



## **2021 JAPAN EXCHANGE AND TEACHING (JET) PROGRAMME**

### **APPLICATION GUIDELINES**

**CLOSING DATE: 5PM Friday 11 December 2020 (AEDT)**

**Applications must be submitted to the Embassy of Japan in Canberra**

The following application guidelines apply to Assistant Language Teachers (ALTs) and Coordinators for International Relations (CIRs).

The Japan Exchange and Teaching Programme (hereinafter, 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, Participant(s)) 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 Organisation(s)) who appoint Participants in cooperation with the Ministry of Internal Affairs and Communications (MIC), the Ministry of Foreign Affairs (MOFA), the Ministry of Education, Culture, Sports, Science and Technology (MEXT), and the Council of Local Authorities for International Relations (hereinafter, CLAIR).

The Programme started in 1987 with cooperation from governments of participating countries. In 2019, there were 5,761 participants on the Programme from 57 countries. As the Programme has achieved an excellent reputation over the last 34 years, it is of great importance that this reputation be maintained. Participants are invited to Japan as honoured 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 prefectures, municipalities, and private schools, etc. as a member of staff for a 1-year period of participation on the Programme (hereinafter, period of participation). 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 and private school staff members of their Contracting Organisations, they are required to observe rules and behave responsibly.

Withdrawal from the Programme after receipt of assignment or early termination of participation should be avoided as it causes numerous 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 deemed suitable for the ALT position and provide consent).

#### **Assistant Language Teachers (ALT):**

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

#### **Coordinators for International Relations (CIR):**

Participants engaged in internationalisation activities. CIRs are placed in international exchange departments or bureaus of Contracting Organisations.

### **2) Duties**

#### **ALT:**

Participants who are mainly assigned to boards of education, 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 elementary, junior high 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 for teachers of a foreign language, etc.
- (5) Cooperation in extracurricular activities and club activities (see [Note 1](#)).
- (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) Cooperation in foreign language speech contests.
- (8) Cooperation in local international exchange activities.
- (9) Other duties as deemed necessary by the supervisor or the school principal.

#### **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 international exchange affairs at the Contracting Organisation (e.g. editing, translating and compiling publications into a foreign language; cooperating or advising on planning, designing and implementing international exchange projects; hosting official guests from abroad; interpreting at various events, etc.).
- (2) Assistance in international economic exchange affairs at the Contracting Organisation (e.g. cooperation or advising on planning, designing and implementing international economic exchange projects such as expanding the overseas market for local products or attracting foreign tourists to Japanese localities etc.)
- (3) Cooperation in language instruction of employees of the Contracting Organisation and local residents (see [Note 2](#)).
- (4) Advising and collaborating on activities of local private groups or organisations engaging in international exchange.
- (5) Cooperation in cultural exchange activities (including school visits) for local residents' cross-cultural awareness and understanding and in activities to support foreign residents in Japan.

(6) Other duties as deemed necessary by the supervisor.

## **2. 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) Period of Participation**

In principle, the period of participation is for one year commencing on the day after the designated arrival date, and Participants are appointed to a Contracting Organisation for this duration.

In principle, the date of arrival is scheduled in July or August, however for the 2021 JET Programme, the designated date of arrival is in September. As such, the period of participation is approximately 10 month long for 2021 JET Participants.

In some cases, multiple appointment procedures may be required within this 1-year period of participation, such as in the case where a Participant's Contracting Organisation is a local authority. Non-designated arrival Participants who arrive at a later date will have a shortened period of participation.

It may be possible for applicants who indicate as such on their application form to arrive in Japan on a date after April arrival (11 April) but before September arrival (hereinafter, Early Arrival) in order to fulfil the needs of Contracting Organisations which require the assignment of a Participant earlier than the designated September arrival dates. Such applicants who requested but were not placed for an Early Arrival will continue to be examined as candidates for September arrival. However, applicants who indicated an Early Arrival on their application form and confirmed during their interview that such an arrival was still possible, then later 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, his/her appointment may be terminated prior to the end of the 1-year period of participation.

If the Participant's work performance is of the required standard as deemed by his/her Contracting Organisation, it may be possible for the Participant to renew the period of participation for an additional year. Under these circumstances, it is generally possible to renew participation up to a total of 3 years. However, if the Participant's work performance, level of experience, and ability are deemed to be of an exceptionally high standard by his/her Contracting Organisation, it is possible to renew participation up to a total of 5 years. For Early Arrivals, it may be possible for the Participant to renew his /her period of participation after the first year until the next August, and then also possibly renew his /her participation from that August by an additional year. In this case, it is generally possible to renew participation up to a total of 3 years and 4 months. However, if the Participant's work performance, level of experience, and ability are deemed to be of an exceptionally high standard by his/her Contracting Organisation, it is possible to renew participation up to a total of 5 years and 4 months.

Withdrawal from the Programme during the period of participation on the part of the Participant adversely affects school and local government administration as well as impeding the overall implementation of the Programme itself. All Participants are therefore required to complete their period of participation in full.

### **2) Working Hours**

Participants are expected to be at work approximately 35 hours a week, excluding lunch breaks. The breakdown of a Participant's working hours may differ among Contracting Organisations, however Participants are generally required to work Monday through Friday between the hours of 8:30a.m. and 5:15p.m. Generally, Saturdays, Sundays, and Japanese national holidays are days off. However, there are cases in which work duties may require changes in the normal schedule or require a Participant to work on Saturdays, Sundays, or Japanese national holidays. The number of paid holidays per year differs among Contracting Organisations, but in principle Participants are allowed at least 10 days.

### 3) Remuneration

Remuneration per annum is approximately ¥3,360,000 in the first year, ¥3,600,000 in the second year, and ¥3,900,000 in the third year. The sums above are reflective of one year of participation in the Programme based on the designated remuneration. Therefore, in the case where the period of participation is less than one year, the amount of remuneration will also be less than the above according to the length of the period of participation. In addition, in the case where a Participant who is deemed to have excellent work ability by the Contracting Organisation exceeds 3 years, the remuneration will be approximately ¥3,960,000 in both the fourth and the fifth year. This remuneration is a sufficient amount to cover average living expenses in Japan.

Participants are required to bear the cost of taxes in cases in which income and resident taxes are imposed (see [Note 3](#)).

Remuneration will be made in monthly payments. Participants may, upon completion of the Programme, be required to pay any amount of resident taxes, etc., which would be subject to that year in one lump sum prior to leaving Japan.

Furthermore, 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.

### 4) Limitation on Profit-Making Activities

Participants, after reaching a full understanding of the motives and goals of the Programme, are expected to prioritise their duties as a Participant and should refrain from engaging in other profit-making activities.

### 5) Driving

Participants with a driver's licence may be required to operate a motor vehicle as part of work duties for their Contracting Organisations. Costs associated with a motor vehicle may be required to be borne by the Participant.

## 3. ELIGIBILITY CRITERIA

### 1) As part of the general criteria, applicants must:

- (1) Be interested in Japan and be willing to deepen their knowledge and appreciation of Japan after their arrival; be motivated to participate in and initiate international exchange activities in the local community; make effort to study or continue studying the Japanese language prior to and after arriving in Japan.
- (2) Be both mentally and physically healthy.
- (3) Be willing and able to adapt to living and working in Japan, and be determined to responsibly complete their period of participation.
- (4) Applicants for both the ALT and CIR position must hold a Bachelor's degree or higher, or obtain such qualifications by the designated arrival date (applicants for the ALT position may alternatively hold a certification of completion of a 3-year course to teach at primary/elementary or secondary schools or obtain such qualification(s) by the designated arrival date).
- (5) Be a national (not just a permanent resident) of Australia where the recruitment and selection procedures take place by the time they submit their application form. Furthermore, those who possess Japanese nationality must have submitted their applications to renounce their Japanese nationality before submitting their Reply Form. Applicants who possess multiple nationalities 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 4](#)) and possess excellent language ability that can be applied accurately and appropriately; have the ability to form sentences in a comprehensive and logical manner.
- (7) Not have participated on the Programme since the 2018 JET Programme year (inclusive of April 2018 arrivals) or have participated on the Programme for more than 6 years in total.
- (8) Not have declined a position on the Programme after receiving notification of assignment in the previous 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 6 or more years in total since 2011.
- (10) Have a desire to proactively maintain relations with Japan, even after completion of the Programme.
- (11) Concerning entry into Japan for participation on the 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) Be willing to 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.

**2) In addition to the above general criteria, applicants from non-English speaking countries must:**

- (14) Have a functional command of the English or Japanese language.

**3) In addition to the above general 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.

**The following are not part of the Eligibility Criteria, however, additional consideration will be given to applicants who:**

- (i) Have language teaching experience or qualifications.
- (ii) Have general teaching experience or qualifications.
- (iii) Have a high level of Japanese language ability.

**4) In addition to the above general criteria, CIR applicants must:**

- (18) Have a functional command of the Japanese language (Japanese Language Proficiency Test N1 or N2 is desirable).

**4. APPLICATION PROCEDURES**

Applicants must submit the following documents to the Embassy of Japan in Canberra by 5PM Friday 11 December 2020 (AEDT).

Early submission of applications and documents is encouraged. The submitted documents will not be returned.

DOCUMENT	ORIGINAL	COPY
<b>1) Application Form</b>	1	2
<b>2) JET Programme Applicant Self-Report of Medical Condition(s)</b>	1	2
<b>3) Academic Transcript</b> Inclusive of all university courses. If a physical copy is not provided by your institution, a JP-certified, printed copy of the digital version from <a href="#">My eQuals</a> must be submitted.	0	3*
<b>4) Statement of Purpose (Essay)</b> 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. Please refer to the <i>Statement of Purpose (Essay) Guide</i> on the Embassy of Japan's website.	1	2
<b>5) Testamur (Certification of Graduation)/Letter of Expected Date of Graduation</b> If you have not graduated by the time of application, you must submit a letter stating your expected date of graduation. If a physical copy of your testamur is not provided by your institution, a JP-certified, printed copy of the digital version from <a href="#">My eQuals</a> must be submitted.	0	3*
<b>6) Letters of Reference</b> Two (2) letters of references from professional sources in either English or Japanese. If you have not graduated by the time of application, one of the referees must be someone related to your university.	2	2 each

<b>7) Teaching or language proficiency qualifications (TEFL/TESL/TESOL/JLPT)</b> Only for applicants with these types of qualifications.	0	3*
<b>8) Document which shows your Australian nationality (passport, etc.)</b>	0	3*
<b>9) Authorisation and Release Form</b>	1	2
<b>10) National Police Certificate</b> Applicants with a criminal history must submit a National Police Certificate at the time of application. Applicants who indicate an interest in an Early Arrival must submit a Certificate with their application or by Fri 26 Feb 2021 to the Interview Office. In the case the applicant is unable to obtain his/her Certificate by the time of application, a document proving you have applied will be accepted. All other applicants must submit a Certificate by Fri 25 June 2021. The Certificate must be issued in hard copy (printed on security embedded paper) by your state/territory police service. Please see 6. 1) in regards to obtaining a National Police Certificate.	1	2

**\*Each individual photocopy MUST be certified by a Justice of the Peace (JP) or a person authorised to do so. Please refer to the JET Programme Frequently Asked Questions on the Embassy of Japan's website to see who can certify documents in Australia.**

## **5. SELECTION AND NOTIFICATION OF RESULTS**

- 1) The Embassy of Japan in Australia will conduct the first screening and selection of applicants based on written applications. The second stage of screening will be conducted in the form of interviews at the same Embassy, or a Consulate-General of Japan in Australia in order to determine candidates.
- 2) The Joint Conference for International Relations, consisting of the Ministry of Internal Affairs and Communications (MIC), the Ministry of Foreign Affairs (MOFA), the Ministry of Education, Culture, Sports, Science and Technology (MEXT), and CLAIR, will decide short-list candidates, alternates, and unsuccessful candidates out of the recommended candidates selected by the Embassy and Consulate-General of Japan where the applicants interviewed (hereinafter, Interview Office). Applicants will be notified of the results via his/her Interview Office from April 2021.
- 3) CLAIR will assign Contracting Organisations to short-list candidates who agree to participate on the Programme (those who have submitted their Reply Form).
- 4) Candidates who have been assigned a Contracting Organisation are deemed successful candidates/Participants, and will be notified the name of the Contracting Organisation by the Interview Office from June 2021 (from April 2021 for Early Arrivals).
- 5) The Contracting Organisation will then initiate direct contact with the successful candidate/Participant, sending him or her documents such as the notice of appointment, a letter detailing the workplace and working conditions, and other materials introducing the Contracting Organisation. As preparing living conditions can be a complicated process, the Participant should respond promptly to all the correspondence from the Contracting Organisation.
- 6) Alternates will be upgraded to successful candidate/Participant status accordingly as openings for alternates become available until the second week of December 2021.

## **6. SUBMISSION OF NATIONAL POLICE CERTIFICATE AND CERTIFICATE OF HEALTH**

- 1) In principle, successful candidates/Participants, short-list candidates and alternates must obtain and submit their National Police Certificate (Name Check only) and Certificate of Health to the Interview Office by Friday 25 June 2021. However, those who stated they have a criminal history at the time of application must submit their National Police Certificate at the time of application. Additionally, alternates who are upgraded and become successful candidates/Participants may be required to submit a Certificate of Health again depending on the time they will travel to Japan.
- 2) The Certificate of Health form will be provided to short-list candidates at a later date by the Interview Office.
- 3) Applicants for Early Arrival, in accordance with 4. APPLICATION PROCEDURES, should submit the National Police Certificate to

the Embassy of Japan in Canberra at the time of application. Those who are unable to submit the document together with the application form should submit it to the Interview Office by Friday 26 February 2021. Among the applicants/candidates who indicate an interest in Early Arrival and have submitted all required documents, those selected for Early Arrival will receive notification of short-list candidate status and assignment of Contracting Organisation by the Interview Office from April 2021 (applicants may receive both notifications at the same time). Short-list candidates and successful candidates/Participants must submit the Reply Form to the Interview Office as soon as possible after receiving notification.

4) Additionally, any changes to an applicant's/candidate's physical or mental health or criminal history etc. after submitting the application may affect his/her eligibility of participation for the Programme and must be promptly notified to the Interview Office.

#### **Regarding the National Police Certificate:**

- (1) A National Police Certificate covering a period of at least the preceding 5 years must be submitted. If, due to institutional restrictions, a 5-year criminal record is not obtainable, a National Police Certificate covering as many years as possible must be submitted.
- (2) Applicants/candidates must submit a National Police Certificate (Name Check only) issued by the state/territory police service of his/her current residence. However, a National Police Certificate issued by the Australian Federal Police will be accepted in the case it is easier to obtain.
- (3) Criminal history checks issued by a third party (online providers) will not be accepted.
- (4) The National Police Certificate must be submitted in hard copy (see sample [here](#)). Electronic or digital certificates (including printed copies) will not be accepted.
- (5) Applicants/candidates who have lived in another country for at least 12 consecutive months during the preceding 5 years must submit a criminal record from that country as well.
- (6) Applicants/candidates who have lived in Japan in the preceding 5 years are not required to obtain a criminal record issued by the Japanese government.
- (7) The National Police Certificate must be no older than 1 October 2020.

### **7. DISQUALIFICATION**

Successful candidates/Participants, short-list candidates and alternates may be disqualified without warning for any of the following reasons:

- 1) When they have committed an inappropriate act or there is substantial reason to believe that they are likely to commit an inappropriate act.
- 2) When their application documents contain false statements.
- 3) When they do not inform the Embassy or Consulate-General of Japan of any changes in the information contained in the application documents after submission in a timely manner.
- 4) When it is determined that their criminal history renders them unsuitable for participation on the Programme (e.g. DUI (driving under the influence of alcohol and/or drugs), drug or sex crimes, crimes against children, etc.) (Inclusive of crimes committed after submission of the application form).
- 5) When the Reply Form, Certificate of Health, or other required forms are not submitted by the designated deadlines.
- 6) When those who possess multiple nationalities with Japan, do not submit the application to renounce Japanese nationality before the Reply Form submission deadline (This excludes alternates. However, in the case alternate becomes a successful candidate/Participant, he/she will be required to submit the application to renounce Japanese nationality as soon as possible).
- 7) If it becomes clear at a later date that they do not meet the eligibility criteria due to some reason attributable to themselves.

### **8. ASSIGNMENT OF CONTRACTING ORGANISATION**

Participants are required to work at the Contracting Organisation assigned by CLAIR. Contracting Organisations are located

all throughout Japan, and amongst them are regions that are not sufficiently equipped with health care facilities and/or public transportation, etc. Participants with special circumstances such as those listed below will be given special consideration, however there is no guarantee of an assignment near a participant's desired location (requests from Early Arrivals and alternate candidates may be especially difficult to accommodate). Only requests for special consideration as listed below that have been indicated on the application form will be taken into consideration. Any requests of changes after submission of the application, even in special circumstances, are not possible.

**Special requests may be considered for instances in which:**

- (1) A spouse applies to the Programme at the same time.
- (2) A spouse or other immediate family member(s) already reside in Japan, and a move would be impossible or cause great hardship.

## **9. ORIENTATION AND TRAINING**

### **1) Pre-Departure Orientation**

Participants will be provided with written materials about the Programme along with Japanese language textbooks prior to departure for Japan. Additionally, a pre-departure orientation will take place prior to departure for Japan at the Interview Office. All Participants must participate in the pre-departure orientation.

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

### **2) Post-Arrival Orientation**

Participation in the Post-Arrival Orientation is mandatory for all Participants. Post-Arrival Orientation will provide training necessary for Participants to carry out their work duties in Japan.

### **3) Training**

CLAIR provides Japanese language courses which Participants can enrol in before and after arriving in Japan in order to improve their Japanese abilities as well as promote understanding of Japan through Japanese after returning home. Participants are also required to participate in any training designated as mandatory by the Contracting Organisation or CLAIR.

## **10. ACCOMMODATION**

In principle, the Participant will be responsible for any or all accommodation arrangements and, as such, will subsequently be responsible for all associated costs incurred. The Participant may be required to pay the equivalent of 2 to 6 month's rent immediately after arriving in Japan in order to move into housing. In some cases the Contracting Organisation may designate the Participant's housing arrangements. As such, Participants should consult with their Contracting Organisation in advance.

## **11. TRANSPORTATION TO AND FROM JAPAN**

### **1) Travel and Other Costs Related to Coming to Japan**

All Participants must arrive in Japan on the designated date (see [Note 5](#)) and flight except for candidates who already reside in Japan as defined below in 11. 2). Participants who do not board the designated flight will be disqualified from the Programme, with the exception of cases due to truly inevitable circumstances, such as on humanitarian grounds.

The cost of domestic transportation to the designated airport(s) in the Participants' home country, fees incurred in obtaining documents necessary to travel to Japan, transit visas, extra baggage fees, and shipped luggage fees 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 or Tokyo International Airport (Haneda Airport). Transportation costs from these international airports to the Post-Arrival Orientation venue, accommodation costs during the Post-Arrival Orientation, and transportation costs

from the Post-Arrival Orientation venue to the Contracting Organisation, will be borne by the Contracting Organisation according to their travel expense regulations. Furthermore, travel expense regulations are based on the most logical route and means of travel.

It is for these reasons that in the case a Participant withdraws his/her intent to participate on the Programme or is disqualified after receiving notification of his/her assignment, with the exception of cases due to truly inevitable circumstances, such as on humanitarian grounds, he/she must pay any travel and other costs, such as cancellation fees, etc., that were accrued. These costs may include fees accrued for the arrangement of travel within Japan or housing in the case the Contracting Organisation has made arrangements.

Cancellation fees for airline tickets will differ depending on the date that the cancellation of the ticket has been confirmed. In the case cancellation is confirmed 15 to 30 days prior to the designated departure date, the cancellation fee will be half the price of the airline ticket. In the case cancellation is confirmed 14 days or less prior to the designated departure date, the cancellation fee will be the full price of the airline ticket. Furthermore, Participants may be required to submit documents in order to determine if a case falls under “cases due to truly inevitable circumstances, such as on humanitarian grounds”.

## **2) Candidates Who Already Reside in Japan**

Only Participants residing in Japan prior to participation on the Programme who already hold a status of residence other than “Temporary Visitor” and are able to change the status prior to the designated arrival date are permitted to participate from within Japan. It is the responsibility of the Participant to confirm whether a change will be permitted and carry out the procedure for the change of status with the relevant Immigration Bureau of Japan office. If a change in status is permitted, Participants must indicate his/her participation form within Japan on the Reply Form and send it back to the Interview Office.

Furthermore, those residing in Japan with a “Temporary Visitor” status are not permitted to change their status of residence within Japan, and therefore must return to their home country, carry out procedures to obtain a proper visa from the Embassy or a Consulate-General of Japan in Australia and enter Japan on the designated flight in order to participate on the Programme.

For Participants who already reside in Japan, the Contracting Organisation will bear travel costs only in the case where a Participant travels from the designated airport or railway station to the Post-Arrival Orientation venue on the designated arrival date. Travel costs to the designated airport or railway station will be borne by the Participant. Participants who live within 100 kilometres of the Post-Arrival Orientation venue will bear all travel costs to the Post-Arrival Orientation venue.

With regard to transportation from the Post-Arrival Orientation venue to the Contracting Organisation, 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 travel costs will be borne by the Contracting Organisation according to their travel expense regulations.

## **3) Return Travel Costs**

In the case Participants meet all of the guidelines listed below, the return travel costs both from the Contracting Organisation to an international airport in Japan and from that airport to the airport designated in Australia from which they originally departed will be borne by the Contracting Organisation according to their travel cost regulations.

Participants who participate from within Japan and meet all of the guidelines below are also eligible to have travel costs from their Contracting Organisation to the airport designated in Australia borne by the Contracting Organisation.

- (1) The Participant completes the period of participation.
- (2) The Participant doesn't enter into subsequent employment with a Contracting Organisation or a third-party in Japan within 1 month after the completion of participation.
- (3) The Participant departs Japan to return to his/her home country no later than 1 month from the day following the completion of his/her participation.

## **4) Reimbursement of Travel Costs**

A Participant who violates the Contracting Organisation terms and conditions, such as by returning to his/her home country

without reasonable cause, or is disqualified due to committing inappropriate acts, etc. after arriving in Japan will not only be responsible for the full cost of return travel to his/her home country, but must also reimburse any travel costs that the Contracting Organisation or CLAIR have already borne. In some cases there may be other costs for which the Participant will be held responsible.

## **5) Obtaining a Visa**

Participants must obtain a working visa from the Embassy or a Consulate-General of Japan in Australia before the date of travel to Japan and enter Japan under the appropriate status of residence (“Instructor” for ALTs, and “Engineer/Specialist in humanities/International services” for CIRs) that permits work.

Family members accompanying a Participant (spouse or children) must submit official documents which prove legal marriage or parent-child relationship to the Embassy or Consulate-General of Japan and must carry out the procedures for applying and obtaining a Dependent’s Visa. Please note that only legal spouses and children are eligible for Dependent’s Visas. A fiancé(e) or common-law spouse, etc. are not eligible.

## **6) Participants Travelling with a Spouse or Family**

In cases where the Participant is accompanied by a spouse or family, the Participant will be completely responsible for all the arrangements (travel, living, or otherwise) and fees incurred thereof.

## **12. AFTER COMPLETION OF THE PROGRAMME**

Participants are strongly expected to play a role as a bridge between Japan, their place of appointment, and their home countries after their participation on the Programme. Former 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 home countries of Participants. JETAA members are involved in activities such as information exchange among the members, welcoming Participants back to their home countries upon their completion of the Programme, introducing Japanese culture, and providing educational information about Japan. It is anticipated that Participants completing their participation on the Programme respond to the “After JET Contact Information Survey” sent by CLAIR with their post-participation contact information. Participants are also expected to contact the Embassy or Consulate of Japan nearest to the Participant’s resident (CLAIR for those reside in Japan), join a JETAA chapter and be actively involved in introducing Japan and promoting education.

## **13. USE OF PERSONAL INFORMATION**

The use of personal information submitted by applicants during the application period is limited to necessary use by the Embassy or Consulate-General of Japan, Ministry of Internal Affairs and Communications (MIC), Ministry of Foreign Affairs (MOFA), Ministry of Education, Culture, Sports, Science and Technology (MEXT), CLAIR, Contracting Organisations including host prefectures/designated cities (see [Note 6](#)) and private contracting companies in charge of services related to the management of the Programme. Personal information will be used for such matters as assignments, orientations, etc. Information may also be shared with the aforementioned organisations after the arrival of Participants in Japan for administrative matters (\*) in cases of emergency or early termination of participation on the Programme.

### **Specific details about administrative matters are listed below:**

- (1) Replacement of Participant in the case of early termination of participation
- (2) Settlement of insurance matters and financial discrepancies
- (3) JET Accident Insurance contract and management-related matters
- (4) Amendment of the list of Participants
- (5) Response to an emergency situation

(6) Other procedures necessary for the smooth management of the Programme

#### **14. SCHEDULE FROM APPLICATION TO ARRIVAL IN JAPAN**

5PM Friday 11 December 2020	Application deadline
January 2021	First stage of screening process (written application forms)
February – Beginning of March	Second stage of screening process (interviews)
April	Announcement of short-list candidate status for Early Arrivals Notification of successful candidate/Participant status and assignment of Contracting Organisation for Early Arrivals Announcement of short-list candidate and alternate status
April-September	Early Arrivals arrive in Japan
June	Notification of successful Participants status and assignment of Contracting Organisation for September arrivals
June – 2 <sup>nd</sup> Week of December	Notification of upgrade to short-list candidate for alternates
July – August	Pre-Departure Orientation, preparation, etc.
Wednesday 8 September	Arrival in Japan (appointments begin on Thursday 9 September 2021)

#### **15. 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.

#### **16. PARTICIPATION RIGHTS IN THE EVENT OF UNAVOIDABLE CIRCUMSTANCES**

In the event of unavoidable or unforeseen circumstances, CLAIR reserves the right to change or cancel the arrival date, placement, participation, and contents of the application guidelines here within, at any time before or after notification of acceptance into the programme.

Unavoidable Circumstances are defined as events whose effects could not reasonably be prevented by MIC, MOFA (Including Embassies and Consulate Generals of Japan), MEXT, CLAIR, Prefectural Government, Designated Cities (see Note 6), Contracting Organisations, or Contractors involved in the administration of the Programme including but not limited to acts of God, acts of government (including local government, hereafter referred to as government.), acts of government authorities (including limitations on travel or immigration enacted by the Japanese government or other foreign countries' government due to the event of infectious disease), compliance with law, regulations or orders, fire, flooding and torrential rain, earthquakes, acts of war (regardless of a declaration of war), revolt, revolution or rebellion, strike, or lockout.

#### **NOTES:**

##### **Note 1. Extracurricular Activities**

Extracurricular Activities include “Class or homeroom activities”, “student committee or student council activities”, “club activities” (only in elementary schools), and “school events”.

##### **Note 2. Language Instruction**

Language instruction of local residents refers to foreign language lessons and foreign culture classes for local resident children and/or adults.

##### **Note 3. Tax Exemption**

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.

**Note 4. Designated Language**

In the case of English-speaking countries (United States, United Kingdom, Australia, New Zealand, Canada, Ireland, South Africa, Singapore, Jamaica, Barbados, Trinidad and Tobago, Philippines, etc.) the designated language 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 the principal language spoken in that country, however, there may be cases where English is required as well.

**Note 5. Designated Departure Points & Dates**

	<b>Group A (Wednesday 8 September 2021 Arrival)</b>
<b>Country</b>	<b>Point of Departure</b>
Australia	Sydney Canberra Melbourne Adelaide Hobart Perth Brisbane

**- In principle, those who will participate from within Japan must join Group A**

- Participants cannot switch between Group A and B.
- Participants cannot depart from a country other than their home country.

**Note 6. Designated Cities**

These are cities designated by the government with populations of 500,000 people or more. Certain affairs generally administered by prefectures in Japan are transferred to the designated cities' jurisdiction in order to manage the affairs of larger cities efficiently. At present, there are twenty designated cities; Sapporo, Sendai, Niigata, Saitama, Chiba, Yokohama, Kawasaki, Sagami-hara, Shizuoka, Hamamatsu, Nagoya, Kyōto, Ōsaka, Sakai, Kōbe, Okayama, Hiroshima, Kita-Kyūshu, Fukuoka and Kumamoto.