

2020 JAPAN EXCHANGE AND TEACHING (JET) PROGRAMME

Application Checklist

Please compile your application documents into **three complete, separate sets** in the order below

Application Set 1 — ORIGINAL DOCUMENTS UNLESS SPECIFIED

Required documents

- ☐ 1. Application Form (Hand signed and dated)
- ☐ 2. Self-Report of Medical Conditions (Hand signed and dated)
- ☐ 3. Academic Transcript (Original or certified copy)
- ☐ 4. Statement of Purpose (Essay)
- ☐ 5. Testamur (Certified Copy) / Letter of Expected Date of Graduation (Original)
- ☐ 6. Reference Letter 1 (Hand signed with 2 copies in a sealed envelope)
- ☐ 7. Reference Letter 2 (Hand signed with 2 copies in a sealed envelope)
- ☐ 8. Proof of Australian Citizenship (Certified copy)
- ☐ 9. Authorisation and Release Form (Hand signed and dated)

Additional documents (if applicable)

- ☐ 1. Statement of Physician
- ☐ 2. National Police Certificate
- ☐ 3. Certificate of Health
- ☐ 4. Japanese language proficiency certificate (Certified copy)
- ☐ 5. Teaching qualification certificate (Certified copy)

Application Set 2 & 3 — PHOTOCOPIES OF DOCUMENTS UNLESS SPECIFIED

SET 2 SET 3

REQUIRED DOCUMENTS

- ☐ ☐ 1. Application Form
- ☐ ☐ 2. Self-Report of Medical Conditions
- ☐ ☐ 3. Academic Transcript (Original or certified copy)
- ☐ ☐ 4. Statement of Purpose (Essay)
- ☐ ☐ 5. Testamur (Certified copy) / Letter of Expected Date of Graduation
- ☐ ☐ 6. Proof of Australian Citizenship (Certified copy)
- ☐ ☐ 7. Authorisation and Release Form

SET 2 SET 3

ADDITIONAL DOCUMENTS (IF APPLICABLE)

- ☐ ☐ 1. Statement of Physician
- ☐ ☐ 2. National Police Certificate
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- ☐ ☐ 4. Japanese language proficiency certificate (Certified copy)
- ☐ ☐ 5. Teaching qualification certificate (Certified copy)

Have you:

- ☐ Typed/neatly handwritten your application in black or blue pen?
- ☐ Used **paper clips** instead of staples? (Excluding reference letters)
- ☐ Where applicable, had a Justice of the Peace (JP) or authorised person **certify** each photocopy to verify it is a **true copy**?
- ☐ Placed the three sets in the **one envelope** to be posted to the Embassy?
- ☐ Enclosed a **stamped, self-addressed envelope** to have receipt of your application acknowledged?

If in doubt, contact The JET Desk on **02 6273 3244** or jet@cb.mofa.go.jp

Submitted documents will not be returned

Applications must be posted to:

The JET Desk, Embassy of Japan, 112 Empire Circuit Yarralumla 2600

Deadline: 5PM Friday 15 November 2019 (AEDT)