

# 2021 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 Cover Form & Letter 1 (Hand signed, 3 copies in a sealed envelope)
- 7. Reference Cover Form & Letter 2 (Hand signed, 3 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 (Original)
- 2. National Police Certificate (Original)
- 3. Japanese language proficiency certificate (Certified copy)
- 4. 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
- 3. Japanese language proficiency certificate (Certified copy)
- 4. 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**?
- If applicable, provided the original, hard copy of your **National Police Certificate** issued by your **state/territory police**?
- 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? (Within Australia only)

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 ACT 2600

**Deadline: 5PM Friday 11 December 2020 (AEDT)**