

Staple this form to  
the front of the  
Letter of Reference

## 2021 JAPAN EXCHANGE AND TEACHING (JET) PROGRAMME REFERENCE COVER FORM

### APPLICANT DETAILS

**NAME:** \_\_\_\_\_ is applying for the 2021 JET Programme.

### REFEREE DETAILS

Name (please print)		Title, Department
Signature (Handwritten)	Date	Institution/University/Organisation
Full Address and Telephone Number of Institution/University/Organisation		

### TO THE REFEREE:

This Reference Form **MUST** be completed in English. Your Letter of Reference can be in English or Japanese.

On your organisation's letterhead (if possible), please give your **personal assessment** of the applicant's ability as a participant in the JET Programme in a **Letter of Reference**. Please indicate the **extent of your contact** and include any information that might assist us in evaluating the applicant's **ability to adjust and adapt** to a foreign culture. Also, **comment specifically** on the applicant's ability to **work with people**, **quality of work**, and **career aspirations** that may motivate the applicant to participate in the JET Programme.

Please rate, by circling the appropriate number, the **applicant's abilities** in the following areas:

	High	Average			Low	Unknown
<i>Teaching</i>	5	4	3	2	1	X
<i>Public speaking</i>	5	4	3	2	1	X
<i>Leadership</i>	5	4	3	2	1	X
<i>Working under pressure</i>	5	4	3	2	1	X
<i>Working within a group</i>	5	4	3	2	1	X

Please return **three (3) copies** of this Reference Cover Form and **three (3) copies** of your Letter of Reference, each **hand signed** and all together in **one sealed envelope**, to the applicant for submission with the rest of their application. **Do not send directly to the Embassy of Japan.**

#### Enquiries:

The JET Desk, Embassy of Japan in Australia  
112 Empire Circuit Yarralumla ACT 2600  
Telephone: (02) 6273 3244 E-Mail: jet@cb.mofa.go.jp