

THE 2013 JAPAN EXCHANGE AND TEACHING (JET) PROGRAMME APPLICATION GUIDELINES (案)

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 1).

The Japan Exchange and Teaching Programme seeks to enhance internationalisation in Japan by promoting mutual understanding between the people of Japan and those of other nations. The Programme aims to enhance foreign language education, and promote international exchange at the local level through the fostering of ties between Japanese youth and foreign youth alike.

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

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

The JET Programme started in 1987 with cooperation from participating country governments. In 2012, there were 4,360 participants in the Programme from 40 countries (See Notes 2 & 3).

As the JET Programme has achieved an excellent reputation over the last 26 years, it is of great importance that this reputation be maintained. Participants are invited to Japan as representatives of their countries. As such, they are expected to be responsible in all their activities, especially those concerning the promotion of mutual understanding between nations. It is therefore desirable that participants be adaptable, mentally and physically capable of performing the job duties and have a deep interest in Japan.

Generally, participants are appointed by a contracting organisation for a one-year period. The cost of transportation from the participant's origin to Japan, as well as remuneration, will be funded by the tax payers of Japan via the contracting organisation where the participant is appointed. Because participants serve as civil servants of their contracting organisations, they are required to uphold behaviour befitting civil servants.

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

1. TYPES OF POSITIONS AND DUTIES

1) Types of Positions

Applicants may apply for either the ALT or CIR position (CIR applicants may be considered for the ALT position if they are eligible for the ALT position and provide consent).

ALT:

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

CIR:

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

2) Duties

ALT:

Participants who are mainly assigned to local boards of education or elementary, junior high or senior high schools are to carry out their duties as ALTs under the guidance of language teachers' consultants or Japanese teachers of the foreign language as specified by the supervisor and/or principal of the board of education and/or school. The following is a general outline of duties, though they may vary from one contracting organisation to another.

- (1) Assistance in foreign language classes, etc. taught in junior and senior high schools.
- (2) Assistance in foreign language activities, etc. in elementary schools.
- (3) Assistance in preparation of materials for teaching a foreign language.
- (4) Assistance in language training of teachers of a foreign language, etc.
- (5) Assistance in extracurricular activities and club activities (See Note 4).
- (6) Provision of information on language and other related subjects for people such as teachers' consultants and foreign language teachers (e.g. word usage, pronunciation, etc.).
- (7) Assistance in foreign language speech contests.
- (8) Engagement in local international exchange activities.
- (9) Other duties as specified by the contracting organisation.

CIR:

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

- (1) Assistance in projects related to international activities carried out by the contracting organisation. Such activities may include: editing, translating and compiling publications into a foreign language; assisting in planning, designing and implementing international exchange programmes including

international economic exchange programmes; assisting in hosting official guests from abroad and interpreting at events for overseas visitors or for local foreign residents in the community.

(2) Assistance in language instruction of employees of the contracting organisation and local residents (See Note 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.

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 working in Japan.

(4) Both ALT and CIR applicants must hold at least a Bachelor's degree or obtain such qualifications by the designated arrival date (28 July for Group A/B arrival applicants; 10 April for April-arrival applicants; or designated date for applicants arriving before Group A/B but after April). (ALTs applicants may alternatively hold a certification of completion of a three-year course to teach at primary/elementary or secondary schools or obtain such qualification by the designated arrival date (28 July for Group A/B arrival applicants; 10 April for April-arrival applicants; or designated date for applicants arriving before Group A/B but after April).

(5) Be a national (not just a permanent resident) of the country where the recruitment and selection procedures take place by the time they submit their application form. Those who possess dual nationality with Japan must renounce their Japanese nationality before submitting their Reply Form. Applicants who have dual nationality with countries other than Japan may only apply as a national of one of those countries.

(6) Be adept in contemporary standard pronunciation, rhythm and intonation in the designated language (See Note 6) and possess excellent language ability that can be applied accurately and appropriately; have ability to compose sentences logically.

(7) Not have participated in the JET Programme since the 2010-2011 JET Programme year (inclusive of April 2010 arrivals) or for more than five years in total.

(8) Not have declined a position on the JET Programme after receiving notification of placement in the last JET Programme year (excluding cases where it is accepted that the participant had a valid, inevitable reason for withdrawing).

- (9) Not have lived in Japan for six or more years in total since 2003.
- (10) Have a desire to proactively maintain relations with Japan, even after completion of the Programme.
- (11) Concerning 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 criteria, ALT applicants must:

- (15) Be interested in the Japanese education system, particularly foreign language education in Japan.
- (16) Be interested in working with children.
- (17) Be qualified as a language teacher or be strongly motivated to take part in the teaching of foreign languages.

※Additional evaluation will be given to applicants who:

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

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

- (18) Have a functional command of the Japanese language.

3. TERMS AND CONDITIONS

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

(1) Length of Appointment - Working Hours

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

Although the date of arrival is normally designated in July or August (Group A/B), applicants who indicate such on their application form may have the opportunity to participate on the Programme from an April arrival date (10 April) or another date designated after April arrival but

before the designated Group A/B arrival and be placed in contracting organisations which need JET participants immediately. Notwithstanding the aforementioned, such applicants who cannot be placed for an April arrival will continue to be examined as candidates for a Group A/B arrival in July or August or for an arrival after April but before Group A/B. However, applicants who indicated an April arrival or an arrival after April but before Group A/B on their application form and indicated during the interview that such an arrival was still possible, then rescind their request for such an arrival without a justifiable reason, will forfeit their participation on the Programme for this year.

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

If both the JET participant and the contracting organisation are in agreement, the contracting organisation may reappoint the JET participant for an additional year, with two reappointments permissible in principle (allowing for a total of three years on the Programme). Also, if after careful consideration the contracting organisation deems the JET participant's work performance, level of experience and ability to be of an exceptionally high standard, it may choose to reappoint the JET participant an additional two times (altogether, five years). For April arrivals and participants who arrive after April but before Group A/B, if both the JET participant and the contracting organisation are in agreement, the participant may have the option to first be reappointed until August, then be reappointed again for a period of one year starting in August, with three reappointments permissible in principle (allowing for a total of three years and four months 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, it may choose to reappoint the JET participant an additional two times (allowing for a total of five years and four months on the Programme).

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

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

(2) Remuneration

Remuneration per annum is approximately ¥3,360,000 in the first year of appointment, ¥3,600,000 in the second year, ¥3,900,000 in the third year, and, in case the contracting organisation reappoints a participant whose work ability is deemed excellent more than 2 times, ¥3,960,000 in both the fourth year and the fifth year. This remuneration is a sufficient amount to cover average living

expenses in Japan. This remuneration amount is for participants who complete a one-year appointment in full. The appointment for participants who are unable to arrive on the designated arrival date or otherwise arrive at a later date will be less than one year and the remuneration may therefore be less than the above-stated amounts.

In cases in which income and resident taxes are imposed (See Note 7), participants must pay these taxes from this remuneration. Participants whose first appointment is less than one year are deemed “non-residents” under Japan’s Income Tax Act. As such, 20% of those participants’ income will be subject to income tax.

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

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

(3) Side-Job Prohibition

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

4. CONTRACTING ORGANISATION

Placement of participants shall be determined by CLAIR. 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. However, actual placement may differ from that requested (requests from April Arrivals, those who arrive after April but before Group A/B, or alternate candidates may be especially difficult to accommodate). Only requests for special consideration regarding placement indicated on the application form will be taken into consideration. Changes to requests after application, even in special circumstances, may not be able to be accommodated.

Special requests may be considered for instances in which:

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

5. USE OF PERSONAL INFORMATION

The use of personal information submitted by applicants is limited to necessary use by the Japanese Embassy or Consulate General, Ministry of Internal Affairs and Communications, Ministry of Foreign Affairs, Ministry of Education, Culture, Sports, Science and Technology, CLAIR and

contracting organisations including host prefectures/designated cities (See Note 8). Personal information will be used for such matters as placement, orientations, etc. It will also be used for any of the administrative matters listed below in cases of emergency or early termination of appointment.

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

6. TRANSPORTATION TO AND FROM JAPAN

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

Participants must arrive in Japan on the designated date (for information about arrival dates, See Note 9) and flight. Except in unavoidable situations, such as on humanitarian grounds, participants who do not board the designated flight will be disqualified from the Programme.

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

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

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

(2) Participants Who Already Reside in Japan

Those residing in Japan prior to participation in the JET Programme who are able to change their status of residence prior to the designated arrival date are permitted to participate from within Japan. However, as status of residence changes are not permitted for those who entered Japan with the status "Temporary Visitor," participants with such a status must return to their home country, carry out

procedures to obtain a proper visa with the Japanese Embassy or Consulate General and enter Japan on the designated flight in order to participate on the Programme. Participants who reside in Japan with a residency status other than “Temporary Visitor” must confirm with the relevant Immigration Bureau of Japan office whether a change in the status of residence will be permitted. In cases where it is not permitted, those participants must return to their home country, carry out the procedures to obtain the proper visa with the Japanese Embassy or Consulate General and enter Japan on the designated flight in order to participate on the Programme.

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

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

(3) Travel Expenses Home

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

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

(4) Repayment of Travel Expenses

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

(5) Dependent’s Visa

Family members accompanying participants (spouse or children) must submit official documents which prove legal marriage or parent-child relationship, apply for and obtain a dependent’s visa from the Embassy or Consulate General of Japan. Please note that only legal spouses and children

are eligible for dependent's visas. A fiancé(e), common-law spouse, etc. is not eligible.

7. ACCOMMODATION

Participants will be provided with adequate housing information from their contracting organisations. In principle, 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. The contracting organisation may also designate the participant's housing arrangements.

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 after 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 the Japanese Embassy or Consulate General prior to departure for Japan. All successful applicants must participate in these orientations.

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

(2) Post-arrival Orientation

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.

Please note that there will be no post-arrival orientation for those participants who arrive after April arrivals but before Group A/B.

(3) Training

After arriving in Japan, JET Programme participants can enrol in the Japanese Language Courses offered by CLAIR to improve their Japanese abilities as well as promote understanding of Japan through Japanese after returning home.

Participants are also required to participate in mandatory training sessions instructed by CLAIR,

the Ministry of Education, Culture, Sports, Science and Technology or other organisations.

9. After Completion of the Programme

JET participants are highly expected, after their participation, to play a role as a bridge between Japan and their home countries in various fields. Former JET participants have founded alumni associations in their home countries/areas and in Japan, named “JET Alumni Associations” (JETAA). JETAA carries out various activities at grass-root levels to promote friendships between Japan and the countries/areas they represent. JETAA members are involved in activities such as information exchanging, welcoming participants back to their home countries after completion of the JET Programme, introducing Japanese culture and publicising about education in Japan. As of 2012, there are 52 JETAA chapters all over the world and the combined number of members is approximately 23,000. After completion of the JET Programme, participants are strongly expected to share their post-JET Programme contact information with their nearest Embassy or Consulate General of Japan, join a JETAA chapter and be actively involved in introducing Japan and promoting education.

10. APPLICATION PROCEDURE

Applicants must submit the following documents to the Embassy of Japan in the applicant's home country by [date: 30 November, 2012]. Early submission of applications and documents is encouraged. The submitted documents will not be returned.

Please see the Application Form Instructions for more details.

Document	Original	Copy
1) Application Form	1	2
2) Self Assessment Medical Report	1	2
3) Letters of Reference <ul style="list-style-type: none"> ● 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 <ul style="list-style-type: none"> ● of all college/university courses 	1	2
5) Essay (Statement of Purpose) <ul style="list-style-type: none"> ● typed, single-sided, double-spaced on A4 paper (210mm x 297mm) or letter-sized paper (8.5in x 11in), not exceeding two pages. This page limit must be strictly observed. 	1	2
6) Certification of Graduation	1	2

● 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.		
7) Document which shows your nationality (passport, etc.)	0	3

Applicants who indicate on their application an interest in an April arrival, or for arrival after April but before Group A/B, must submit the following documents with their application. If, for unavoidable reasons, the applicant is unable to submit these documents at the time of application, they must be submitted no later than the end of February to the Embassy or Consulate General of Japan where he or she will be interviewed.

8) Criminal Record In the case the applicant is unable to obtain his/her criminal record by the time of the application, a document proving application of the record will be accepted. In this instance, the criminal record itself must then submitted by the end of February. Please see Note 11 (2) regarding obtaining a criminal record.		
9) Certificate of Health (form provided)	<u>1</u>	<u>0</u>

Applicants who stated they have a criminal record in the application form must submit the above document 8) by the end of February at the latest (if possible, at the time of application).

11. NOTIFICATION OF PLACEMENT AND DISQUALIFICATION

Short-list Candidates:

Applicants who have passed the second stage of the screening process at the Embassy or Consulate General and have received notification from the Ministry of Foreign Affairs that they are scheduled for placement.

Alternate:

Applicants who have passed the second 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 candidates who decline a posting until the second week of December).

Participant:

Short-list candidates who agree with participation by submitting the Reply Form and whose contracting organisation has been determined.

(1) Notification of Placement

Once a short-list candidate (notification will be made by the Ministry of Foreign Affairs in April) has agreed to participate by submitting the Reply Form, CLAIR will assign the candidate to a contracting organisation. In May 2013 or later, after the contracting organisation has been decided, the Ministry of Foreign Affairs, through its embassies and consulates, will notify the candidate of the contracting organisation in which he or she has been placed. An unofficial Notice of Appointment, the terms and conditions of employment, and other materials such as a brochure about the locality will be sent directly from the contracting organisation to the participant.

(2) Submission of criminal record and health certificate

(a) In principle, all the short-list candidates and alternates must obtain and submit their criminal records and certificates of health to the Japanese Embassy or Consulate General where they were interviewed prior to arriving in Japan. Short-list candidates and alternates who fail to submit these documents by 28 June, 2013 without sufficient reason may be disqualified. However, those who stated they have a criminal history at the time of application must submit their criminal record by the end of February at the latest (if possible at the time of application). Alternate candidates upgraded to short-list candidates may be required to submit a health certificate again.

【米国以外の場合】

All short-listed candidates and alternates, as well as all applicants who stated they have a criminal history at the time of the application, must submit a criminal record as follows. Certain types of crimes as indicated on the criminal record may disqualify the candidate indicated in (3) below.

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

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

(iii) If an applicant submits a criminal record issued by the state/provincial government of the state/province in which he/she lives that only contains criminal history information of that particular state/province, and the applicant has lived in another state/province of the same country for a period of 12 consecutive months during the preceding five years, the applicant must additionally submit a criminal record from the other state/province as well. If a criminal record issued by the state/provincial government where the applicant lives contains criminal history information of the country as a whole, including other states/provinces, submission of additional criminal records issued by other state/provincial governments is not necessary.

(iv) Applicants who have lived in another country for at least 12 consecutive months during the preceding five years must submit a criminal record from that country as well.

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

【米国の場合】

All short-listed candidates and alternates, as well as all applicants who stated they have a criminal history at the time of the application, must submit a criminal record as follows. Certain types of crimes as indicated on the criminal record may disqualify the candidate indicated in (3) below.

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

(ii) In principle, a criminal record issued by the federal government (by the Federal Bureau of Investigations (FBI)) must be submitted.

(iii) Applicants who have lived in another country for at least 12 consecutive months during the preceding five years must submit a criminal record from that country as well.

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

(b) As mentioned in the above 10, applicants for April arrival or arrival after April but before Group A/B will need to submit their criminal record and certificate of health to the Japanese Embassy or Consulate General at the time of application. Those who are unable to submit these documents together with the application form will need to submit them to the Japanese Embassy or Consulate General where they will be interviewed no later than the end of February, 2013. The Japanese Embassy or Consulate General will notify the status of those who have qualified as short-list candidates and who have already submitted all required documents, and make notification to short-list candidates whose placement has been decided around the second week of March. Short-list candidates must submit the Reply Form to the Japanese Embassy or Consulate General where they were interviewed after receiving notification of their short-list candidate status as soon as possible. Those who are unable to submit their criminal record and certificate of health by the end of February should submit them as soon as possible.

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

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

(3) Reasons for Disqualification

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

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

12. SCHEDULE FROM APPLICATION TO DEPARTURE

December, 2012	Application deadline
January, 2013	First stage of screening process (written applications)
February	Second stage of screening process (interviews)
March	Announcement of short-list status for April Arrivals Notification of selection and placement for April Arrivals
April	Announcement of short-list candidates and alternates
Mid-April	April Arrivals arrive in Japan and start appointment
April-July	Arrival on designated date in Japan for those arriving after April but before Group A/B
May and later	Notification of selection and placement
May – The second week of December	Notification of alternates being upgraded to the short-list
June – July	Pre-departure orientation, preparation, etc.
July – August	Arrival in Japan and start of appointment

13. 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. 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.

2. Number of JET participants in 2012, listed by position and country (As of 1 July, 2012).

COUNTRY	ALT	CIR	SEA	TOTAL
United States	2,232	102		2,334
United Kingdom	419	13		432
Australia	242	20		262
New Zealand	237	11		248
Canada	458	19		477
Ireland	101	6		107
France	4	10		14
Germany	1	13		14
China	8	69	1	78
Korea	2	55	7	64
Russia	2	8		10
Brazil		16		16
Peru		1		1
Spain		2		2
Israel		2		2
Italy		3		3
South Africa	105			105
Argentina		1		1
Belgium		1		1
Finland	4	1		5
Mongolia		4		4
Austria		1		1
Indonesia		1		1
Switzerland	1			1
India	1			1
Philippines		1		1
Netherlands	2			2
Singapore	57	2		59
Jamaica	65			65

Malaysia		1		1
Barbados	9			9
Trinidad and Tobago	25			25
Kenya			1	1
Latvia		1		1
Fiji	4			4
Tonga	2			2
Samoa	2			2
Palau	2			2
Micronesia	1			1
Vietnam		1		1
TOTAL	3,986	365	9	4,360

3. Number of 2012 JET participants listed by Prefecture/Designated City (As of 1 July, 2012).

Pref./Desig.City	ALT	CIR	SEA	TOTAL	Pref./Desig.City	ALT	CIR	SEA	TOTAL
Hokkaido	217	16		233	Yamaguchi	46	5		51
Aomori	112	16		128	Tokushima	73	8		81
Iwate	20	3		23	Kagawa	36	4		40
Miyagi	56	3		59	Ehime	98	6		104
Akita	97	10		107	Kochi	81	16		97
Yamagata	74	5	2	81	Fukuoka	107	7		114
Fukushima	126	5		131	Saga	46	5		51
Ibaraki	40	4		44	Nagasaki	161	14	5	180
Tochigi	27	3		30	Kumamoto	97	3		100
Gunma	117	2		119	Oita	80	6		86
Saitama	82	5		87	Miyazaki	63	13		76
Chiba	53	3		56	Kagoshima	119	16		135
Tokyo	10			10	Okinawa	81	6		87
Kanagawa	3	1		4	Sapporo City	35	5		40
Niigata	90	9		99	Sendai City	66	2		68
Toyama	79	10		89	Yokohama City		1		1
Ishikawa	97	18		115	Kawasaki City		1		1
Fukui	88	4		92	Nagoya City		1		1
Yamanashi	54	4		58	Kyoto City	36			36
Nagano	65	7		72	Osaka City	17	3		20
Gifu	54	9		63	Kobe City	111	3		114

Shizuoka	103	5		108	Hiroshima City		3		3
Aichi	7	5		12	Kitakyushu City	14	4		18
Mie	99	7		106	Fukuoka City		4		4
Shiga	88	5		93	Chiba City		1		1
Kyoto	84	7		91	Saitama City				
Osaka	73			73	Shizuoka City	16			16
Hyogo	183	6		189	Sakai City		2		2
Nara	53	4		57	Niigata City	2	5		7
Wakayama	44	2	2	48	Hamamatsu City	3	2		5
Tottori	55	12		67	Okayama City	2			2
Shimane	60	19		79	Sagamihara City		1		1
Okayama	54	1		55	Kumamoto City	29	4		33
Hiroshima	103	4		107	TOTAL	3,986	365	9	4,360

4. Extracurricular activities

“Class activities” or “homeroom,” “pupil council activities” or “student council activities,” “club activities” (only in elementary schools), “school events.”

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. Teaching of Foreign Languages

In the case of English-speaking countries (United States, United Kingdom, Australia, New Zealand, Canada, Ireland, South Africa, Singapore, Jamaica, Barbados, Trinidad and Tobago, etc.) it is English, for France it is French, for Germany it is German, for China it is Chinese, for Korea it is Korean, and for other non-English speaking countries it is English or the principal language spoken in that country.

7. Tax exemption

JET Programme participants exempt from taxes in Japan based on a tax treaty between Japan and the participant’s home country are not necessarily exempt from tax obligations in their home countries. It is the responsibility of individual participants to clarify such obligations prior to their departure for Japan. Each participant is responsible for the payment of any obligatory home country taxes.

8. Designated Cities

These are cities designated by the government with populations of 500,000 people or more. At present, there are twenty designated cities which consist of: Sapporo, Sendai, Niigata, Saitama, Chiba, Yokohama, Kawasaki, Sagamihara, Shizuoka, Hamamatsu, Nagoya, Kyoto, Osaka, Sakai, Kobe,

Okayama, Hiroshima, Kita-Kyushu, Fukuoka and Kumamoto.

9. Designated Departure Points – Dates

	Group A (28 July Arrivals)	Group B (4 August Arrivals)
Country	Point of departure	Point of departure
Australia	Sydney Canberra Melbourne Adelaide Hobart Perth Brisbane	
Canada		Ottawa Montreal Halifax Calgary Winnipeg Toronto Vancouver
Ireland	Dublin	
New Zealand		Wellington Auckland Christchurch
United Kingdom		London Edinburgh
United States	New York Atlanta Chicago Houston Los Angeles Phoenix Seattle Spokane Denver Salt Lake City	Washington D.C. Boston Nashville San Francisco Portland Anchorage 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

- In principle, applicants who will participate from within Japan must join Group A (28 July Arrival).
- Please be aware that you cannot switch between groups A and B (ex: switch from New York (arrival on 28 July) to Washington DC (arrival on 4 August)), or depart from a country that is not the country you will represent on the JET Programme (only countries indicated with an asterisk sign (*) are an exception to this rule).