
THE 2005 JAPAN EXCHANGE AND TEACHING (JET) PROGRAM

The Japan Exchange and Teaching Program seeks to help enhance internationalization in Japan by promoting mutual understanding between Japan and other nations. The program aims to enhance foreign language education in Japan, and to promote international exchange at the local level through fostering ties between Japanese youth and foreign youth.

The objectives of the program are being achieved by offering JET Program participants, (hereinafter, participants) the opportunity to serve in local authorities as well as public and private junior and senior high schools.

The program is conducted by local authorities and other organizations (hereinafter, contracting organizations) of Japan in cooperation with the Ministry of Public Management, Home Affairs, Posts and Telecommunications, 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) (*see Note 1, page 25*).

The program started in 1987 with the cooperation of the governments of the participating countries. As of 2004, there are 6,103 participants in the program from 41 countries (*see Note 2, page 25*).

As the JET Program has achieved an excellent reputation over the last 18 years, it is of great importance that this high level of respectability be maintained. Participants are invited to Japan as representatives of their countries. Therefore, they are expected to be responsible in all of their activities, especially those concerning the promotion of mutual understanding between nations. It is desirable that participants are adaptable and have a positive interest in Japan.

The following application guidelines apply to Coordinators for International Relations (CIRs) and Assistant Language Teachers (ALTs), but **NOT** to Sports Exchange Advisors (SEAs) (*see Note 3, page 25*).

1. TYPES OF POSITIONS AND DUTIES

There are two types of positions offered by the JET Program. One may apply for *either of the two positions but not both*.

· CIR (Coordinator for International Relations) ·

These participants are engaged in internationalization activities. CIRs are placed in offices of local authorities or related organizations.

CIR DUTIES: The duties of the CIR are carried out under the guidance of the management in the contracting organizations.

The following is a brief outline of CIR duties. However, they may vary greatly in emphasis and content from one contracting organization to another. Duties may include all or just one of the following:

- a. Assistance in projects related to international activities carried out by the contracting organizations. (Such activities may include: editing, translating and compiling pamphlets into a foreign language; assisting in planning, designing and implementing international exchange programs; assisting in hosting official guests from abroad and interpreting at events for overseas visitors or for local foreign community residents.);
- b. Assistance in language instruction of employees of contracting organizations, school children and local residents (*see Note 4, page 25*);
- c. Assistance in planning and participation in activities of local private groups or organizations engaging in international exchange;
- d. Assistance in exchange activities related to local residents' cross-cultural awareness and understanding;
- e. Other duties as specified by the contracting organization.

· ALT (Assistant Language Teacher) ·

These participants are engaged in language instruction. ALTs are placed mainly in local boards of education or public junior and senior high schools. There may be a very limited number of cases in which the participants are placed in private junior and senior high schools through the prefectural offices or designated city offices (*see Note 5, page 25*).

ALT DUTIES: Participants who are assigned to local boards of education or junior and senior high schools are to carry out their duties as Assistant Language Teachers under the guidance of Language Teachers' Consultants or Japanese Teachers of English.

The following is a brief outline of duties, though they may vary from one contracting organization to another:

- a. Assistance in classes taught by Japanese Teachers of English in junior and senior high schools;
- b. Assistance in English education, usually conversation training, at primary/elementary schools;
- c. Assistance in the preparation of supplementary materials for teaching English;
- d. Assistance in the language training of Japanese Teachers of English;
- e. Assistance in the instruction of English language clubs (*see Note 6, page 25*);
- f. Provision of information on language and other related subjects for people such as Teachers' Consultants and Japanese Teachers of English (e.g., word usage, pronunciation, etc.);
- g. Assistance in English language speech contests;
- h. Participation in local international exchange activities;
- i. Other duties as specified by the contracting organization.

2. ELIGIBILITY CRITERIA

Applicants must:

- a. Be interested in Japan and be willing to deepen their knowledge and appreciation of that interest after arrival;
- b. Be both mentally and physically healthy;
- c. Have the ability to adapt to living and working conditions in Japan, which could be significantly different from those experienced in the applicant's home country;
- d. Obey all Japanese laws;
- e. Be a citizen of the United States by **December 1, 2004**. If you are a permanent resident of the U.S. (meaning you live in the U.S. but **do not** possess U.S. citizenship) then you are **not** eligible to apply for the JET Program using this application. Please contact the Embassy of Japan in your home country to request an application. Those who possess and maintain dual citizenship with Japan and the U.S. will become ineligible for the program unless they renounce their Japanese citizenship by July 1, 2005. If an applicant has dual citizenship in two countries (neither of which is Japan) and both of these countries participate in the JET Program, the applicant may only apply as a citizen of **ONE** of those countries;
- f. In principle, be less than forty (40) years of age as of **April 1, 2005**. The reason for this age limit is that one of the main purposes of the program is to foster exchange between Japanese youth and young professionals from the countries participating in the JET Program;
- g. Have excellent English pronunciation, rhythm, intonation and voice projection skills in addition to other standard language skills such as good writing skills and correct grammar usage;
- h. Not have been a former participant of the program in the last 10 years. (Former JETs who completed their contracts in summer 1995 or before are eligible to re-apply for the JET Program beginning with the 2005 JET Program. Those who began their contracts in summer 1995 or later are not yet eligible to re-apply for the program.);
- i. Not have declined a position with the JET Program in the last program year after receiving notification of placement. However, exceptions to this rule may be made in cases where it is determined that the participant had a valid, unavoidable reason for withdrawing;
- j. As of December 1, 2004, not have lived in Japan for 3 or more years in total in the last 8 years (since 1997);
- k. Agree to reside in Japan under the status of residence stipulated in Article 2-2 of the Immigration Control and Refugee Act when entering Japan for the purpose of JET Program participation (this applies primarily to military personnel or their dependents stationed in Japan).

There are no requirements for course of study (major) at university or college for either the CIR or ALT positions. For example, it is not a requirement for the applicant to the ALT position to have a degree in Education or English. All majors are welcome to apply provided applicants meet all other criteria mentioned in this application booklet pertaining to the position for which they are applying

In addition to a. through k. above, CIR applicants must:

- l. Be motivated to participate in and initiate international exchange activities in the local community;
- m. Hold at least a Bachelor's degree or obtain one by **July 1, 2005**;
- n. **Have a functional command of the Japanese language.** (Japanese language proficiency is necessary to function in a Japanese office environment. Language proficiency for CIR applicants should be at a **semi-advanced or advanced level** to be a successful CIR. Those applicants with intermediate language skills may find the position of CIR challenging. For specifics on the definitions of these language levels, please see the second part of Question #29 on page 19 of the application form which asks applicants to evaluate their own Japanese language proficiency.)

In addition to a. through k. above, ALT applicants must:

- o. Be interested in the Japanese education system and particularly in the Japanese way of teaching English;
- p. Be interested in working actively with students;

q. Hold at least a Bachelor's degree or obtain one by **July 1, 2005**, or have completed at least 3 years in a teacher training course for elementary, middle or high schools as of **July 1, 2005**;

r. Be those who already have qualifications as language teachers or who are motivated to learn about the teaching of foreign languages.

In general, ALTs are not required to have Japanese language skills to participate in the JET Program. However, successful applicants for either the CIR or ALT positions are expected to make an effort to study or continue studying the Japanese language prior to and after arriving in Japan.

3. TERMS AND CONDITIONS

The terms and conditions of service will be determined by the contracting organization which employs the participant. Though the terms and conditions, in general, are as below, they may differ by contracting organization.

A. LENGTH OF CONTRACT

Contracts are for one year and commence on the day after the date of arrival in Japan. In the case of participants who are unable to arrive on the designated arrival dates (July 24 or July 31, 2005) and come at a later date, the duration of the contract will be for a shorter period. If a participant violates the rules determined by his or her contracting organization, the contract will be canceled even if prior to the end of the one-year period. If it is agreed upon by **both** the participant and the contracting organization, the contract may be extended for a period of one year, with a maximum of two extensions permissible (altogether, three years). However, beginning in the 2002 JET Program year, it has become possible to re-contract in some host prefectures/designated cities for a fourth or fifth year as an Elementary School ALT or Specialist Prefectural Advisor provided the participant passes a screening process for these positions.

Early termination of the contract on the part of the participant greatly affects the overall running of the JET Program. As yearly schedules for schools and local government offices are made in advance, it also greatly inconveniences the contracting organization. All participants are expected to fulfill the full term of the contract.

Violation of the terms and conditions of the contract, such as prematurely leaving the program and/or returning home without justifiable reason, will result in corresponding measures to be taken, such as requiring the participant to reimburse the contracting organization for the cost of bringing said participant to Japan.

Participants are expected to be at the office and/or school an average of thirty-five hours a week, excluding lunch breaks. It is likely that participants will be required to work during normal Japanese office and/or school hours, which are usually 8:30 a.m. to 5:15 p.m. Monday through Friday. Saturdays, Sundays and Japanese national holidays are *generally* days off. However, there are cases in which extra hours are required after usual office and/or school hours, or when participants are required to work on Saturdays, Sundays and/or Japanese national holidays. The number of paid holidays per year varies among contracting organizations but all participants are entitled to at least 10 days.

B. CONTRACTING ORGANIZATIONS / PLACEMENT

The contracting organization in which each participant is placed is determined by discussion between CLAIR and the contracting organizations. Participants must sign a contract with the organization to which their services are assigned.

The Embassy and Japanese consulates are not responsible for placements. *Any specific placement request should be written on the application form.* This is the only means by which such requests will be accepted. Placement preferences on the part of the applicant **cannot** be guaranteed. **Rejection by the participant of the post offered will result in disqualification from the program.** However, placement for participants with special circumstances like those listed below will be taken into consideration.

(Special Circumstances for Consideration)

1. Spouse applies at the same time (each spouse is treated as an individual applicant and placement together will be taken into consideration but cannot be guaranteed);
2. Spouse or other family members reside in Japan, and a move to or placement in another location would be impossible or a great hardship.

C. REMUNERATION

Remuneration per annum is approximately ¥3,600,000 after Japanese income and resident's taxes are deducted. Those exempt from these taxes based on a tax treaty between Japan and the participant's home country will also receive approximately ¥3,600,000 per annum (*see Note 7, page 25*). Remuneration will be made in monthly payments. In Japan, joining the national health insurance program, contributing to the pension fund program, and paying employment insurance is mandatory, and a part of these costs are borne by the participant and deducted from the monthly remuneration. This remuneration is a sufficient amount to cover average living expenses in Japan.

D. OUTSIDE WORK PROHIBITED

As a general rule, participants are prohibited from taking on any work other than that of this program during the duration of their contracts.

E. TRANSPORTATION TO AND FROM JAPAN

(1) Going to Japan

Participants must arrive in Japan on July 24 or July 31, 2005 on a flight out of one of the designated departure cities (see *Chart 1 on page 26*). Your contracting organization will provide air tickets from the airport designated in your home country to New Tokyo International Airport (Narita Airport). Transportation to the designated airport in the participant's home country will be the responsibility of the participant, while transportation from Narita Airport to the orientation site will be borne by the contracting organization.

All U.S. applicants must interview in the U.S. at their own expense if selected. However, those residing in Japan prior to the start of the program are permitted to **participate** (not interview) from Japan. In principle, this is limited to participants whose status of residence can be changed from within Japan. For those participants, transportation costs from the designated airport or railway station to the orientation site will be borne by the contracting organization. However, expenses incurred from the participant's home to the designated airport or train station will be paid by the participant. Participants living within 100 kilometers of Tokyo will be responsible for all costs incurred while traveling to the orientation site. From the orientation site, participants who will be in the same jurisdictional group will travel together to their respective contracting organizations. These costs will be the responsibility of the contracting organizations therefore, traveling separately is not allowed.

Participants may bring their spouses and/or children to Japan *at their own expense* after informing their contracting organizations. However, it is recommended that participants have their spouses and/or children arrive after the participants themselves arrive in Japan and find suitable housing.

(2) Costs for Returning Home

As a general rule, all participants not seeking further employment with their contracting organization or a third party in Japan after the conclusion of their one-year contract will have their return ticket for a designated flight paid for **if** they depart from Japan and arrive at the designated airport in their home country within one month of completing their contract. Also, as a general rule, participants residing in Japan prior to the start of the program may also be eligible for a return ticket home to a designated international airport by meeting the conditions above.

(3) Return of Travel Expenses

Participants who intend to return home or otherwise break their contracts without justifiable grounds must reimburse the contracting organization for the cost of the participant's ticket to Japan and may be subject to other reasonable actions or redresses.

F. ACCOMMODATION

Participants will be provided with adequate housing information from their contracting organizations. Although the contracting organization may handle the housing arrangements on behalf of the participant, the participant will be the contracting party and be responsible for all housing costs incurred. In Japan, prior to finalizing a housing contract, several fees are incurred in addition to rent. These include *shikikin* (deposit), *reikin* (key money), real estate agency commission, and a deposit of at least one month's rent. All of these costs must be paid upon arrival in Japan. The total amount is typically the equivalent of two to six-month's rent. Rent is usually paid a month in advance and is **approximately** ¥30,000 to ¥60,000 per month, though often higher in most major cities. Costs for maintenance and repair will be as specified in the housing contract. Please note that depending on the contract, costs for repair and/or unpaid rent are deducted from the housing deposit and the remaining balance is refunded upon leaving. Participants should recognize, as well, that accommodation conditions and rent vary between contracting organizations and geographic areas.

4. APPLICATION PROCEDURE

· APPLICATION DEADLINE: December 1, 2004 ·

There are two stages to the application procedure:

1. All application documents submitted by the deadline date are screened at the Embassy of Japan in Washington, D.C. to determine which candidates will continue to the interview stage. All materials *must be submitted to the Embassy on or prior to the deadline date*. Early submission of the application and all required documents in one package is encouraged. The Embassy **will not** consider any applications that arrive past the deadline of **December 1, 2004**. Even if applications are postmarked prior to or on December 1, 2004 but arrive past the day of the deadline, they will not be evaluated. Submitted documents, including late applications, will not be returned.
2. Candidates who pass the initial screening stage are interviewed for final selection at the location they indicated on their application. Interview sites **cannot** be changed without the consent of the Embassy's JET Program Office.

Additional applications may be obtained by visiting our website at www.us.emb-japan.go.jp or by contacting the various Japanese consulates listed on the back page of this booklet.

· INITIAL SCREENING: DECEMBER 2004/JANUARY 2005 ·

Applications will be screened initially at the Embassy during December 2004 and January 2005. All applicants will be notified by the end of January or early February regarding the status of their application. **Do not call the Embassy to check on the status of your application.**

· INTERVIEWS: FEBRUARY 2005 ·

During February 2005, those applicants who pass the initial screening will then be interviewed at the Embassy or one of the 17 Japanese consulates located in the U.S. and Guam (or other designated interview locations as listed in Chart 1 on page 26), as specified by the applicant on the application form. Interview dates and other details will be supplied to the selected applicants. Interviews are generally held in mid to late February each year (although this is subject to change). All transportation costs and other expenses to and from the interview site are to be borne by the applicant.

· RESULT ANNOUNCEMENT: EARLY APRIL 2005 ·

Final results will be announced to successful, unsuccessful, and alternate (see explanation below) candidates at the beginning of April 2005. Alternate candidates will be notified whether or not they can participate by the end of September 2005 at the latest.

· ADDITIONAL REQUIREMENTS: APRIL 2005 ·

Successful applicants and alternates upgraded to participants are required to submit (1) an official medical report signed by a licensed, practicing physician, (2) three additional photographs for entry visa purposes (3cm x 4cm with full name written on reverse), and (3) proof of graduation from college or university. *Please note that failure to prove graduation by July 1, 2005 will result in disqualification from the program.*

5. NOTIFICATION OF PLACEMENT

Please read the definitions of important terms which will be used in the next two sections:

Short-list candidates: Applicants who pass the interview stage of the screening process at the Embassy or one of the consulates, and receive notification from the Ministry of Foreign Affairs that they are scheduled for placement. These candidates will be notified by the Ministry of Foreign Affairs of their status in early April of 2005.

Alternates: Applicants who pass the interview stage of the screening process but are not selected for the short-list. Alternates will be moved to the short-list when short-list candidates turn down a position. Therefore, the number of alternates to be upgraded to the short-list will depend on the number of short-list candidates who decline a posting.

Participants: Short-list candidates who accept a position by sending in the Reply Form and for whom a contracting organization (placement) has been selected.

Once a short-list candidate has accepted the position and sent in the Reply Form, CLAIR will confer with related organizations and assign the candidate to a contracting organization (see Section B, page 4). In May 2005, after the contracting organization has been decided, the Ministry of Foreign Affairs, through the Embassy and consulates, will notify the candidate of the contracting organization in which he or she has been placed. A Notice of Appointment, the Terms and Conditions of Employment, and other materials such as a pamphlet about the locality will be sent directly from the contracting organization to the participant.

If it becomes clear that there is some factor restricting a short-list candidate's ability to fulfill the duties of the job, and if a contracting organization cannot be found for said applicant, placement will not be possible. If, for the following JET year, 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 not be required to complete an application form again if he or she still wishes to participate in the JET Program.

6. REASONS FOR DISQUALIFICATION

A short-list candidate or a participant may be disqualified from the program without warning in the following circumstances:

- (1) The candidate or participant engages in conduct which is considered to be unsuitable for a JET participant, or there are reasonable grounds to believe that the participant has engaged in such behavior;
- (2) The candidate's or participant's application documents are found to contain any false statements;
- (3) The Reply Form or other required forms are not submitted to the JET Program Office by the set deadlines;
- (4) 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.

7. COURT JURISDICTION AND GOVERNING LAW FOR THE JET PROGRAM

With regards to the recruitment and application process of the JET Program, the Tokyo District Court will be used exclusively for all legal matters. The governing law will be Japanese law.

8. ORIENTATIONS, TRAINING, AND CONFERENCES

· PRE-DEPARTURE ORIENTATION: JULY 2005 ·

Before departing for Japan, successful candidates receive written materials on the program along with Japanese language texts. Pre-departure orientations will take place at the Embassy and Japanese consulates prior to departure for Japan. All successful applicants must, as a general rule, participate in these orientations. Pre-departure orientations are generally held on the day prior to departure, and any transportation and lodging fees, if applicable, will be the participant's responsibility. Please note that there will be no such orientation for those participating from Japan.

· POST-ARRIVAL ORIENTATION: JULY/AUGUST 2005 ·

Comprehensive orientations, which include workshops on topics such as lifestyles in Japan and work duties, are held by CLAIR, the Ministry of Education, Culture, Sports, Science and Technology, and the contracting organizations. *Participation in the post-arrival orientation is **mandatory**.*

· TRAINING ·

Participants are required to participate in mandatory training sessions as indicated by CLAIR or other relevant organizations during their contract period (such as mid-year conferences, the Conference for Re-contracting JETs, etc.).

INSTRUCTIONS FOR THE 2005 JET PROGRAM APPLICATION FORM

It is strongly recommended you read these instructions carefully before filling out the application! Failure to follow these instructions may result in a delay in the processing of your application or may lead to your application being disqualified.

When completing the application, please keep in mind that the JET Program is a professional employment opportunity with the Japanese government! Your application will be judged on professionalism of appearance as well as content.

APPLICATION MAY BE TYPED OR HANDWRITTEN.
FOR ITEMS 1 - 16, IF HANDWRITTEN, PLEASE USE CAPITAL LETTERS.

The Answers Must Be Submitted on this Official Application.

Please Do Not Submit a Resume or Curriculum Vitae.

Please Do Not Re-type the Entire Application or Portions of the Application.

The following notes describe in detail the information requested in items 1. through 16.

1. Interview Location. *Using Chart 1 on page 26*, please select the location where you would like to interview for the JET Program. Enter the location's four-digit code in the boxes to the left (please enter this information carefully as some of the codes are very similar!). Enter the interview city and state name in the boxes to the right. **Your departure site should be the same as your interview site or within the same group.** For example, if you interview in a Group A city, you must depart from a Group A city. Please be aware that you cannot switch between groups A and B, since departure and arrival dates are completely different. Regardless of where you now live, if you are a U.S. citizen you must interview in and depart from the U.S. The only exception to this policy is if you have status as a foreign resident in Japan and are selected as a JET Program participant, you may choose to go directly to the orientation in Tokyo without returning to the U.S. Applicants who participate from Japan (after interviewing in the U.S.) will join Group A (July 24 arrival in Tokyo).

2. Position Type. Please select the *one* position type for which you are applying: **ALT** (Assistant Language Teacher) or **CIR** (Coordinator for International Relations). Note: This application cannot be used to apply for the position of Sports Exchange Advisor (SEA).

3. Name. Please write (as spelled in your passport) your last name, first name, and middle initial(s). If you have more than one last name or first name, please leave one space between each name. If you have more than one middle name, enter the first initial of each middle name in the boxes. Enter only one letter per box. You *must* write your first and last names *exactly* as they appear in your passport. If you are applying with spouse/partner, make sure your name is spelled exactly the same way on both applications.

4. Gender. Enter **M** for male or **F** for female.

5. Nationality. **US** has been entered for U.S. citizens. You must be a U.S. citizen by **December 1, 2004**. *If you are a citizen of one of the other forty participating countries, please contact the Embassy of Japan in your country of citizenship to request an application. If you are not a citizen of one of these countries, you are not eligible to apply for the JET Program.*

6. Date of Birth. Enter the year, month, and day of birth. Example: 77 06 01=June 1, 1977.

7a/b. Hometown and Home State. Enter the town/city and state which you feel most comfortable representing while on the JET Program. For state, use the abbreviations listed below.

AL Alabama	ID Idaho	MT Montana	PR Puerto Rico
AK Alaska	IL Illinois	NE Nebraska	RI Rhode Island
AS American Samoa	IN Indiana	NV Nevada	SC South Carolina
AZ Arizona	IA Iowa	NH New Hampshire	SD South Dakota
AR Arkansas	KS Kansas	NJ New Jersey	TN Tennessee
CA California	KY Kentucky	NM New Mexico	TX Texas
CO Colorado	LA Louisiana	NY New York	UT Utah
CT Connecticut	ME Maine	NC North Carolina	VT Vermont
DE Delaware	MD Maryland	ND North Dakota	VA Virginia
DC District of Columbia	MA Massachusetts	MP Northern Mariana Islands	VI Virgin Islands
FL Florida	MI Michigan	OH Ohio	WA Washington
GA Georgia	MN Minnesota	OK Oklahoma	WV West Virginia
GU Guam	MO Missouri	OR Oregon	WI Wisconsin
HI Hawaii	MS Mississippi	PA Pennsylvania	WY Wyoming

8. Dual Nationality with Japan. If you have dual citizenship with Japan and the United States, please contact the JET Program Office before completing this application. If not, please enter **N** for no. If you have dual citizenship with the United States and a country other than Japan, then enter **N** for no.

Please note: If your citizenship is different from the country in which you are living, please consult the Embassy of Japan in Your country of origin. It is compulsory to have citizenship in the country which you intend to represent. Application is possible from ONE country only.

9. If you have previously been offered a position on the JET Program please enter **Y** for yes. If not, please enter **N** for no. Being offered a position refers to reaching the stage where you have been told to which prefecture or designated city you will go. If you answer **Y**, please give the year and the interview location under Question #17. Also, explain the reason(s) why you did not accept the position or why you withdrew from the program.

OR

If you were previously a JET Program participant please enter **Y** for yes. If not, please enter **N** for no. Eligible applicants cannot have participated in the JET Program in the last 10 years. Therefore, if you were a JET Program participant beginning in 1995 or after, you are not eligible to re-apply at this time. If you answer **Y**, please list the years you were on the program and your host prefecture or designated city under Question #17.

10. If you have been convicted of any crime other than a minor traffic offense, please enter **Y** for yes. If not, please enter **N** for no. If you answer **Y**, more explanation is required in Question #18. You must also submit a copy of your criminal record.

11a. Accompanied? Will you be accompanied by anyone if selected for the JET Program? Please enter **Y** (for Yes) if you will be accompanied by one or more family members (or partner), or if you wish to be placed with another applicant who is a family member (or partner). Accompanied refers to someone who intends to live with you permanently rather than referring to someone who arrives on the plane with you. Please enter **N** if you will not be accompanied. A partner refers to a spouse, fiancé(e) or companion. A companion here refers to someone who is not your legal wife or husband, but who has equivalent status. (*Please note that only a legal spouse is eligible for a dependent's visa. A fiancé(e) or someone of equivalent status is NOT eligible*). If you answer **Y** please give more explanation in Questions #19-21.

11b. How many people will be accompanying you (including children)? This refers to people who intend to live permanently with you.

11c. Are your children going to accompany you? Please enter **Y** for yes, or **N** for no. If you answer **Y** more explanation will be required in Question #19.

12a. Marital Status. Please indicate your marital status as of July 24, 2005. This information is requested for placement purposes only. Your answers will not affect your qualification for participation in the JET Program. Companion refers to someone who is not your legal wife or husband, but with whom you plan to live permanently. Enter one of the following letter codes:

S = Single, Divorced or Widowed **E** = Engaged **M** = Married **C** = Companion

12b. Is your partner (spouse/fiancé(e)/companion) also applying to the JET Program? Please enter **Y** for yes, **N** for no or not applicable. If your partner is a current JET, enter **N** and fill in more details in Question #21.

12c/d. If you answered yes to 12b, please enter the code for your partner's (spouse/fiancé(e)/companion) selected interview location (refer to Question #1), and his or her name (as it appears on his or her application). Please make sure your name is also spelled exactly the same way on both applications.

13a. Educational Level. Enter *one* letter code signifying the highest degree you will have earned by July 1, 2005:

B = Bachelor's degree **M** = Master's degree **D** = Doctorate degree

13b. Academic Specialization. Following is a list of academic specializations (majors). If you specialized in two subjects (double major), or had a sub-specialization (minor), please enter the numeric codes for both in the boxes on the left, and spell out the subject names in the boxes on the right. If you had no specialization then enter "80 (Other Major)" in the boxes on the left. If your specialization is not listed, enter "80 (Other Major)" in the boxes on the left, and enter the name of your specialization in the boxes on the right. For this question, please use the major(s) for the highest degree you will have earned by July 1, 2005.

<u>BUSINESS</u>	<u>HUMANITIES</u>	<u>LANGUAGES</u>	<u>SCIENCE</u>	<u>SOCIAL SCIENCE</u>
10 Accounting	20 Art	30 Chinese	50 Architecture	60 Asian Studies
11 Bus. Education	21 Communications	31 English	51 Biology	61 Economics
12 Finance	22 Drama	32 French	52 Chemistry	62 Education
13 Indus. Relations	23 History	33 German	53 Computer Sci.	63 Geography
14 Management	24 Linguistics	34 Italian	54 Engineering	64 Government
15 Marketing	25 Literature	35 Japanese	55 Mathematics	65 Intl. Relations
16 Other Business	26 Music	36 Korean	56 Medicine/Nurs.	66 Law
	27 Philosophy	37 Portuguese	57 Physics	67 Political Sci.
	28 Art History	38 Russian	58 Statistics	68 Psychology
	29 Other Human.	39 Spanish	59 Other Science	69 Sociology
<u>OTHER MAJOR</u>		40 Other Languages		70 Other Soc. Sci.
80 Other Major		41 TEFL/TESL		

14a. Teaching Certification. Do you now have, or will you have earned by July 1, 2005, a certificate to teach at primary/elementary or secondary schools? Enter one code: **Y** = Yes **N** = No in the box to the left and, if “**Y**”, the date (or expected date) of completion in the boxes to the right. **If you entered “Y”, please provide written proof of your certification or enrollment in a program which will lead to certification and which includes your date (or expected date) of completion. Your application will be considered incomplete without this documentation and will be disqualified.**

14b. TEFL/TESL Qualification. Several contracting organizations require participants with a strong background or qualification in Teaching English as a Foreign Language (TEFL) and/or Teaching English as a Second Language (TESL). Because there are many curricula leading to such qualifications, please indicate if you have more than 100 hours of training (*not to be confused with teaching experience*) in teaching your native language to non-native speakers or will have these qualifications by July 1, 2005. Enter one code: **Y**=Yes **N**=No in the box to the left and, if “**Y**”, the date (or expected date) of completion in the boxes to the right. **If you entered “Y”, please provide written proof of your qualifications or enrollment in a program which will lead to certification and which includes your date (or expected date) of completion. Your application will be considered incomplete without this documentation and will be disqualified.**

15. Driver’s License. If you have a valid U.S. driver’s license and are considering driving while in Japan, please enter **Y** for yes. If not, please enter **N** for no.

16. Placement Request. Using *Chart 2 on page 26*, you may request a general geographical area, living area classification, specific prefecture or city in which you would like to live and work while on the JET Program. Every year, many more requests are made for urban areas such as Tokyo, Osaka or Kyoto than can be accommodated. For this reason, you are encouraged to research in which of the less urban and equally interesting areas of Japan you might prefer to reside. Please bear in mind, however, that **no placement request is guaranteed**. Contracting organizations also make requests (for example, in the case of sister city relationships) and in such cases JETs may not be placed where they request. *Please also note that your answers to this question will NOT affect your chances of being selected as a program participant.*

16a. Do you have a placement request? Enter one code: **Y** = Yes **N** = No

16b. Living Area Classification (L.A.C.). Select the **one** type of area in which you would prefer to reside. Bear in mind that there are generally more rural placements than urban placements available. Enter one code:

- N** = No Preference
- R** = Rural (small town, village, or island)
- S** = Suburban (small city or town)
- U** = Urban (large city or designated city)

16c. Please make your placement request in order of preference. You should include block and prefecture/designated city for each request you make. In the case of your first choice, a specific placement request for a town or city in which to live and work can be made. To make such a request, enter the one-letter block code in the first box, the two-letter prefecture code in the second box and the name of the town or city (up to twelve letters) in the third box. When making placement requests, please be sure that the prefecture/designated city that you indicate is within the block you select.

Block Area. Japan is divided regionally into blocks. *Refer to Chart 2 on page 26* to determine which prefectures are in each block. Please note that it is possible to make a block request without giving more specific details of the prefecture or designated city. You may select up to three (3) preferences via the following codes:

- N** = No Preferences **A** = Hokkaido/Tohoku **B** = Kanto **C** = Hokuriku
- D** = Chubu **E** = Kinki **F** = Chugoku **G** = Shikoku **H** = Kyushu/Okinawa

Prefecture or Designated City. You may list up to three prefectures or designated cities in which you wish to reside. *Referring to Chart 2 on page 26*, enter up to three (3) prefectural or city codes in the 2-digit boxes. Please be sure that the prefecture or designated city you choose is within the block area you have chosen.

22-23. Contact Information. Notification letters will be sent in the mail around late January or early February. Please note that we will only use your current address if it is valid at least through May 20, 2005. Your notification letter may be sent to your permanent address.

Please make sure you give complete answers to Questions #1-16 above. Failure to do so may result in your application being disqualified!

Special Instructions for Questions #24-27, 29, 32, and 33

You will receive separate scores for Questions #24-27, 29, 32, and 33 so please answer each question in as much detail as possible. Be sure to include all required information including dates/ hours per week, if applicable. If you have an experience which is relevant to several of these questions, please list that experience under each individual question. If all relevant experience does not fit within the space given for these questions, you may add an attachment provided it is in the same format as the application and does not exceed one page per question. **Please fill out the appropriate spaces on the application form first before adding an attachment. DO NOT ATTACH A RESUME!!** Resumes will be discarded and you will receive credit only for the experience actually entered on the application form and any attachments as described above. If you are not sure whether an experience really “fits” under one of these questions, please put it down anyway as we may be able to give you some credit for your answer. Do not simply write “See transcripts.” You are expected to write everything down for the specific question. Below you will find further instructions on answering Questions #25-27.

25. Teaching Background. Under part “b” of this question, you may include any experience you have “teaching” in a non-classroom setting. Examples of this kind of experience include coaching, training, tutoring, camp counseling, or other similar experiences.

26. International/Intercultural Experience. *International Experience* refers to living, working, or traveling internationally, participating in a study abroad, or other similar experiences that took place in a foreign country. Under “Purpose” please indicate whether this experience was *work abroad, study abroad, cultural study, language study, family visit, or tourist trip*. If none of these terms describes your experience, please explain the purpose of the experience as clearly as possible.

Intercultural Experience refers to any work, formal or informal, volunteer or paid, with people of other cultures or any other similar experiences that took place in the U.S. Under “Purpose” please also indicate where your experience took place. For example, you worked on a volunteer basis at an international culture festival at your university.

27. Employment History. Please include as much of your employment history as possible highlighting those jobs which show long-term employment, a high level of responsibility or leadership, or are relevant to the ALT or CIR positions. The application form has space for only two employment experiences. If, after filling in these spaces, you would like to list your other employment experiences, you may add an attachment. Please remember that an attachment should be maximum one page in length and in the same format as the application. Do not attach a resume!

Be sure to sign the application form, Authorization and Release Statement, and the Self-Assessment Medical Form. The JET Program requires at least one set of original signatures on these statements. Your application will be disqualified if you neglect to sign any of these.

IMPORTANT INFORMATION:

Due to the large number of applications received each year, we do not have time to call applicants to clarify details on their application forms. It is the responsibility of applicants to fill out the application legibly, clearly, and with significant detail. Applicants will not receive any credit for answers to questions that the Application Review Committee cannot read or understand. If you are not sure of the meaning of any of the questions on the application form, please call the JET Program Office at the Embassy of Japan or the nearest Consulate General of Japan (see contact information on back of application booklet) for assistance. In addition, each question on the application is individually evaluated. Therefore, if you do not answer a question, you will not receive credit for that question. You will not be contacted regarding questions you did not answer. It is the applicant's responsibility to follow all instructions and provide all documents as stated in this application booklet.

Additional Materials Required

In addition to the original (with original signatures) and two photocopies of the signed application form, you **MUST** include the originals plus two photocopies of items *a* through *e*. Failure to include any of these materials will disqualify your application from consideration. Refer to the checklist on page 27 before mailing the application. The JET Program Office will not be responsible for additional materials mailed separately from the application packet.

a) **Self-Assessment Medical Form:** Please fill out and return the Self-Assessment Medical Form. If you suffer or have suffered from any serious physical, mental or emotional illness, nervous or eating disorder, or depression (Question #4), please attach an explanation **AND** a letter from your physician stating whether you are fit to participate in the JET Program, and, as such, to live and work overseas. Please be sure to provide complete answers to all questions on this form, including a simple “yes” or “no” answer. Any missing or incomplete answers may result in the disqualification of your application.

b) **Statement of Purpose:** This should be an essay, **in English**, of not more than two 8½" x 11" (or A4) pages, typewritten and double-spaced with one-inch margins and 12 point font. Please type your name and page number (1 of 2, 2 of 2) on each page. The essay should express your reasons for wishing to participate in the JET Program in particular, why you want to go to Japan, and why you are interested in the ALT or CIR position. Please make a case for your selection by describing your past/present experience, professional skills, relevant interests and personal qualities, and how you feel these will be useful to you as an ALT or CIR. Also address what you hope to gain, both personally and professionally, and what effect you hope to have on the international and Japanese community as a result of your participation in the JET Program. *Please note that anything beyond the required two pages will not be read!*

c) **Reference Forms:** Using the forms provided, include two letters of reference from academic, professional or business contacts. Please avoid using family members or family friends. *If you have not already graduated, one of the references must be from someone related to the university and must contain a reference to your expected date of graduation.* Ask the two separate individuals recommending you to use the provided form as the first page followed by a personal assessment on his or her organization’s letterhead. All letters of reference must be prepared specifically for this application. Remember to ask each reference writer to make two additional copies of his or her **original letter with original signatures** and the evaluation form. **All reference forms should be returned directly to you in sealed, signed envelopes.** You should include these two sealed, signed envelopes with your completed application packet. **DO NOT SEND REFERENCES SEPARATELY.**

d) **Transcripts of all university/college courses:** Please provide transcripts from **ALL** undergraduate and graduate courses you have attended or are currently attending, including community college, junior college, study abroad, and associate’s degree transcripts. Each university has its own policy regarding the release of transcripts to students. **You must provide OFFICIAL transcripts on the school’s letterhead with the registrar’s seal and/or signature from all undergraduate and graduate course work.** These transcripts must show the names of all courses completed, the dates of this course work, and the grades received for each course. If your school uses narratives instead of letter grades then you must include all narratives with your official transcript. If you are unable to obtain an official transcript, you may submit an unofficial transcript, provided that *it is clearly marked with the registrar’s seal and/or signature* and shows no signs of tampering. Tampering refers to the changing of grades, course names or dates without the approval of the university. Tampering does not refer to opening the envelope containing the transcripts. The JET Program Office at the Embassy of Japan will make the final determination on whether an unofficial transcript is acceptable. Although the envelope containing your transcripts may warn “Not Official If Opened”, for the purposes of this application you may open the envelope and remove the transcripts to make the required copies. Transcripts downloaded from the Internet will **not** be accepted for any school.

Special instructions regarding study abroad: You must include transcripts from all study abroad programs you attended showing the names of the courses taken, the dates attended, and the grades earned. The transcript should also clearly state where the study abroad took place. If you cannot get an official transcript for your study abroad, you may submit an official document from your university or the study abroad program with the dates you attended the program, names of the courses taken, grades and the name of the city and country where the program took place.

Failure to provide all transcripts as explained above with the appropriate information will result in the disqualification of your application!

e) **Verification of Graduation Date and Current Enrollment Status:** Please see the guidelines below for details.

If you have earned a Bachelor's degree already: Please submit 3 copies of your **undergraduate** (Bachelor's) diploma or an official letter from the registrar of your college or university stating the date of graduation and the type of degree. *Please do not send your original diploma! Copies of your diploma are acceptable.*

If you expect to earn your Bachelor's degree between now and July 1, 2005: You must submit an official letter from the registrar of your college or university stating (1) that you are currently enrolled in an undergraduate degree program **and** (2) the date (month and year) the degree will be conferred. An official document from the registrar with the above information is preferred. However, if you cannot get such a document from the registrar, you may obtain a document (on school letterhead with official signature) with the same information from your advisor or the dean of your school. If you are accepted as a JET Program participant, you will be asked to submit a document by July 1, 2005 proving you graduated.

Please note: The documents verifying graduation and enrollment are separate documents from your official transcripts. Your application will not be processed without these documents. You are responsible for double checking that the dates on these documents are correct. If the dates are incorrect or you do not provide the information on documents separate from your transcripts, your application may be disqualified.

f) **Self-Addressed Stamped Confirmation Card:** Please address and stamp the enclosed confirmation card and include it with your application so that we may send you confirmation of the receipt of your application. The Embassy will not be responsible for incorrect addresses or insufficient postage.

Applicants must submit the completed application form and all required documents as one complete package to the Embassy of Japan in Washington, D.C. You must send all materials to be RECEIVED by the Embassy on or before December 1, 2004. Electronically transferred or faxed applications will not be accepted. Early application submission is encouraged. Late applications will not be considered. The documents you submit will not be returned. If you have any questions, please call our office at (202) 238-6772 or e-mail us at jet@embjapan.org.

2005 JET Program Application

Please print the information requested using **CAPITAL LETTERS** for Questions #1-16. For the remaining Questions #17-36, please type or print your answers clearly. Please see pages 8-13 for detailed instructions on completing this application form.

1. Interview Location Code

--	--	--	--

Interview City

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

State

2. Position Type (Please write CIR or ALT only)

--	--	--

3. Last Name ONLY (as spelled in passport; if you have two last names, leave one space between them)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First Name ONLY (as spelled in passport; if you have two first names, leave one space between them)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Middle Initial(s)
(One initial for each middle name)

--	--

4. Gender
M/F

--

5. Nationality

U	S
---	---

6. Date of Birth (year, month, day)

1	9							
---	---	--	--	--	--	--	--	--

7a. Hometown

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

7b. Home State

--	--

8. Dual Nationality with Japan

--

9. Have you ever been offered a position on the JET Program **or** been a participant of the JET Program?

--

10. Have you ever been convicted of any crime other than a minor traffic offense?

--

11a. Accompanied?

--

11b. How many people are going to accompany you?

--

11c. Are your children going to accompany you?

--

12a. Marital Status

--

12b. Is your partner a JET applicant?

--

12c. Partner's Interview Location Code

--	--	--	--

17. If you were previously offered a position on the JET Program or were previously a JET Program participant, please see instructions for Question #9 on page 9 for further details.

18. If you answered "Yes" to Question #10, please explain and provide information regarding the nature and date of the crime. You should also attach a copy of the complete criminal record. *(Please note that not answering this question will delay the processing of and possibly disqualify your application.)* Please read and sign the "Authorization and Release" statement in order to enable the Embassy of Japan to access your criminal record if it is deemed necessary.

19. If you will be accompanied by family dependents, please write their relationship (spouse/daughter/son) to you and their ages if under 18.

20. If someone is applying for the 2004 program and you wish to be placed with or near him or her, please write their name here (as spelled on their application) and indicate your relationship to them.

21. If you have strong reasons for a specific placement request (answer 16c), please make note of the reason here. If for verifiable medical reasons you require a specific placement, or if your partner is a current JET participant, please note that here.

22. Permanent Address: (This must be a domestic U.S. address)

Telephone: (H) _____ (W) _____ (Cell) _____

Fax number: _____ E-mail address: _____

23. Current Address: Effective from _____ (month/day/year) to _____ (month/day/year)

Telephone: (H) _____ (W) _____ (Cell) _____

Fax number: _____ E-mail address: _____

24. Higher Educational Institutions Attended or Currently Attending

IMPORTANT: You must provide OFFICIAL transcripts from ALL courses taken showing the names of the courses, the dates, and the grades received from each higher educational institution (including community college/college/university/graduate school and study abroad) you attended. See page 11 for further details.

Name of Institution	Dates Attended	Specialization (including both major and minor)	Degree/Diploma and Date earned or expected (ex. B.S., 6/03)

25. Teaching Background

IMPORTANT: You must provide documentation for all Teacher training and/or Educational Courses. This may be contained within your official transcripts, or be copies of any relevant certifications for Question #24.

a. Classroom Teaching	Institution	Subject	Grade Level	Dates (Month/Year)	Hours/Week
b. Other Teaching or Tutoring (See page 11 for further details)					
c. Teacher Training and/or Education Courses	Institution	Course	Grade	Dates (Month/Year)	Hours/Week

26. International/Intercultural Experience (at home or abroad).

Country and City	Purpose (See page 11 for further details)	Dates: From (Month/Year) - To (Month/Year)

27. Employment History (See page 11 for further details.)

Check one status	Name, address, telephone and fax number of employer	Dates of Employment and Hrs/week worked
A. <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary/Summer	A.	
Job Title: Position Description of A:		
B. <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary (Summer)	B.	
Job Title: Position Description of B:		

28. Proposed direction of current or future profession and its relationship to the JET Program:

29. Japan-Related Studies

	Institution and course	Dates	Grade
Study of Japanese History, Culture, etc.			
Formal			
Study of Japanese Language			
Formal			
Study of Japanese History, Culture, and Language			
Informal			

All applicants should evaluate their Japanese language proficiency honestly using the guidelines below.

For CIR applicants: Please read explanation of required proficiency level for CIR applicants under Section 2 letter n on page 3.

Reading: advanced semi-advanced intermediate elementary introductory none

Writing: advanced semi-advanced intermediate elementary introductory none

Speaking: advanced semi-advanced intermediate elementary introductory none

Listening: advanced semi-advanced intermediate elementary introductory none

Introductory: Applicant is familiar with basic greetings and conversation, and has previous experience with *hiragana* and *katakana*.
 Elementary: Applicant has mastered elementary level of grammar, about 100 kanji, 800 words, and demonstrates the ability to listen to and understand simple conversation and read short, simple sentences.
 Intermediate: Applicant has mastered basic grammar, 300 kanji, 1,500 words, and demonstrates the ability to listen to and understand everyday conversation and to read simple sentences.
 Semi-Advanced: Applicant has mastered grammar at a relatively high level, 1,000 kanji, 6,000 words, and demonstrates the listening and reading comprehension ability about matters of a general nature.
 Advanced: Applicant has mastered grammar to a high level, about 2,000 kanji, 10,000 words, and has an integrated command of the language sufficient for life in Japanese society and for providing a useful base for study at a Japanese university.

30. Do you have any certification of Japanese language proficiency? **YES / NO** (circle one) If yes, list the names of the certificates and applicable dates. CIR applicants may be asked to provide written proof of this certification.

31. Please evaluate any abilities you have in other languages (*other than English or Japanese*) from 1 to 5, using the following guidelines: 1 = Introductory 2 = Elementary 3 = Intermediate 4 = Semi-advanced 5 = Advanced

Language:	Reading:	Writing:	Speaking:	Listening:
Language:	Reading:	Writing:	Speaking:	Listening:
Language:	Reading:	Writing:	Speaking:	Listening:

For Questions #32 and 33, do not list any items prior to high school graduation unless they are highly relevant to the position for which you are applying. Please avoid acronyms and abbreviations.

32. Please list any honors, awards, scholarships, offices held and achievements gained. Also, list dates received.

33. Please list any extra-curricular/volunteer activities and interests/hobbies. Also, list dates of involvement in each activity, club or team.

34. Are you presently an applicant or do you intend to apply for any other international exchange programs or scholarships? **YES / NO** (circle one) If yes, please give details.

35. To assist us in our recruiting efforts, please check **one** source under each of the following questions and provide details as indicated. It is important your answers be as accurate as possible. Thank you for your cooperation!

(a) Where did you hear about the JET Program?

College Professor/Advisor

Name of school: _____

Name of professor/advisor and department: _____

College Placement Office/Study Abroad Office/School International Center (circle one)

Name of school: _____

Former JET Participant

Current JET Participant

Embassy of Japan/Japanese consulate/Japan Information and Culture Center (circle one)

Campus Visit/Career or Job Fair/Information Session (circle one)

Magazine Name of magazine: _____

Newspaper/Campus Newsletter/School Bulletin

Name of newspaper: _____

Internet Which site? (do not include search engines) _____

Other: _____

(b) Where did you receive the application form?

College Professor/Advisor

Name of school: _____

Name of professor/advisor and department: _____

College Placement Office/Study Abroad Office/School International Center (circle one)

Name of school: _____

Embassy of Japan/Japanese consulate/Japan Information and Culture Center (circle one)

Campus Visit/Career or Job Fair/Information Session (circle one)

Internet Which site? (do not include search engines) _____

Other: _____

36. Emergency Contacts (please list **two** people who should be contacted in case of emergency)

Name	Address	Telephone Number and Email Address	Relationship to applicant

37. Additional Materials Required (see page 12 for details)

- a) **Self-Assessment Medical Form** (original plus 2 copies)
- b) **Statement of Purpose (Essay)** (original plus 2 copies)
- c) **Reference Forms**
- d) **Official Transcripts (from all university/college/community college/study abroad courses showing names of classes, dates taken, and grades received--see page 13 for details)** (originals plus 2 copies)
- e) **Proof of Current Enrollment and Graduation (see page 13-14 for details)** (original plus 2 copies)
- f) **Self-Addressed Stamped Envelope for Confirmation Card**

Please read and sign the following statements and include them in the envelope with the rest of your application. Your application will be disqualified if you neglect to sign and include them with your application package!

I, the undersigned, certify that all statements made in this application concerning myself and my background are true and accurate to the best of my knowledge. Furthermore, if I am selected as an Assistant Language Teacher or Coordinator for International Relations, I agree to abide by Japanese laws and regulations and the regulations of my contracting organization. I agree to carry out my duties to the best of my ability, as well as not to engage in any activities prohibited by the terms and conditions of my contract. I understand that during my stay in Japan I must not participate in any political activities which would affect my duties nor do anything to disturb the public peace.

Signature of Applicant: _____ Date: _____

Authorization and Release Statement

All JET Program applicants must complete, sign, and return this statement.

I, (name) _____
born at (city) _____ (state) _____ (country) _____
on (date of birth) _____, having applied to participate in the Japan Exchange and Teaching (JET) Program, hereby authorize and request that every law enforcement agency having control of any documents, records or other information pertaining to me, furnish to the Embassy of Japan, at its request, any such information and to permit the Embassy of Japan to make copies of such documents, records or other information. The records, however, will not include any information with respect to a juvenile offense.

I hereby release, discharge, and exonerate the Embassy of Japan, its agents and representatives and any person who furnishes information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information.

Signature of Applicant: _____ Date: _____

**JAPAN EXCHANGE AND TEACHING (JET) PROGRAM
Self-Assessment Medical Form**

Name of Applicant: _____
Last Name First Name Middle Initial

Interview Location: _____ **Date of Birth:** _____

To The Applicant: Please answer the questions below and return this form with your application. Your application cannot be processed without this form. If you suffer or have suffered from any serious, mental or emotional illness, nervous or eating disorder, or depression (Question #4 below), please attach an explanation **AND** a letter from your physician stating whether you are fit to participate in the JET Program, and, as such, to live and work overseas. Successful applicants will be required to submit a JET Program Certificate of Health, including results of a blood test and a chest x-ray, from their physician in April 2005. It is important that you submit correct information regarding your medical history. This information will be used to your benefit in deciding your placement as well as in serving as a quick reference should any medical emergencies arise while you are participating in the program. *Please complete all parts of this form, including writing "yes" or "no", as any incomplete answers or lack of answers may disqualify your application.*

1. When and for what reason did you last consult a physician? (Colds and fevers may be omitted. Also, visits to OB/GYN facilities or consultations for the requesting of contraception may be omitted.)

2a. What diseases, ailments or injuries have you had in the past five years? If any of these resulted in hospitalization, please give details as to when, why and the duration of the treatment.

2b. What is your current status with regard to the illness(es) detailed above?

3. Are you currently seeing a physician and/or undergoing treatment? If yes, please detail below.

4. Have you ever been treated for any serious mental, emotional, nervous or eating disorder, or for depression?
 NO **YES**

If you answered "yes" to this question, please explain on a separate sheet **AND** include a letter from your physician stating whether you are fit to participate in the JET Program, and, as such, to live and work overseas.

5. If you answered yes to #4 above, please provide the name and the address of the psychiatrist, therapist or doctor concerned, in order that we may request a confidential report if necessary.

6. What allergies do you have, if any? Are you currently being treated?

7. If you are currently taking any prescription medication, other than oral contraceptives, please give details, including the name of your prescriptions.

8. Are there any foods, which, for medical or personal reasons, you do not eat? If yes, please give details.

The answers I have given are correct to the best of my knowledge.

Applicant's Signature: _____ **Date:** _____

**JAPAN EXCHANGE AND TEACHING (JET) PROGRAM
Reference Form**

Name of Applicant: _____
Last Name
First Name
Middle Initial

This applicant earned or is expected to earn a Bachelor's degree on: _____
Month / Day / Year

The above named individual is applying for the 2005 JET Program. This form should be filled out by an academic, professional or business reference. Thank you for your assistance.

JET Program Information: The JET Program invites young college graduates from the U.S. (and other countries) to serve for one year in Japan as Assistant Language Teachers or Coordinators for International Relations. By intensifying foreign language education in Japan and promoting cultural exchange at the local level, the JET Program seeks to promote mutual understanding between Japanese citizens and university graduates from other countries.

Please rate the applicant's abilities in the following areas by circling the appropriate number for each item.

	EXCELLENT	GOOD	FAIR	POOR	UNKNOWN
Teaching	5	4	3	2	1 X
Public speaking	5	4	3	2	1 X
Leadership	5	4	3	2	1 X
Working under pressure	5	4	3	2	1 X
Working within a group	5	4	3	2	1 X

Instructions: On your organization's letterhead in English or Japanese, please give your personal assessment of the applicant's ability to participate in the JET Program. The most helpful reference letter will include (1) your relationship to the applicant, (2) the length of time you have known the applicant, and (3) your evaluation of the applicant's ability to adapt to other cultures and to work effectively with people. Information on the quality of the applicant's work and his or her career aspirations as they relate to the JET Program will also be helpful. *If the applicant has not yet earned a Bachelor's degree, you must make reference to the applicant's expected date of graduation in your letter.*

Reference Writer's Name (<i>please print</i>)	Organization/Institution/Company
Title and Department	Address
(_____) Telephone Number	E-mail Address
Date	Signature

- Please RETURN the following TO THE APPLICANT in a signed, sealed envelope:**
- 1. this form**
 - 2. your personal assessment (which includes a reference to the applicant's expected date of graduation)**
 - 3. two additional copies of form and assessment**

**JAPAN EXCHANGE AND TEACHING (JET) PROGRAM
Reference Form**

Name of Applicant: _____
Last Name
First Name
Middle Initial

This applicant earned or is expected to earn a Bachelor's degree on: _____
Month / Day / Year

The above named individual is applying for the 2005 JET Program. This form should be filled out by an academic, professional or business reference. Thank you for your assistance.

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Please rate the applicant's abilities in the following areas by circling the appropriate number for each item.

	EXCELLENT	GOOD	FAIR	POOR	UNKNOWN
Teaching	5	4	3	2	1 X
Public speaking	5	4	3	2	1 X
Leadership	5	4	3	2	1 X
Working under pressure	5	4	3	2	1 X
Working within a group	5	4	3	2	1 X

Instructions: On your organization's letterhead in English or Japanese, please give your personal assessment of the applicant's ability to participate in the JET Program. The most helpful reference letter will include (1) your relationship to the applicant, (2) the length of time you have known the applicant, and (3) your evaluation of the applicant's ability to adapt to other cultures and to work effectively with people. Information on the quality of the applicant's work and his or her career aspirations as they relate to the JET Program will also be helpful. *If the applicant has not yet earned a Bachelor's degree, you must make reference to the applicant's expected date of graduation in your letter.*

Reference Writer's Name (<i>please print</i>)	Organization/Institution/Company
Title and Department	Address
(_____) Telephone Number	E-mail Address
Date	Signature

- Please RETURN the following TO THE APPLICANT in a signed, sealed envelope:**
- 1. this form**
 - 2. your personal assessment (which includes a reference to the applicant's expected date of graduation)**
 - 3. two additional copies of form and assessment**

· NOTES ·

1. Roles of the ministries, CLAIR, and contracting organizations:

Ministry of Foreign Affairs: Involved in the application and selection processes and pre-departure orientations via the embassies and consulates of Japan. Further information on the Ministry of Foreign Affairs can be found at <http://www.mofa.go.jp/jet>.

Ministry of Education, Culture, Sports, Science and Technology: Involved in the ALT aspects of post-arrival orientations and mid-year training seminars, counseling, and advice concerning participants' duties as ALTs.

Ministry of Public Management, Home Affairs, Posts and Telecommunications: Receives placement requests from the local authorities; determines participant numbers per prefecture; provides main revenue for the program to the local authorities.

CLAIR: Involved in participant placement, post-arrival orientations, training, counseling, JET publications, and other related matters. Further information on CLAIR can be found at <http://www.jetprogramme.org/>.

Contracting Organizations: Contracting organizations administered by various local authorities receive the participants assigned to them, and carry out international activities and language instruction. In 2004, nearly 2200 contracting organizations hosted participants in the program.

2. Total number of JET participants as of July 2004, listed by position and country.

COUNTRY	CIR	SEA	ALT	TOTAL
Argentina	2	0	0	2
Australia	56	2	373	431
Austria	1	0	1	2
Barbados	0	0	1	1
Belgium	1	0	0	1
Brazil	16	1	0	17
Canada	47	0	847	894
China	65	2	12	79
Finland	1	0	1	2
France	12	0	10	22
Germany	21	2	3	26
Greece	0	0	1	1
Hungary	1	0	0	1
India	1	0	0	1
Indonesia	1	3	0	4
Ireland	10	0	122	132
Israel	1	0	2	3
Italy	5	0	0	5
Jamaica	0	0	48	48
Korea	55	8	4	67
Luxembourg	0	0	1	1
Malaysia	1	0	0	1
Mexico	1	0	0	1
Mongolia	2	0	0	2
Netherlands	1	1	1	3
New Zealand	20	2	323	345
Peru	2	0	0	2
Russia	10	1	1	12
Saint Lucia	0	0	1	1
Serbia and Montenegro	0	1	0	1
Singapore	4	0	18	22
Slovenia	0	0	1	1
South Africa	0	0	62	62
Spain	1	0	0	1
Sweden	1	0	0	1
Switzerland	1	0	0	1
Thailand	1	0	0	1
Trinidad and Tobago	0	0	4	4
Ukraine	1	0	0	1
United Kingdom	39	0	1021	1060
United States	131	1	2709	2841
TOTALS	512	24	5567	6103

3. Sports Exchange Advisor: SEAs promote international exchange activities through certain designated sports. They are generally placed in sporting facilities or boards of education from which they assist in sports training. For more information about the SEA position, please visit our website at www.us.emb-japan.go.jp or call 202-238-6772.

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

5. Designated Cities: Thirteen Japanese cities with populations of 500,000 or more designated by a government ordinance: Sapporo, Sendai, Saitama, Chiba, Yokohama, Kawasaki, Nagoya, Kyoto, Osaka, Kobe, Hiroshima, Kita-Kyushu, and Fukuoka.

6. Students with common interests and motivations form a club at school, the focus of which is conversation in English.

7. Japan Exchange and Teaching Program participants are not necessarily exempt from tax obligations in their home countries. It is the responsibility of individual JET participants to clarify such obligations prior to their departure for Japan. Each participant is responsible for the payment of any obligatory home country taxes.

CHART 1: INTERVIEW AND DEPARTURE LOCATIONS FOR U.S. APPLICANTS

United States	Group A: July 24 arrival		Group B: July 31 arrival	
	1030	New York, NY	1010	Washington, D.C.
1040	Atlanta, GA	1020	Boston, MA	
1060	Chicago, IL	1050	New Orleans, LA	
1080	Houston, TX	1070	Kansas City, MO***	
1090	Los Angeles, CA	1100	San Francisco, CA	
1092	Phoenix, AZ*	1110	Portland, OR	
1120	Seattle, WA	1130	Anchorage, AK	
1121	Spokane, WA*	1140	Honolulu, HI	
1180	Denver, CO	1150	Hagatna, Guam	
1181	Salt Lake City, UT*	1160	Miami, FL	
	Tokyo** (departure only)	1170	Detroit, MI	

*These cities do not have Japanese Consulates. Interviews are arranged by the Consulate located in the city listed immediately above.

** For foreign residents of Japan only!

*** As of December 31, 2004 the Consulate General in Kansas City will be closed and the Consulate General of Chicago will take over its jurisdiction.

CHART 2: PREFECTURES AND DESIGNATED CITIES

Block	Code	Prefecture/ Desig City	Block	Code	Prefecture/ Desig City	Block	Code	Prefecture/ Desig City
A	01	Hokkaido	D	19	Yamanashi	G	36	Tokushima
	48	Sapporo City		20	Nagano		37	Kagawa
	02	Aomori		21	Gifu		38	Ehime
	03	Iwate		22	Shizuoka		39	Kochi
	04	Miyagi		23	Aichi			
	49	Sendai City		52	Nagoya City			
	05	Akita		24	Mie			
	06	Yamagata						
07	Fukushima							
B	08	Ibaraki	E	25	Shiga	H	40	Fukuoka
	09	Tochigi		26	Kyoto		57	Kitakyushu City
	10	Gunma		53	Kyoto City		58	Fukuoka City
	11	Saitama		27	Osaka		41	Saga
	60	Saitama City		54	Osaka City		42	Nagasaki
	12	Chiba		28	Hyogo		43	Kumamoto
	59	Chiba City		55	Kobe City		44	Oita
	13	Tokyo		29	Nara		45	Miyazaki
	14	Kanagawa		30	Wakayama		46	Kagoshima
	50	Yokohama City					47	Okinawa
	51	Kawasaki City						
C	15	Niigata	F	31	Tottori	N		No preference
	16	Toyama		32	Shimane			
	17	Ishikawa		33	Okayama			
	18	Fukui		34	Hiroshima			
				56	Hiroshima City			
		35	Yamaguchi					

CHECKLIST FOR COMPLETED APPLICATION

DOCUMENT	NUMBER OF ORIGINALS	NUMBER OF PHOTOCOPIES
1. ___ APPLICATION FORM (8 pages, typed or handwritten, and signed)	1	2
2. ___ SELF-ASSESSMENT MEDICAL FORM (1 page, typed or handwritten, and signed)	1	2
3. ___ STATEMENT OF PURPOSE (ESSAY) The essay format is typed and double-spaced on A4 paper or letter-sized (8.5in. x 11in.) paper, not to exceed two pages.	1	2
4. ___ LETTERS OF REFERENCE in Japanese or English. (If you have not already graduated, <u>one of your references must be from someone related to the university and must contain a reference to your expected date of graduation</u>). <u>The letters of recommendation and their copies should be in sealed, signed envelopes as they are confidential</u>	1	2 (each)
5. ___ OFFICIAL TRANSCRIPTS of all undergraduate and graduate courses taken including study abroad. (See page 12 for details.) Be sure to double check all dates of transcripts, to make sure no information is incorrect or incomplete.	1	2
6. ___ CERTIFICATION OF GRADUATION/ENROLLMENT from college or university. This information must be included in a document that is separate from your transcripts. See page 13 for details. Be sure to double check all dates of transcripts, to make sure no information is incorrect or incomplete.	1	2
7. ___ SELF-ADDRESSED STAMPED ENVELOPE Please write your name and address on the front of An envelope and attach the proper postage.	1	--

Please submit all of the above documents **together** in one envelope by **December 1, 2004** to:

**Embassy of Japan
JET Program Office
2520 Massachusetts Avenue, NW
Washington, D.C. 20008**

Do not send this application to any of the Japanese consulates! It must be sent directly to the Embassy of Japan in Washington, D.C. Due to the large number of applications received each year, applicants are requested to submit all documents and copies together in one large envelope. One application package per envelope please! Please divide and arrange your application into 3 complete sets (except references) with the documents in the order listed above. Each set should be attached by a paper-clip rather than stapled. The unopened envelopes from your references may be placed loosely in the large envelope. We recommend that applicants keep a copy of all application materials (except the reference letters which should be unopened) in case of mail delivery or other problems. **FAILURE TO FOLLOW ANY OF THE INSTRUCTIONS IN THIS APPLICATION BOOKLET MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION OR ADVERSELY AFFECT YOUR CHANCES OF ACCEPTANCE TO THE PROGRAM.**

Applications should be received by the JET Program Office on or before December 1, 2004. Early submission of applications and documents is encouraged. For your safety, we recommend that you send your application by certified or express mail at least three days prior to the deadline. Keep your receipt. Electronically transferred or faxed applications *will not* be accepted. The Embassy *will not* evaluate applications that arrive past the deadline of **December 1, 2004**. Even if applications are postmarked prior to or on December 1, 2004 but arrive past the day of the deadline, they will not be evaluated. **Due to the quantity of applications received, we may not be able to confirm the arrival of some applications until February.** The submitted documents will not be returned. Please contact the JET Program Office at (202) 238-6772 or jet@embjapan.org if you have any questions about this application.

ALUMNI OPPORTUNITIES

JETAA (the JET Program Alumni Association), which is a self-supporting alumni association, was created to strengthen the bonds of friendship developed by former JET participants. The group seeks to achieve, through its activities, a broader and deeper understanding between Japan and the countries participating in the JET Program.

JETAA has gradually expanded in size. Today it has 45 local chapters in 12 countries as well as Japan. There are currently more than 13,000 members.

JETAA members contribute to the promotion and implementation of the JET Program by holding orientations for future JET participants, giving useful information on life in Japan and other important activities. Some of the JETAA chapters also hold an orientation for the JET returnees to offer them helpful information on readjusting to life at home and to advise them on how their work with JET can apply to their future careers.

More information about JETAA can be found at the following web site: www.jet.org.

THE EMBASSY AND CONSULATES GENERAL OF JAPAN IN THE UNITED STATES

WASHINGTON, D.C.

Embassy of Japan, JET Program Office
2520 Massachusetts Avenue, N.W.
Washington, D.C. 20008
Tel: (202) 238-6772
E-mail: jet@embjapan.org

BOSTON, MASSACHUSETTS

Consulate General of Japan
Federal Reserve Plaza, 14th Floor
600 Atlantic Avenue
Boston, MA 02210
Tel: (617) 973-9772 ext. 122
E-mail: jetdesk@cgjbos.org

NEW YORK, NEW YORK

Consulate General of Japan
299 Park Avenue, 18th Floor
New York, NY 10171
Tel: (212) 317-8222
E-mail: jet@ny.cgj.org

ATLANTA, GEORGIA

Consulate General of Japan
One Alliance Center, Suite 1600
3500 Lenox Road
Atlanta, GA 30326
Tel: (404) 926-3035
E-mail: jet@cgjapanatlanta.org

SEATTLE, WASHINGTON

Consulate General of Japan
Two Union Square Building
601 Union Street, Suite 500
Seattle, WA 98101
Tel: (206) 682-9107 ext. 136
E-mail: jet@cgjapansea.org
(Interviews also conducted in Spokane, WA)

CHICAGO, ILLINOIS

Consulate General of Japan
Olympia Center, Suite 1000
737 North Michigan Avenue
Chicago, IL 60611
Tel: (312) 280-0428
E-mail: jjckono@webkddi.com or jjcmext@webkddi.com

KANSAS CITY, MISSOURI

Consulate General of Japan
1800 Commerce Tower
911 Main Street
Kansas City, MO 64105-2076
Tel: (816) 471-0111 ext. 105
E-mail: jet_cgjkc@yahoo.com
(As of December 31, 2004, the Consulate General in Kansas City will be closed and the Consulate General in Chicago will take over its jurisdiction.)

DETROIT, MICHIGAN

Consulate General of Japan
400 Renaissance Center, Suite 1600
Detroit, MI 48243-1301
Tel: (313) 567-0120/0179
E-mail: jetdesk@globalbiz.net

DENVER, COLORADO

Consulate General of Japan
1225 17th Street, Suite 3000
Denver, CO 80202
Tel: (303) 534-1151
E-mail: cgjd-pr@qwest.net
(Interviews also conducted in Salt Lake City, UT)

ANCHORAGE, ALASKA

Consulate General of Japan
3601 C Street, Suite 1300
Anchorage, AK 99503
Tel: (907) 562-8424 ext. 116
E-mail: cgjak@alaska.com

MIAMI, FLORIDA

Consulate General of Japan
Brickell Bay View Centre, Suite 3200
80 S.W. Eighth Street
Miami, FL 33130
Tel: (305) 530-9090 ext. 145
E-mail: cgjmia@cofs.net

PORTLAND, OREGON

Consulate General of Japan
2700 Wells Fargo Tower
1300 S.W. Fifth Avenue
Portland, OR 97201
Tel: (503) 221-1811 ext. 14
Email: tenselv@cfjpdx.org

SAN FRANCISCO, CALIFORNIA

Consulate General of Japan
Japan Information Center
50 Fremont Street, Suite 2200
San Francisco, CA 94105
Tel: (415) 356-2462
E-mail: jet@cgjsf.org

LOS ANGELES, CALIFORNIA

Consulate General of Japan
California Plaza II, Suite 1700
350 South Grand Avenue
Los Angeles, CA 90071
Tel: (213) 617-6700 ext. 332
E-mail: jet@la-cgjapan.org
(Interviews also conducted in Phoenix, AZ)

NEW ORLEANS, LOUISIANA

Consulate General of Japan
639 Loyola Avenue
Entergy Bldg., Suite 2050
New Orleans, LA 70113
Tel: (504) 529-2101
E-mail: jet@cgjneworleans.org

HOUSTON, TEXAS

Consulate General of Japan
Wells Fargo Plaza, Suite 2300
1000 Louisiana Street
Houston, TX 77002
Tel: (713) 652-2977 x120
E-mail: jetcoord@cgjhouston.org

HONOLULU, HAWAII

Consulate General of Japan
1742 Nuuanu Avenue
Honolulu, HI 96817
Tel: (808) 543-3126/3111
E-mail: jethi@cgjh.org

HAGATNA, GUAM

Suite 604, ITC Building
590 South Marine Drive
Tamuning, Guam 96911
Tel: (671) 646-1290
E-mail: jpncon@ite.net