If you have not graduated yet, one of the referees must be someone related to your university and must contain a reference to your expected date of graduation.</p>	2	2 each
4) Certified Record/Transcript <ul style="list-style-type: none"> of all college/university courses 	1	2
5) Essay (Statement of Purpose) <ul style="list-style-type: none"> typed, single-sided, double-spaced on A4 paper (210mm x 297mm) or letter-sized paper (8.5in x 11in), not exceeding two pages. This page limit must be strictly observed. The essay is to be written in Japanese for CIR applicants, and English for ALT applicants. 	1	2
6) Certification of Graduation <ul style="list-style-type: none"> from college or university. If you have not graduated yet, you must submit a certificate of expected date of graduation or proof of current attendance in a degree course. 	1	2
7) Document which shows your nationality (passport, etc.)	0	3
8) Teaching or language proficiency qualifications (TEFL/TESL/JLPT) (*Only for applicants with these types of qualifications)	<u>0</u>	<u>3</u>
9) Criminal Record (*Only for applicants with a criminal record) <p>In the case the applicant is unable to obtain his/her criminal record by the time of application, contact the Japanese Embassy or the Consulate General where he/she will be interviewed.</p>	1	0

11. NOTIFICATION OF CONTRACTING ORGANISATION

(1) Notification of Placement

Applicants who pass the first and second stage of the screening process held by the Japanese Embassy or the Consulate General will be participants when their contracting organisation has been determined. In May 2015 or later, after the contracting organisation has been decided, embassies and consulates will notify the candidate of the contracting organisation in which he or she has been

placed. An unofficial Notice of Appointment, the terms and conditions of employment, and other materials such as a brochure about the locality will be sent directly from the contracting organisation to the participant.

(2) Submission of Criminal Record and Health Certificate

In principle, all participants including those who stated they do not have a criminal record in their application form, must obtain and submit their criminal records and certificates of health to the Japanese Embassy or Consulate General where they were interviewed prior to arriving in Japan. Participants must submit these documents to the Japanese Embassy or the Consulate General by ●● June, 2015. Participants who fail to submit these documents without sufficient reason may be disqualified. Alternate candidates upgraded to short-list candidates may be required to submit a health certificate again.

Criminal Record

(i) A criminal record covering a period of at least five years must be submitted. If, due to institutional restrictions, a five-year criminal record is not obtainable, a criminal record covering as many years as possible must be submitted.

(ii) In principle, a criminal record issued by the state/provincial government of the applicant's current state/province of residence must be submitted. However, in the case it is easier to obtain a criminal record issued by the federal government, a criminal record issued by the federal government will be accepted. For participants from the US, a criminal record issued by the Federal Bureau of Investigations (FBI) must be submitted.

(iii) If an applicant submits a criminal record issued by the state/provincial government of the state/province in which he/she lives that only contains criminal history information of that particular state/province, and the applicant has lived in another state/province of the same country for a period of twelve consecutive months during the preceding five years, the applicant must additionally submit a criminal record from the other state/province as well. If a criminal record issued by the state/provincial government where the applicant lives contains criminal history information of the country as a whole, including other states/provinces, submission of additional criminal records issued by other state/provincial governments is not necessary.

(iv) Applicants who have lived in another country for at least twelve consecutive months during the preceding five years must submit a criminal record from that country as well.

(v) Applicants who have lived in Japan in the preceding five years are not required to obtain a criminal record issued by the Japanese government.

Additionally, any changes to a candidate's physical or mental health or to his/her criminal history after application that may affect his/her suitability for the JET Programme must be promptly notified to the Japanese Embassy or Consulate General with which the candidate is applying.

If it becomes clear that there is some factor (e.g. pregnancy, serious illness) restricting a

short-list candidate's ability to fulfil the duties of the JET Programme, or if a contracting organisation cannot be found for the said applicant, assignment of a contracting organisation will not take place. If it is determined that the factors which hindered the candidate's ability to perform the duties of the job no longer exist, the candidate will be exempt from the first stage of the screening process for the following year if he or she wishes to re-apply.

12. DISQUALIFICATION

A short-list candidate or participant may be disqualified without warning for any of the following reasons:

- a) When a participant has committed an inappropriate act or there is substantial reason to believe that a participant is likely to commit an inappropriate act.
- b) When the candidate's application documents contain false statements.
- c) When it is determined that a candidate's criminal history renders him/her unsuitable for participation on the JET Programme. In principle, this includes conviction for such crimes as DUI (driving under the influence of alcohol and/or drugs), as well as actions related to DUI that may occur after submission of the application. Additionally, other actions related to drug or sex crimes, crimes against children, including those for which the applicant has not been found guilty, may be grounds for disqualification (inclusive of crimes committed after application submission).
- d) When the Reply Form, Certificate of Health, or other required forms are not submitted by the set deadlines.
- e) When short-list candidates having dual nationality with Japan have not renounced their Japanese nationality before the Reply Form submission deadline.
- f) If it becomes clear at a later date that the candidate or participant does not meet the eligibility criteria due to some reason attributable to the candidate him or herself.

13. SCHEDULE FROM APPLICATION TO DEPARTURE

6 March 2015	Application deadline
Middle of March	First stage of screening process (written applications)
Beginning of April	Second stage of screening process (interviews)
May 2015-	Notification of selection and placement
June/July 2015	Pre-departure orientation, preparation, etc.
2 August, 2015	Arrival in Japan and start of appointment (3 August, 2015)

14. 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 activities” or “homeroom,” “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. Teaching of Foreign 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 English or the principal language spoken in that country.

4. Tax Exemption

JET Programme 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.

5. Designated Cities

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