

APPLICATION FORM INSTRUCTIONS 2013

1. Location of the Interview. Using Chart 1 below, please select the location where you would like to be interviewed for the JET Programme and enter its four-digit code number in the box. Regardless of where you are now living, you must have an interview in a Japanese Embassy or Consulate General in the country that you will represent on the JET Programme. Your point of departure in principle should be the designated international airport in the same city as your Japanese Embassy, Consulate General or interview site. However, it is possible to depart from an airport that has the same departure date as the place where you interviewed only if the country you are representing has more than one designated international airport allocated for the same departure date. Please be aware that you cannot switch between Groups A and B, or depart from a country that is not the country you will represent on the JET Programme (only countries indicated below with an asterisk sign (*) are an exception to this rule).

Chart 1

Country	Group A (28 July Arrivals)		Group B(4 August Arrivals)	
	Code	Point of departure	Code	Point of departure
Australia	3010	Canberra		
	3020	Sydney		
	3030	Melbourne		
	3031	Adelaide		
	3032	Hobart		
	3040	Perth		
	3050	Brisbane		
Canada			5010	Ottawa
			5020	Montreal
			5021	Halifax
			5030	Toronto
			5050	Calgary
			5051	Winnipeg
			5060	Vancouver
Ireland	6010	Dublin		
New Zealand			4010	Auckland
			4020	Wellington
			4030	Christchurch
United Kingdom			2100	London
			2300	Edinburgh
United States	1030	New York	1010	Washington D.C.
	1040	Atlanta	1020	Boston
	1060	Chicago	1050	Nashville
	1080	Houston	1100	San Francisco
	1090	Los Angeles	1110	Portland
	1092	Phoenix	1130	Anchorage
	1120	Seattle	1140	Honolulu
	1121	Spokane	1150	Hagatna
	1180	Denver	1160	Miami
	1181	Salt Lake City	1170	Detroit
France	7010	Paris		
	7011	Strasbourg		

	7012	Marseille		
New Caledonia(*)	7013	Sydney		
Germany			8010 8011 8012 8013 8014 8015	Berlin Hamburg Dusseldorf Cologne/Bonn Frankfurt Munich
South Africa	9140 9141 9142 9143	Johannesburg Cape Town Durban Port Elizabeth		
Jamaica	9410	Kingston		
Singapore			9390	Singapore
Other Countries			9999	Designated international airport in city with Japanese embassy or consulate or interview site

Applicants who will participate from within Japan must join Group A (28 July Arrivals).

2a. Position Type Please select the one position type for which you are applying:

CIR: Coordinator for International Relations

ALT: Assistant Language Teacher of English, French, or German depending on your nationality

2b. ALT placement (CIR applicants only). If you are not offered a CIR position but are still eligible for an ALT position, would you like to be considered for the ALT position? Please enter **Y** for yes. If not, enter **N** for no. Please do not forget to answer the question 17a, if you select **Y** for this question.

2c. Early placement in April, or early placement after April but before Group A/B of arrival.

Would you like to be considered for the position selected in Question 2a if there are any vacant position by the end of February 2013? Please enter **Y** for yes. If not, enter N for no. Those who select **Y** for this question will be required to submit their Criminal Record and Certificate of Health to the Embassy or Consulate General at the time of application, or by the end of February at the latest to the Embassy or Consulate General where they will be interviewed. Please bear in mind, however, that those who select **Y** for this question can only be placed where vacancies are available regardless of requests entered in Question 16. Those who select **Y** for this question but are not selected for an April arrival will still be considered as candidates for arrival after April but before Group A/B or for Group A/B arrival.

3. Name. Please enter your last name and first name. Middle initials should be entered in the box below the box for your first name. Enter one letter per space. If you have two first names, leave one space between each name and do not enter your initial in the middle initial box. If you are applying with a spouse/partner, make sure your name is spelled exactly the same way on his/her application as well.

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

5. Nationality. Enter one of the following abbreviations for the country which you will represent:

Argentina	AR	France	FR	Laos	LA	Russia	RS
Austria	AT	Germany	GR	Malaysia	MY	Singapore	YS
Australia	AU	Hungary	RH	Mexico	MX	South Africa	SA
Barbados	BB	India	IN	Mongolia	MN	Switzerland	SC
Belgium	BE	Indonesia	RI	The Netherlands	KN	Spain	SP

Brazil	BR	Ireland	IR	New Zealand	NZ	Thailand	TH
Bulgaria	RB	Israel	IS	Peru	PE	Trinidad and Tobago	TT
Canada	CN	Italy	IT	The Philippines	PH	Turkey	TR
China	CH	Jamaica	JM	Poland	RP	Ukraine	UA
Czech Republic	CZ	Kazakhstan	RK	Portugal	PO	United Kingdom	UK
Finland	FI	Korea	KR	Romania	RO	United States	US
Fiji	FJ	Palau	PW	Samoa	WS	Tonga	TO
Micronesia	FM	Vietnam	VN				

6. Date of Birth. Enter the year, month and day of birth.

Example: 90 06 01 = 1 June, 1990

7. Hometown and Home State (AU, GR, US)/Province (CN)/County (IR, UK)/Department/District (NZ)/Prefecture (FR). Please enter the city and state/province/county/department/district /prefecture which you feel most appropriate representing using the abbreviations listed below or, if no abbreviation is listed, enter the name in full.

Australia	
Australian Capital Territory	ACT
Australian External Territories	AET
New South Wales	NSW
Northern Territory	NT
Queensland	QLD
South Australia	SA
Tasmania	TAS
Victoria	VIC
Western Australia	WA

Canada	
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland and Labrador	NL
Nova Scotia	NS
Northwest Territories	NT
Nunavut	NV
Ontario	ON
Prince Edward Island	PE
Quebec	QC
Saskatchewan	SK
Yukon Territory	YT

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

8. Dual Nationality with Japan. If you have dual nationality with Japan and one of the participating countries, please enter **Y** for yes. If not, please enter **N** for no. If you have dual nationality between two countries and Japan is not one of those countries, for example the United Kingdom and Jamaica, then enter **N** for no.

Note: If your citizenship is different from the country in which you are living, please consult the Embassy or Consulate General 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.

9a. If you have previously been offered a position on the JET Programme, please enter **Y** for yes. If not, please enter **N** for no. Being offered a position refers to receiving notification of placement. If you answer **Y**, more explanation will be required in question 18a.

9b. If you have participated in the JET Programme, please enter **Y** for yes. If not, please enter **N** for no. Having participated in the Programme refers to actually having worked in Japan on the JET Programme. If you answer **Y**, more explanation will be required in question 18b.

10. If you have ever been arrested, charged or convicted of any crime other than a minor traffic offense (e.g. speeding or parking ticket), including juvenile offences, please enter **Y** for yes. If not, please enter **N** for no. If you answer **Y**, more explanation will be required in question 19. **Please be aware that all accepted applicants will be required to submit an official police-issued criminal history and that failure to report items, even those which you believe to have been expunged or otherwise removed from your record that later show up on that history will in principle result in disqualification.**

11a. Will you be accompanied by anyone if selected for the JET Programme? Please enter **Y** for yes if you will be accompanied by family members (or partner), or if you wish to be placed with another applicant who is a family member (or partner). If not, please enter **N** for no. A partner refers here to spouse, fiancé(e) or a person of equivalent status (*note: only a legal spouse is eligible for a dependent's visa; a fiancé(e) or a person of equivalent status is not eligible*). **Accompanied refers to someone who intends to live with you while participating on the JET Programme.** If you answer **Y** please give more explanation in questions 20-22.

11b. Please enter the **number of people who will be accompanying you (including children)**. This refers to people who intend to live with you while participating on the JET Programme.

11c. If your children are going to accompany you, please enter **Y** for yes. If not, please enter **N** for no. If you answer **Y**, more explanation will be required in questions 20-22.

12a. Marital Status as of Group A departure date. This information is required only for placement purposes. **Your answers will not affect your eligibility for participation in the JET Programme.**

Enter the following letter code :

S	Single/Divorced/Widowed
E	Engaged
M	Married

12b. Is your spouse/partner also applying for the JET Programme? Enter **Y** for yes. If not, please enter **N** for no or not applicable. If your spouse/partner is a current JET enter **N** and fill in more details in question 22.

12c/12d. If you answered yes to question 12b, please enter **your spouse/partner's** name (ensure the spelling is consistent with his/her application form) and the location code for where he/she will be interviewed (refer to question 1).

13a. Education Level. Enter the one letter signifying the highest degree earned by the Group A departure date.

B	earned bachelor's degree
M	earned master's degree
D	earned doctorate degree

13b. Academic Specialisation. Below is a list of academic specialisations (majors). If you specialised in two subjects (double-major) or had a sub-specialisation (minor) please write both subjects' code numbers (see below) in the left boxes and spell out the subject names in the right boxes. If you had no specialisation, enter "80 (Other Major)" in the left boxes. If your specialisation is not listed, enter 16, 29, 40, 59 or 80 for "other" accordingly and enter its name in the boxes on the right.

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

14a. Certified Teacher. Do you now have, or will you have earned by the Group A departure date, a certificate to teach in primary (elementary) or secondary schools? Enter **Y** for yes or **N** for no.

14b. TEFL/TESL Qualification. Several contracting organisations require participants that have a strong background or qualification in Teaching English as a Foreign Language (TEFL) or Teaching English as a Second Language (TESL). Because there are many curricula leading to such qualification, please indicate whether you have over 100 hours of training (not to be confused with teaching experience) in teaching your native language to non-native speakers by entering **Y** for yes or **N** for no.

15. Driver's License. If you have a driving license and are considering driving while in Japan, please enter **Y** for yes. If not, please enter **N** for no. If you are still in the process of receiving a driver's license, please enter **N**. Please do not enter **Y** if you will not have had your full driver's license for more than a three-month period at the time of departure (more info about driving in Japan may be found in the *General Information Handbook* or on the official JET Programme website).

16. Placement Request. You may request a general geographic area, living area classification, specific prefecture or municipality in which you would like to be placed in JET Programme. Note that every year, more requests are made for urban areas such as Tokyo, Osaka and Kyoto than are available. For this reason, please research the areas of Japan in which you prefer to reside, as you may find many interesting areas besides these more well-known cities. **Please also note, however, that no placement request is guaranteed.** Contracting organisations also make requests (e.g. in the case of sister city relationships) and in such cases you may not be placed where you requested. Those who answered **Y** to Question 2c also have to answer the following questions in the case that they are selected for Group A/B departure. Your placement requests bear no effect on your eligibility or chances of being selected to participate on the JET Programme.

16a. Do you have a placement request? Enter **Y** for yes or **N** for no.

16b. Living Area Classification. Select the type of area in which you would prefer to be placed. Please note that there are more rural areas than urban areas available.

- N** No Preference
- R** Rural (small town /village /island)
- S** Semi-urban (small city/town)
- U** Urban (large city/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 place request** for a municipality in which to be placed can be made. To make such a request, enter the one-letter block code in the first box, the two-digit prefecture code in the second box, and the name of the municipality (up to twelve letters) in the third box. When making second and third choice placement requests, please ensure that the prefecture/designated city which you write is within the block you select.

Block area. Japan is divided regionally into blocks. You may list up to three blocks in which you wish to reside. Refer to Chart 2 below to determine which prefectures are in each block. You may make a block request without giving more specific details of the prefecture or designated city.

Prefecture or designated city. You may list up to three prefectures or designated cities in which you wish to reside. Referring to Chart 2 below, please enter up to three prefecture or designated city codes in the two-digit boxes. Please ensure that the prefecture or designated city you choose is within the block area you have chosen.

Please answer the remaining questions on the application form. If you are not sure of a question's meaning, please consult your the Japanese Embassy or Consulate General with which you are applying.

17. Duties

Listed below are several duties that are part of the JET Programme. Please indicate your preferences in regards to these duties. Please note that this is only used as a guide and that the actual contents of your duties will be defined by your contracting organisation. If you are interested in the following duties please enter **Y** for yes. If not, enter **N** for no.

Question 17a is for ALT applicants and CIR applicants who answered Y to question 2b, and questions 17b and 17c are for CIR applicants.

17a. Primary/Elementary Schools (for ALT applicants and CIR applicants who answered Y to question 2b)

Language education in primary/elementary schools aims to familiarise students with different languages and cultures, and to foster their interest and enthusiasm. Do you wish to get actively involved in education at primary/elementary schools?

17b. International Economic Exchange (for CIR applicants only)

International exchange also has economic dimensions such as tourism, business or technical cooperation. This includes contracting organisation that promote tourism to foreigners and wish to attract foreign companies. Do you wish to get actively involved in such activities?

17c. Providing support to the foreign population (for CIR applicants only)

Local authorities provide support to the foreign population living in the area by offering multilingual information, counseling, and Japanese language education. Do you wish to get involved in such activities?

CHART 2 Prefectures and Designated Cities

Following are listed the prefectures and designated cities in which JET participants are placed, preceded by the block designation and code number.

Block	Code	Pref./Desig. City	Block	Code	Pref./ Desig. City
A	01	Hokkaido Prefecture	D	64	Hamamatsu City
A	48	Sapporo City	E	25	Shiga Prefecture
A	02	Aomori Prefecture	E	26	Kyoto Prefecture
A	03	Iwate Prefecture	E	53	Kyoto City
A	04	Miyagi Prefecture	E	27	Osaka Prefecture
A	49	Sendai City	E	54	Osaka City
A	05	Akita Prefecture	E	62	Sakai City
A	06	Yamagata Prefecture	E	28	Hyogo Prefecture
A	07	Fukushima Prefecture	E	55	Kobe City
B	08	Ibaraki Prefecture	E	29	Nara Prefecture
B	09	Tochigi Prefecture	E	30	Wakayama Prefecture
B	10	Gunma Prefecture	F	31	Tottori Prefecture
B	11	Saitama Prefecture	F	32	Shimane Prefecture
B	60	Saitama City	F	33	Okayama Prefecture
B	12	Chiba Prefecture	F	65	Okayama City
B	59	Chiba City	F	34	Hiroshima Prefecture
B	13	Tokyo Prefecture	F	56	Hiroshima City
B	14	Kanagawa Prefecture	F	35	Yamaguchi Prefecture
B	50	Yokohama City	G	36	Tokushima Prefecture
B	51	Kawasaki City	G	37	Kagawa Prefecture

B	66	Sagamihara City	G	38	Ehime Prefecture
C	15	Niigata Prefecture	G	39	Kochi Prefecture
C	16	Toyama Prefecture	H	40	Fukuoka Prefecture
C	17	Ishikawa Prefecture	H	57	Kitakyushu City
C	18	Fukui Prefecture	H	58	Fukuoka City
C	63	Niigata City	H	41	Saga Prefecture
D	19	Yamanashi Prefecture	H	42	Nagasaki Prefecture
D	20	Nagano Prefecture	H	43	Kumamoto Prefecture
D	21	Gifu Prefecture	H	44	Oita Prefecture
D	22	Shizuoka Prefecture	H	45	Miyazaki Prefecture
D	61	Shizuoka City	H	46	Kagoshima Prefecture
D	23	Aichi Prefecture	H	47	Okinawa Prefecture
D	52	Nagoya City	67		Kumamoto City
D	24	Mie Prefecture	N		No Preference