

# 2024 JAPAN EXCHANGE AND TEACHING (JET) PROGRAMME

## APPLICATION GUIDELINES

### APPLICATION DEADLINE: 5PM FRIDAY 10 NOVEMBER 2023 (AEDT)

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 Programme achieves its objectives 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) (including the Sports Agency), and the Council of Local Authorities for International Relations (CLAIR).

The Programme began in 1987 with cooperation from governments of participating countries. Since then, over 77,000 people from 78 countries have participated in the Programme.

As the Programme has achieved a significant reputation, 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, be mentally and physically capable of performing the job duties, and have a deep interest in Japan.

Generally, Participants are appointed by prefectures, municipalities, 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 taxpayers 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 and elementary, junior high, and senior high schools.

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

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

### 2) Duties

#### **ALT:**

Participants who are mainly assigned to boards of education and 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.<sup>1</sup>
- (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.)

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<sup>1</sup> "Extracurricular activities" include class or homeroom activities, student committee or student council activities, club activities (only in elementary schools), and school events.

- (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, attracting foreign tourists to Japanese localities, etc.)
- (3) Cooperation in language instruction of employees of the Contracting Organisation and local residents.<sup>2</sup>
- (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.

Participants who arrive on a date after the designated arrival dates may have a period of participation that is shorter than one year.

It may be possible for applicants who indicate as such on their application form to arrive in Japan in April (hereinafter, April arrival(s)) or a date after April arrivals but before the designated summer arrival dates (hereinafter, Early arrival(s)) in order to fulfil the needs of Contracting Organisations which require the assignment of a Participant before the designated summer arrival dates. Applicants who requested but were not placed for an April arrival will continue to be considered as candidates for summer arrival or Early arrival. However, applicants who request an April arrival or Early arrival on their application form and confirm during their interview that such an arrival is 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 their Contracting Organisation, their appointment may be terminated prior to the end of the period of participation.

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.

If the Participant's work performance is of the required standard as deemed by their 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 their Contracting Organisation, it is possible to renew participation up to a total of 5 years.

For April arrivals and Early arrivals, it may be possible for the Participant to renew their period of participation after the first year until the following August, and then also possibly renew their participation from that August for an additional year. In this case, it is 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 their Contracting Organisation, it is possible to renew

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<sup>2</sup> "Language instruction of local residents" refers to foreign language lessons and foreign culture classes for local resident children and/or adults.

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 impedes 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.<sup>3</sup>

Remuneration will be made in monthly payments. Participants may, upon completion of the Programme, be required to pay a portion of their resident taxes that they would be subject to that year in one lump sum prior to leaving Japan.

Furthermore, in Japan, joining a mutual aid association (*Kyōsai Kumiai*) (equivalent to health insurance), contributing to the pension fund programme, and paying employment insurance are mandatory. A part of these costs is borne by the Participant and deducted from the monthly post-tax remuneration each month on payday.

## 4) Limitation on Profit-Making Activities

Participants, in understanding the objectives of the Programme, are expected to prioritise their duties as a Participant and are expected to refrain from engaging in other profit-making activities.

## 5) Driving

Participants with a driving 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:

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<sup>3</sup> 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.

- (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 an 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) Hold a Bachelor's degree or higher 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 the country 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 the Reply Form submission deadline.<sup>4</sup> 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<sup>5</sup> 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 2021 JET Programme year (inclusive of April 2020 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 2014 by the time they submit their application form.
- (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. However, this does not apply to special permanent residents as defined in Article 3 of the Special Act on the Immigration Control of, inter alia, those who have lost Japanese Nationality pursuant to the Treaty of Peace with Japan.
- (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.

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<sup>4</sup> Applicants with Japanese ancestry may unknowingly possess Japanese citizenship, due to being registered on their grandparents' or other relatives' family registry. Please be sure to check with your family (parents, grandparents, or other relatives) about whether or not you possess Japanese citizenship.

If you do possess Japanese citizenship, you should begin renunciation procedures as soon as possible. If it is discovered that you still hold Japanese citizenship close to your departure date, you may be disqualified from participating in the Programme and held liable for fees incurred, including but not limited to flight cancellation fees. The process of renouncing Japanese citizenship involves submitting documents to your nearest Japanese consulate or embassy and takes approximately one month to complete.

<sup>5</sup> The designated language is English for English-speaking countries (United States, United Kingdom, Australia, New Zealand, Canada, Ireland, South Africa, Singapore, Jamaica, Barbados, Trinidad and Tobago, Philippines, etc.), French for France, German for Germany, Chinese for China, Korean for Korea, and the principal national language for other non-English-speaking countries. However, there may be cases where English is required as well.

2) In addition to the above 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 interest in the Japanese education system, particularly foreign language education.

(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 Australia by **5PM Friday 10 November 2023 (AEDT)**. Early submission of applications and documents is encouraged. The submitted documents will not be returned.

**EACH INDIVIDUAL PHOTOCOPY (ONLY THOSE WITH AN ASTERISK (\*) IN THE COPY COLUMN BELOW) MUST BE CERTIFIED BY A JUSTICE OF THE PEACE (JP) OR A PERSON AUTHORISED TO DO SO. UNCERTIFIED OR INCORRECTLY CERTIFIED DOCUMENTS WILL BE REJECTED.**

Document	Original	Copy
<b>1) Application Form</b>	1	2
<b>2) Self-Report of Medical Condition(s)</b>	1	2
<b>3) Official academic transcript</b> Inclusive of all university courses. If a physical copy is not provided by your institution, JP-certified, printed copy of the digital version from My eQuals 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 Statement of Purpose (Essay) Guide on the Embassy of Japan in Australia's website.	1	2
<b>5) Testamur (Graduation Certificate)/Document indicating expected graduation</b> If you will not graduate by the time of application, you must submit a document indicating when you are likely to graduate or when your graduation documents are likely to become available. If a physical copy is not provided by your institution, a JP-certified, printed copy of the digital version from My eQuals must be submitted.	0	3*
<b>6) Letters of Reference</b> Two (2) reference letters from professional sources in either English or Japanese. If you have not graduated at the time of application, one of your referees must be someone related to your university. Reference letters from friends or family will not be accepted.	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</b> (Australian passport, etc.)	0	3*

<p><b>9) National Police Certificate</b> All applicants must submit a National Police Certificate. If you; 1) have a criminal record, you must submit a Certificate at the time of application; 2) are expressing an interest in April arrival, you must submit a Certificate to your Interview Office by Friday 9 February 2024; 3) are NOT expressing an interest in April arrival, you must submit a Certificate to your Interview Office by Friday 31 May 2024. The Certificate must be issued in the original hard copy by the Australian Federal Police. Please see 6.1) in regards to obtaining a National Police Certificate.</p>	1	2
<p><b>10) Certificate of Health</b> All applicants must submit a Certificate of Health. If you; 1) are expressing an interest in April arrival, you must submit the Certificate to your Interview Office by Friday 9 February 2024; 2) are NOT expressing an interest in April arrival, you must submit the Certificate to your Interview Office by Friday 31 May 2024. The original Certificate must be submitted. Please see 6.1) and 2) in regards to the Certificate of Health.</p>	1	2

**EACH INDIVIDUAL PHOTOCOPY (ONLY THOSE WITH AN ASTERISK (\*) IN THE COPY COLUMN ABOVE ) MUST BE CERTIFIED BY A JUSTICE OF THE PEACE (JP) OR A PERSON AUTHORISED TO DO SO. UNCERTIFIED OR INCORRECTLY CERTIFIED DOCUMENTS WILL BE REJECTED.**

**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 falling under the jurisdiction of the Embassy, 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 Embassies and Consulates of Japan where the applicants interviewed (hereinafter, Interview Offices). Applicants will be notified of the results via his/her Interview Office from March 2024.

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 May 2024 (from March 2024 for April arrivals).

5) The Contracting Organisation will then initiate direct contact with the successful candidate/Participant, sending them 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 2024.

7) Among the applicants/candidates who indicate an interest in April arrival or Early arrival and have submitted all required

documents, those selected for April arrival or Early arrival will receive notification of short-list candidate status and assignment of Contracting Organisation by the Interview Office from March 2024 (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.

## **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 and Certificate of Health to the Interview Office by Friday 31 May 2024. However, those who indicate having 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.

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

- (1) A National Police Certificate covering a period of at least 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) In principle, applicants/candidates must submit a National Police Certificate issued by the [Australian Federal Police](#).
- (3) Criminal history checks issued by a third party (online providers) will NOT be accepted.
- (4) The National Police Certificate must be submitted in the original hard copy ([see sample hard copy certificate](#)). Electronic or digital certificates (included 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 are not required to obtain a criminal record issued by the Japanese government even if they have lived in Japan in the preceding 5 years.

2) Applicants for April arrival or Early arrival, in accordance with 4. APPLICATION PROCEDURES, should submit the National Police Certificate and Certificate of Health to the Interview Office by Friday 9 February 2024.

3) The National Police Certificate and Certificate of Health submitted must be dated no earlier than 1 September 2023.

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

## **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 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 that an alternate becomes a successful candidate/Participant, they 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) When they do not board the designated flight(s) with the exception of cases due to truly unavoidable circumstances, such as on humanitarian grounds.

## **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, 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 April arrivals, 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. 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 resides 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 each Participant's 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 and 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 months' 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 and flight (refer to Tables 1 and 2) except for candidates who already reside in Japan as defined below in 11.2. Participants who do not board the designated flight(s) will be disqualified from the Programme, with the exception of cases due to truly unavoidable 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 their intent to participate on the Programme or is disqualified after receiving notification of their assignment, with the exception of cases due to truly inevitable circumstances, such as on humanitarian grounds, they must pay any travel and other costs, such as cancellation fees, that were incurred. These costs may include fees 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 if necessary 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 their participation from within Japan on the Reply Form and submit it 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 Consulate of Japan in that country, 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 their home country 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 their home country borne by the Contracting Organisation.

- (1) The Participant completes the period of participation.
- (2) The Participant does not 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 their home country no later than 1 month from the day following the completion of their participation.

### 4) Reimbursement of Travel Costs

A Participant who violates their Contracting Organisation’s terms and conditions, such as by returning to their home country without justifiable 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 their home country, but must also reimburse any travel costs that the Contracting Organisation or CLAIR has 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 Consulate of Japan in their country before the date of travel to Japan and enter Japan under the appropriate status of residence (“Instructor” for ALTs, “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 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), common-law spouse, etc. is 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 residence (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 Embassies and Consulates 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<sup>6</sup> 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 a 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 10 November 2023 (AEDT) Application deadline

December 2023 First stage of screening process (written application)

January – February 2024 Second stage of screening process (interviews)

March Announcement of short-list candidate status for April arrivals

Notification of successful candidate/Participant status and assignment of Contracting Organisation for April arrivals

Announcement of short-list candidate and alternate status

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<sup>6</sup> 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-Kyūshū, Fukuoka and Kumamoto.

Sunday 7 April 2024	Arrival in Japan for April arrivals
April-	Early arrivals arrive in Japan
May –	Notification of successful Participant status and assignment of Contracting Organisation for Summer arrivals
May – 2 <sup>nd</sup> Week of December	Notification of upgrade to short-list candidate for alternates
June – July	Pre-Departure Orientation, preparation, etc.
Sunday 28 July 2024	Arrival in Japan for Summer arrivals and post-Summer arrivals (refer to Table 1)

## 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 Governments, Designated Cities, 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' governments due to the event of infectious disease), compliance with laws, 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.

**Table 1: Designated Arrival Dates**

	Group A (28 July 2024 Arrival)	Group B (4 August 2024 Arrival)
Country	Point of Departure	Point of Departure
United States	New York Atlanta Chicago Houston Los Angeles Phoenix Seattle Spokane Denver Salt Lake City Boston	Washington D.C. Detroit Nashville San Francisco Portland Anchorage Honolulu Hagatna Saipan Miami
United Kingdom		London Edinburgh
Australia	Sydney Canberra Melbourne	

	Adelaide Hobart Perth Brisbane	
New Zealand		Wellington Auckland Christchurch
Canada		Ottawa Montreal Halifax Calgary St. John's Winnipeg Toronto Vancouver
Ireland	Dublin	

South Africa	Pretoria (ALT) Cape Town (ALT) Durban (ALT) Port Elizabeth (ALT)	Pretoria (CIR) Cape Town (CIR) Durban (CIR) Port Elizabeth (CIR)
Singapore		Singapore
Jamaica	Kingston (ALT)	Kingston (CIR)
Philippines	Manila (ALT) Cebu (ALT) Davao (ALT)	Manila (CIR) Cebu (CIR) Davao (CIR)
Other Countries		Designated airport in home country

- Participants cannot depart from a country other than their home country. Participants from the United States, the United Kingdom, Australia, New Zealand, Canada, Ireland, South Africa, Singapore, Jamaica, and the Philippines can depart only from the designated departure points noted above.
- In principle, those who will participate from within Japan must join Group A
- Participants cannot switch between Group A and B (e.g. switch from New York to Washington DC).