

THE 2011 JAPAN EXCHANGE AND TEACHING (JET) PROGRAMME APPLICATION GUIDELINE

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 primary, junior high and senior high schools.

The Programme is conducted 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 participating country governments. In 2010, there were 4,334 participants in the Programme from 36 countries (See Note 1 & 2).

As the JET Programme has achieved an excellent reputation over the last 24 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 positive interest in Japan.

Participants are appointed by a contracting organisation for a one-year period. The cost of transportation from the participants' origin to Japan, as well as remuneration, will be funded by tax payers of the contracting organisation where the participant is appointed. Because participants serve as a civil servant of their contracting organisation, they are required to uphold behaviour befitting a civil servant. Withdrawal from the programme after receipt of placement or early termination of appointment should be avoided as it causes many problems for contracting organizations.

The following application guidelines apply to Assistant Language Teachers

(ALTs) and Coordinators for International Relations (CIRs), but not to Sports Exchange Advisors (SEAs) (See Note 3).

1. TYPES OF POSITIONS AND DUTIES

1) Types of Positions (Applicants may apply for either the ALT or CIR position.)

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

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

2) Duties

CIR:

CIR duties are carried out as specified by the supervisor at individual contracting organisations. The following is a brief outline of CIR duties. However, they may vary greatly in emphasis and content from one contracting organisation to another. They may include all or just one/some of the following duties:

- (1) Assistance in projects related to international activities carried out by the contracting organisation. Such activities may include: editing, translating and compiling brochures 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 contracting organisations and local residents (See Note 5).
- (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 nationals residing in Japan.
- (5) Other duties as specified by the contracting organisation.

ALT:

Participants who are assigned to local boards of education or primary, junior high 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 the foreign language as specified by the supervisor and/ or principal of

the Board of Education and /or school. The following is a brief outline of duties, though they may vary from one contracting organisation to another.

- (1) Assistance in classes taught by Japanese foreign language teachers in junior and senior high schools.
- (2) Assistance in foreign language training activities, etc., at primary/elementary schools.
- (3) Assistance in the preparation of materials for teaching a foreign language.
- (4) Assistance in the language training of Japanese teachers of the foreign language, etc.
- (5) Assistance in such activities as instruction of foreign language clubs (See Note 6).
- (6) Provision of information on language and other related subjects for people such as Teachers' Consultants and Japanese teachers of the foreign language (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.

2. ELIGIBILITY CRITERIA

Applicants must:

- (1) Be interested in Japan, and be willing to deepen their knowledge and appreciation of Japan after their arrival. Make effort to study or continue studying the Japanese language prior to and after arriving in Japan. Be motivated to participate in and initiate international exchange activities in the local community.
- (2) Be both mentally and physically healthy.
- (3) Have the ability to adapt to living and work in Japan.
- (4) Hold at least a Bachelor's degree or obtain such qualifications by the designated departure date of Group B participants (July 31). (ALTs may alternatively hold a certification of completion of the third-year course to teach at primary/elementary or secondary schools or obtain such qualification by the designated departure date of Group B participants.)
- (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 in ONE country.
- (6) Have excellent pronunciation, rhythm, intonation and voice projection skills

in the designated language (See Note 7) in addition to other standard language skills. Have good writing skills and grammar usage.

- (7) Not have participated in the JET Programme since 2008 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. (Exceptions to this rule may be made in 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 2001.
- (10) Have a desire to proactively maintain relations with Japan, even after completion of the Programme.
- (11) Concerning the entry into Japan for participation in 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 (1) through (13), CIR applicants must:

- (15) Have a functional command of the Japanese language. (Japanese language proficiency is necessary to function in a Japanese office environment.)

In addition to the above criteria, ALT applicants must:

- (16) Be interested in the Japanese educational system and particularly in the Japanese way of teaching foreign languages.

- (17) Be interested in working actively with students.

- (18) Be qualified as a language teacher or be strongly motivated to take part in the teaching of foreign languages (See Note 7).

3. TERMS AND CONDITIONS

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

(1) Length of Appointment – Working hours

Appointments are for one year and commence on the day after the date of the participant's arrival in Japan. The duration of the appointment will be shorter in cases where participants are unable to arrive in Japan on the designated A/B group orientation arrival dates and come 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 appointment may be extended for one year, with two extensions permissible in principle (allowing for a total of three years on the Programme). Also, if after careful consideration the contracting organisation deems the JET Programme participant's work performance, level of experience and ability to be of an exceptionally high standard, they may choose to extend appointment an additional two times (altogether, five years). Early termination of the appointment on the part of the participant seriously affects the overall implementation of the JET Programme (as yearly schedules for schools and local government are made in advance; it also causes great inconvenience to the contracting organisation). All participants are therefore required to fulfil the full term of the 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 entitled to at least ten days.

(2) Remuneration

Remuneration per annum is approximately ¥3,600,000 after Japanese income and resident's taxes are deducted. This remuneration is a sufficient amount to cover average living expenses in Japan. 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 9). Remuneration will be made in monthly payments. There may be times that participants have to temporarily pay a portion of income and resident taxes up front before being reimbursed at a later date.

In Japan, joining the national 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 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. CONTRACTING ORGANISATION

Placement of participants shall be determined by discussion between ministries, CLAIR and local governments. Participants must sign terms and conditions with the organisation introduced by CLAIR. Placement for participants with special circumstances such as those listed below will be given special consideration. Please note, however, that actual placement may differ from that requested. (Requests from alternate applicants may be especially difficult to accommodate). Only requests for special consideration with regards to placement indicated in the application form will be accepted.

Special requests may be considered for instances in which:

- ◆ Spouse applies at the same time.
- ◆ Spouse or other immediate family members reside in Japan, and a move would be impossible or a 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, contracting organisations (including host prefectures/ designated cities). 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/management matters
- (4) Amendment of the list of JET programme participants
- (5) Management for an emergency situation
- (6) Other procedures necessary for the smooth management of the programme

6. TRANSPORTATION TO AND FROM JAPAN

(1) Travel Expenses to Japan

Participants must arrive in Japan on the designated date (for information about departure dates, See Note 8) and flight.

The cost of 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. In the case that a participant withdraws his/her intent to participate in the programme or is found ineligible after receipt of placement, he/she may be responsible for payment of the cancellation fee.

Transportation cost from Narita International Airport to the orientation site will be borne by the contracting organisations.

Those residing in Japan prior to participation in the JET Programme are permitted to participate from within Japan. (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 their contracting organisations. However, expenses incurred from the participant's home to the designated airport or train station will be borne by the participants. Please note that all participants living within 100 kilometres of Tokyo will be responsible for all transportation costs to the orientation site.

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

(2) Travel Expenses Home

All participants not seeking further assignment with their contracting organisations or a third party in Japan after the conclusion of their one-year appointment will have their one-way return air ticket paid for if they depart from Japan and arrive at the airport designated in their home country within one month of completing their appointment.

Participants residing in Japan prior to the start of the Programme may also be eligible for their one-way return ticket for a designated international airport in their home country by meeting the conditions above.

(3) Return 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 will be asked to pay back their contracting organisations for the cost of travel to Japan and other expenses incurred, and may be subject to other appropriate actions or redresses.

(4) Dependent's visa

Only a legal spouse is eligible for a dependent's visa. A fiancé(e) or a person of equivalent status is not eligible.

7. ACCOMMODATION

Participants will be provided with adequate housing information from their contracting organisations. The participant, not the contracting organisation, will be responsible for the housing contract and, as such, will subsequently be responsible for all housing costs incurred. Although the contracting organisation may handle the housing arrangements on behalf of the participant, all costs incurred must be borne by the participant.

In Japan, prior to moving in, several fees are incurred in addition to rent. These include *shikikin* (deposit), *reikin* (key money), real estate agency commission, and an advance payment of the first month's rent. All of these costs must be paid shortly arrival in Japan. The total amount is typically the equivalent of two to six months' rent. Costs for maintenance and repair will be as specified in the housing contract.

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 embassies and consulates of Japan prior to departure for Japan. All successful applicants must, as a general rule, participate in these orientations.

Please note that there will be no pre-departure orientation for those participating from within Japan.

(2) Post-arrival Orientation

Comprehensive orientations, which include workshops on topics such as lifestyle in Japan and work duties, are organised by CLAIR, the Ministry of Education, Culture, Sports, Science and Technology and the contracting organisations. Participation in the post-arrival orientation is mandatory for all new participants.

(3) Training

After arriving in Japan, JET Programme participants can enroll in the Japanese Language Courses offered by CLAIR.

Participants are also required to participate in mandatory training sessions instructed by CLAIR or other organisations (such as mid-year conferences, etc.).

9. APPLICATION PROCEDURE

Applicants must submit the following documents to the Embassy of Japan in the applicant's home country by **April 21, 2011**. Early submission of applications and documents is encouraged. The submitted documents will not be returned.

Document	Original	Copy
1) Application Form	1	2
2) Self Assessment Medical Report	1	2
3) Letters of Reference from two referees in Japanese or English (If you have not graduated yet, one of the referees must be someone related to the university and must contain a reference to your expected date of graduation.).	2	2 each
4) Certified record/transcript of all college/university courses	1	2
5) Essay (Statement of Purpose) (The Essay format is typed, single-sided, double-spaced on A4 paper (210mm x 297mm) / or letter-sized paper (8.5 in x 11 in) paper, not exceeding two pages. This page limit must be strictly observed.).	1	2
6) Certification of Graduation 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) Criminal record (if the applicant answers "yes" to question 10 in the Application)	1	

10. NOTIFICATION OF PLACEMENT AND DISQUALIFICATION

(1) Notification of selection:

Those candidates, who successfully pass both the first and second stages of the application process, will become participants only after their respective embassy or consulate has endorsed them, consulted with related agencies, and for whom a Contracting Organisation is decided. Notification of acceptance as a participant along with the name of the designated Contracting Organisation will be sent from the Ministry of Foreign Affairs, via the embassy or consulate to the candidate from May 2011 onwards. A Notice of Appointment, the Terms and Conditions of employment, and other materials such as pamphlets about the local area will be sent directly from the Contracting Organisation to the participant.

In principle, all the participants must obtain and submit their criminal records and certificate of health to the Japanese Embassy or Consulate General where they were interviewed prior to arriving in Japan. In the event that

participants fail to submit these documents by July 2011 without sufficient reason, they may be disqualified. Those who have stayed in a foreign country for at least one year continuously during the preceding five years should submit criminal record from that country as well. Certain types of crimes on the criminal record may disqualify the candidates as indicated in (2) below.

(2) Reasons for Disqualification

A 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 in the JET Program. 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, including those for which the applicant has not been found guilty, may be grounds for disqualification.
- d) When the Reply Form, Certificate of Health, or other required forms are not submitted by the set deadlines.
- e) When participants 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.

11. SCHEDULE FROM APPLICATION TO DEPARTURE

April 21, 2011	Application deadline
April 26, 2011	First stage of screening process (written applications)
April 29, 2011	Second stage of screening process (interviews)
Mid-May 2011	Notification of selection and placement
Beginning of July	Pre-departure orientation, preparation, etc.
Beginning of July	Deadline of submission of the required documents
July 31, 2011	Arrival in Japan and start of appointment

12. 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. Number of JET participants in 2010, listed by position and country (as of July 1, 2010).

COUNTRY	CIR	ALT	SEA	TOTAL
United States	109	2,310	1	2,420
United Kingdom	179	390		399
Australia	22	232		254
New Zealand	13	193		206
Canada	17	457		447
Ireland	5	107		112
France	10	8		18
Germany	12	2		14
China	62	9	1	72
Korea	50	3	3	56
Russia	8	1		9
Brazil	16			16
Peru	1			1
Spain	2			2
Isreal	1			1
Italy	3			3
South Africa		110		110
Argentina	1			1
Belgium	1			1
Finland	1	1		2
Mongolia	2	1		3
Indonesia	1			1
Switzerland	1	1		1
India	1	7		8
Philippine	1			1
Netherlands	2	2		4
Bulgaria			1	1
Singapore	2	49		51
Jamaica		55		55
Malaysia	1			1
Barbados		8		8
Luxembourg		1		1
Trinidad and Tobago		25		25
Kenya		1		1
Antigua Babuda		1		1
Latvia	1			1
Total	354	3,974	6	4,334

2. Number of 2010 JET participants listed by Prefecture/Designated City (As of July 1, 2010)

Pref./Desig.City	CIR	ALT	SEA	Total	Pref./Desig.City	CIR	ALT	SEA	Total
Hokkaido	9	209		218	Hiroshima	4	97		101
Aomori	15	106		121	Yamaguchi	5	45		50
Iwate	3	22		25	Tokushima	7	74		81
Miyagi	3	70		73	Kagawa	5	26		31
Akita	9	90		99	Ehime	6	95		101

Yamagata	5	59		64	Kochi	16	80		96
Fukushima	5	145		150	Fukuoka	6	119		125
Ibaraki	4	42		46	Saga	5	39		44
Tochigi	3	30		33	Nagasaki	10	143	5	158
Gunma	2	119		121	Kumamoto	5	129		134
Saitama	4	49		53	Oita	7	81		88
Chiba	3	55		58	Miyazaki	14	64		78
Tokyo		9		9	Kagoshima	14	119		133
Kanagawa	1	8		9	Okinawa	6	91		97
Niigata	6	71		77	Sapporo-city	5	35		40
Toyama	11	82		93	Sendai-city	2	66		68
Ishikawa	18	91		109	Yokohama-city	1			1
Fukui	4	89		93	Kawasaki-city	1			1
Yamanashi	4	58		62	Nagoya-city	1			1
Nagano	8	74		82	Kyoto-city		11		11
Gifu	10	52	1	63	Osaka-city	4	23		27
Shizuoka	5	105		110	Kobe-city	2	108		110
Aichi	6	21		27	Hiroshima-city	4	10		14
Mie	7	100		107	Kitakyushu-city	3	14		17
Shiga	6	85		91	Fukuoka-city	4			4
Kyoto	6	73		79	Chiba-city	2	3		5
Osaka	1	102		103	Saitama-city		2		2
Hyogo	6	186		192	Shizuoka-city		13		13
Nara	6	59		65	Sakai-city	1			1
Wakayama	2	48		50	Niigata-city	5	3		8
Tottori	14	55		69	Hamamatsu-city	2	16		18
Shimane	19	64		83	Okayama-city		2		2
Okayama	1	38		39	Sagamihara-city	1			1
					Total	354	3,974	6	4,334

3. Sports Exchange Advisor (SEA)

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

4. Designated Cities

These are cities designated by the government with populations of 500,000 people or more. At present, there are eighteen 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, and Fukuoka.

5. Language instruction

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

6. Clubs

Students with common interests and motivations in sports, culture and art form clubs at school.

7. 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.) and Special Talent Category countries, this is English, for France(except Special Talent Category) it is French, for Germany(except Special Talent Category) it is German, for China it is Chinese, for Korea it is Korean, for Russia it is Russian, and for other non-English speaking countries it is English or the principal language spoken in that country.

8. Designated Departure Points – Dates

	Group A (July 24 Arrivals)	Group B (July 31 Arrivals)
Country	Point of departure	Point of departure
Australia	Sydney Canberra Melbourne Adelaide Hobart Perth Brisbane	
Canada		Toronto Vancouver Ottawa Montreal Halifax Calgary Winnipeg
Ireland	Dublin	
New Zealand		Wellington Auckland Christchurch
United Kingdom		London Edinburgh
United States	New York Atlanta Chicago Houston Los Angeles Phoenix	Washington D.C. Boston Nashville San Francisco Portland Anchorage

	Seattle Spokane Denver Salt Lake City	Honolulu Hagatna Miami Detroit
France	Paris Strasbourg Marseille	
New Caledonia(*)	Sydney	
Germany		Berlin Hamburg Dusseldorf Cologne/Bonn Frankfurt Munich
South Africa	Johannesburg Cape Town Durban Port Elizabeth	
Jamaica	Kingston	
Singapore		Singapore
Other Countries		Designated international airport in city with Japanese embassy or consulate or interview site

- Applicants who will participate from Japan, must join Group A (July 24 Arrival).
- Please be aware that you cannot switch between groups A and B (ex: switch from New York (arrival on July 24) to Washington DC (arrival on July 31)), or depart from a country that is not the country you will represent on the JET Programme. (only countries indicated with an asterisk (*) are an exception to this rule).

9. Tax exemption

JET Programme participants 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.