

2018 Japan Exchange and Teaching (JET) Programme

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ELIGIBILITY

Q: I am not an Australian citizen. Can I still apply for the JET Programme?

A: The Embassy of Japan in Australia DOES NOT accept applications from applicants who do not have Australian citizenship (regardless of Permanent Residency status).

The JET Programme does accept participants from many countries across the world, however in order to apply you MUST be a national of the country that you wish to represent. Therefore, please contact the Japanese diplomatic mission in the country of your nationality.

For a full list of contacts for Japanese embassies and consulates around the world please visit: [Websites of Japanese Embassies, Consulates and Permanent Missions](#)

Q: I am a dual citizen of Australia and Japan. Can I still apply?

A: Yes. However, successful applicants who hold dual nationality with Japan MUST renounce their Japanese citizenship before the designated departure date.

Q: I don't have a Bachelor's degree. Can I still apply?

A: No. Applicants MUST hold at least a Bachelor's degree or obtain such a degree by the designated departure date.

Q: What type of degree do I need to apply for the JET Programme?

A: Any type of Bachelor's degree from a recognised university is sufficient. JET Programme participants hold degrees in a wide range of fields.

Q: Do I have to hold a teaching degree or TEFL qualifications to apply for the ALT position?

A: It is not compulsory for ALT applicants to possess teaching experience or qualifications. However, additional consideration is given to ALT applicants who:

- a) Have language teaching experience and/or qualifications (TEFL/TESL/TESOL)
- b) Have teaching experience and/or qualifications
- c) Have a high level of Japanese language proficiency (JLPT)

Q: I don't speak Japanese. Can I still apply?

A: Yes. For the ALT position, many successful applicants apply with little or no Japanese ability. While an interest in learning Japanese is an advantage when applying for the Programme, formal qualifications are not required. Please note that Japanese language ability is required for CIR applicants.

Q: I would like to apply for the CIR position. What is the required level of Japanese for CIR applicants?

A: CIR applicants MUST have a functional command of the Japanese language (Level N1 or N2 of the [Japanese Language Proficiency Test](#) is desirable).

Q: My Japanese level is around the N1/N2 level, but I haven't taken the Japanese Language Proficiency Test. Do I need to take the test in order to apply?

A: No, applicants do not need to take the test before applying for the JET Programme. However, applicants should provide photocopies of their certificate if they have passed the Japanese Language Proficiency Test (any level).

APPLYING FOR THE JET PROGRAMME

Q: Can I apply for both ALT and CIR positions?

A: No. Applicants MUST NOT apply for both positions in the same year. CIR applicants can request in their application (see Question 26a. ALT Placement) to be considered for the ALT position as well as CIR, but this request will only be considered *after the interview* should the interview panel determine that the candidate is more suited to the ALT position than the CIR position. Please contact [The JET Desk](#) should you require further details.

Q: What should I write about in my Statement of Purpose (essay)?

A: In your Statement of Purpose, applicants are encouraged to (1) explain their motivation for applying, (2) give examples of relevant experience and abilities that they can bring to the position, and (3) state their expected outcomes of participating in the JET Programme.

Q: Is there a particular style guide that I should follow when writing my Statement of Purpose?

A: A Statement of Purpose (SoP) MUST be typed in size 11 or 12 font and in an easy to read font (Calibri, Arial, Times New Roman, etc). SoPs must be single-sided and double-spaced on A4 paper (210mm x 297mm) or letter-sized (8.5in x 11in) paper. It MUST NOT exceed two pages in length. This page limit is strictly observed.

Q: What kind of references do you require?

A: Applicants MUST submit two (2) reference letters with their application. Reference letters must be specific and directly address an applicant's suitability for the JET Programme. Reference letters can be written in either Japanese or English; however the Reference Form cover sheet MUST be completed in English.

If an applicant has not graduated by the time of application, one of their reference letters MUST be from someone related to their university and MUST refer to their expected date of graduation.

Reference letters MUST be from a professional source. Reference letters from friends or relatives are NOT ACCEPTED.

Q: What is an academic transcript and where do I get one?

A: This is a list of all the courses you have taken as part of your university degree(s) and can usually be obtained through student administration at universities. This document MUST be either printed on official university paper or photocopies that have been certified by a Justice of the Peace. Electronic versions WILL NOT be accepted.

Q: My partner and I want to apply for the JET Programme. Can we be placed together?

A: The Embassy does not assign Contracting Organisations and whilst efforts are made to meet applicants' requests, we cannot guarantee that these requests will be met. However, we recommend that applicants include their placement request in their application. If an applicant successfully passes the second stage of screening process (interview stage), this information will then be passed on to Tokyo after which point Contracting Organisations will be assigned.

Q: I am applying with an accompanying dependent (spouse, children, etc.). Will this affect my chances of being selected?

A: Applying of the JET Programme with accompanying dependents will not have any negative impact on an applicant's chances of being selected. Please list all the necessary information in the application form under 'Accompanying Dependents'.

Q: How will I know if The JET Desk has received my application?

A: We recommend that all applicants include a stamped, unsealed, self-addressed envelope with their application. Enclosed in the envelope will be an acknowledgement of receipt. Please note that receipts will be returned as soon as possible, however there may be a delay during our busiest period in November and December. It may not be possible to confirm that we have received an application until sometime after the deadline has passed.

DOCUMENT SUBMISSION

Q: I won't receive my testamur from my university until after the application deadline. Can I still submit my application?

A: Applicants who are yet to graduate MUST provide a letter from their university stating their expected date of graduation. Furthermore, at least one of the Letters of Reference MUST be from someone related to the applicant's university and MUST refer to the applicant's expected date of graduation.

Please note that your graduation date MUST be before the departure date.

Q: How do I compile my application?

A: Applicants MUST compile their application documents in three (3) complete, separate sets and post to the Embassy of Japan in Canberra in one (1) envelope. Use a paper clip for each set, DO NOT use staples. Please make sure that each and every individual photocopy of your academic transcript, testamur and proof of nationality have been certified by a Justice of the Peace.

How to compile each set (order):

- Application Form pages 1 to 8 (Page 8 MUST be signed by hand)
- Self-Report of Medical Condition(s)
- Statement of Purpose (Essay)
- Reference Forms and Letters of Reference (cover page first, then reference letter, stapled together)
- JP-certified copy of academic transcript

- *JP-certified* copy of proof of university graduation
- *JP-certified* document which shows your Australian nationality (passport, birth certificate or certificate of Australian citizenship)
- Authorisation and Release Form (MUST be signed by hand)
- Statement of Physician (if applicable)
- Certificate of Health (if submitting at time of application)
- National Police Certificate (issued by the Australian Federal Police) (if submitting at time of application)
- Any other documents that you have decided (or are required) to include with your application (Japanese Language Proficiency Test certificate, proof of TESOL/TEFL qualifications, etc.).

Q: Who can certify my documents?

A: The following people are authorised to certify documents:

Part 1: Members of Certain Professions.

Chiropractor

Dentist

Legal Practitioner

Medical Practitioner

Nurse

Patent attorney

Pharmacist

Veterinary Surgeon

Part 2: Other Persons.

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
 Australian Consular Officer, or Australian Diplomatic Officer, (within the meaning of the *Consular Fees Act 1985*)

Bailiff

Bank officer with 5 or more continuous years of service; building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Civil marriage celebrant

Clerk of a court

Commissioner for Affidavits; Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this Part

Judge of a court

Justice of the Peace (for contacts refer to *Yellow Pages*)

Magistrate; Master of a court

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or

(c) warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants, or the National Institute of Accountants

Member of the Institute of Corporate Managers, Secretaries and Administrators

Member of the Institute of Engineers Australia, other than at the grade of student

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Division I of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of:

(a) the Commonwealth or of a commonwealth authority; or

(b) a State or Territory or of a State or Territory authority; or

(c) a local authority;

with 5 or more years of continuous service who is not specified in another item in this Part

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police Officer; Registrar, Deputy Registrar of a court

Senior Executive Service officer of the Commonwealth, or of a State or Territory, or of a Commonwealth, State or Territory authority

Teacher employed on a full-time basis at a school or tertiary education institution

Q: What is an academic transcript and where do I get one?

A: An academic transcript is a complete, official record of a student's enrolment at university. It lists each of the courses undertaken by the student as well as the grades received, grade point average and program status. Students typically receive official copies of their academic transcript at their graduation ceremony. Academic transcripts can also be ordered through student administration offices at most universities.

Q: I haven't graduated yet, so my academic transcript will be incomplete. What do I do?

A: Applicants who haven't graduated at the time of application MUST submit their academic transcript to indicate the grades of their most recent and completed subjects.

Q: Can my academic transcript double as my proof of graduation?

A: No. Applicants MUST submit copies of their academic transcript as well as copies of their testamur or letter of expected graduation. Please note that the *Australian Graduate Certificate* WILL NOT be accepted as proof of graduation.

Q: Do I have to submit both the Self-Report of Medical Condition(s) and the Statement of Physician?

A: All applicants MUST complete and submit the *Self-Report of Medical Condition(s)*. If an applicant now has or has ever had any physical or mental condition/illness as indicated in their responses on the *Self-Report of Medical Condition(s)*, a physician must complete the *Statement of Physician* to provide an explanation indicating whether the applicant is fit to participate on the JET Programme and to live and work overseas.

SELECTION PROCESS/INTERVIEWS

Q: When and where are interviews held?

A: Interviews for applicants who successfully reach the second stage of the screening process will be arranged by the Embassy of Japan or Consulate-General of Japan in the applicant's nominated interview location ([Canberra](#), [Sydney](#), [Melbourne](#), [Adelaide](#), [Hobart](#), [Brisbane](#), and [Perth](#)). Interviews are generally held from mid-January to late-February.

Q: I'm currently living outside of Australia/in Japan. If I reach the interview stage, can I sit for my interview at a Japanese embassy/consulate in another country, in Japan or via telephone/Skype?

A: No. Applicants who successfully reach the second stage of the screening process (interviews) MUST sit an interview in their nominated interview location in Australia. It is NOT POSSIBLE to sit an interview at an alternative time or location, or via telephone/Skype.

Q: I have been granted an interview, but I will be away travelling. What will happen?

A: Australian applicants MUST sit their interview at the Embassy of Japan or a Consulate-General of Japan in Australia that the applicant designated on their application form. Applicants will be disqualified if they cannot attend the interview in person.

For more information on the JET Programme:

The JET Desk, Embassy of Japan

jet@cb.mofa.go.jp

(02) 6273 3244

Monday to Friday 9:00AM to 12:30PM & 1:30PM to 5:00PM

[JET Programme Official Homepage](#)