

THE 2026 JET PROGRAMME APPLICATION SUBMISSION MANUAL

1. OVERVIEW

To apply for the JET Programme, you must:

- Complete the **online Application Form** and **online Self-Report of Medical Conditions**
- Submit all **required documents** (via email)

Important: Your application will **not be processed** until all forms and documents are submitted correctly. **Missing or incorrectly formatted** documents will result in disqualification.

2. SUBMISSION CHECKLIST

Required Documents (All applicants)

- ☐ Official Academic Transcripts
- ☐ Statement of Purpose
- ☐ Graduation Document
- ☐ Two Reference Letters
- ☐ Copy of Australian Passport

Additional Documents (If applicable)

- ☐ Statement of Physician
- ☐ National Police Certificate (if you have a criminal record)
- ☐ TESOL/TEFL certificate
- ☐ Teacher registration
- ☐ Japanese Language Proficiency Test (JLPT) certificate

3. SUBMISSION INSTRUCTIONS

- Email all documents to: jet@cb.mofa.go.jp
- **Format:** Full-colour PDF only
- **Each file must be separate**
- **File Naming Format:** FIRSTNAME_LASTNAME_Document_Name_.pdf

Example:

JOHN_SMITH_Official_Academic_Transcript.pdf

4. DOCUMENT GUIDELINES

A. OFFICIAL ACADEMIC TRANSCRIPTS

What to include:

- All **undergraduate and postgraduate transcripts**
- **Transferred university transcripts** (if applicable)
- **Study abroad transcripts** (if applicable)
- Include all pages, even blank ones
- Include the **grading explanation page**

Not accepted:

- Unofficial transcript from student portals
- Australian Higher Education Graduation Statement (AHEGS)

Submission and Certification Requirements:

- **PDF format**
- **Full colour**
- **Clear and legible**
- All pages must be **certified** by a Justice of the Peace, or a person legally authorised to certify documents (legal practitioner, pharmacist, police officer, etc.)

IMPORTANT: Failure to submit **properly certified academic transcripts** will result in disqualification.

B. STATEMENT OF PURPOSE

Content Must Address:

- Why you want to participate on the JET Programme
- Your interest in the ALT or CIR role
- What you can contribute to the role
- Relevant skills, experience, and qualifications
- Expected outcomes from the experience
- How you will strengthen the Japan-Australia relationship

Formatting Requirements:

- Maximum **2 pages**
- **12-point font**, double spaced
- **No headings, bullet points, or Q&A format**
- Include your **name in the header** of each page
- Submit as **PDF only**

IMPORTANT: Statements that **do not comply** with the above will be **rejected**. Additionally, the use of **generative AI tools** is **strictly prohibited**. Submissions suspected of involving such tools will be **disqualified**.

C. GRADUATION DOCUMENT

If Graduated:

- Submit a **certified copy of your testamur** (degree certificate)

Not Accepted:

- Official academic transcripts

- Australian Higher Education Graduation Statement (AHEGS)

If Not Yet Graduated:

Submit a document showing:

- **Expected graduation date**, or
- **When graduation documents will be available**

Accepted Sources:

- University student administration/graduation/faculty office
- Professor or Lecturer
- Official graduation ceremony invitation

Example Wording (Graduation Confirmation):

- “This is to confirm [NAME] is currently enrolled in a Bachelor of Arts at [UNIVERSITY]. Upon successful completion, [NAME] will be eligible to graduate at the May 2026 ceremony.”

IMPORTANT: Must specify **graduation date**. Forecast completion letters are not accepted.

Submission and Certification Requirements:

- **PDF** format
- **Full colour**
- **Clear and legible**
- All pages must be **certified** by a Justice of the Peace, or a person legally authorised to certify documents (legal practitioner, pharmacist, police officer, etc.)

IMPORTANT: Failure to submit a **properly certified graduation document** will result in disqualification.

D. REFERENCE LETTERS

Requirements:

- Two **professional or academic references**
- If currently studying, one must be from an academic staff member

Not Accepted:

- Friends, family, or personal acquaintances

Format:

- On **official letterhead**
- Written in **English** or **Japanese**
- **Signed** (handwritten or digital)

Must Include:

- Date letter was written
- Referee's full name
- Organisation
- Title/Position
- Contact details

- Relationship and duration of relationship with applicant

Content Must Cover:

- Referee's relationship with applicant
- Suitability for JET Programme
- Ability to adapt, work with others, and work quality
- Career motivations (if known)

IMPORTANT: Late or **non-compliant references** will disqualify your application.

E. COPY OF AUSTRALIAN PASSPORT

All applicants must provide proof of Australian citizenship by submitting a copy of the biographical page of their Australian passport.

What to include:

- Biographical page showing your full name, date of birth, passport number, and citizenship.

Submission and Certification Requirements:

- **PDF** format
- **Full colour**
- **Clear and legible**
- All pages must be **certified** by a Justice of the Peace, or a person legally authorised to certify documents (legal practitioner, pharmacist, police office, etc.)

IMPORTANT: Failure to submit a **properly certified** copy of your Australian passport will result in disqualification.

F. NATIONAL POLICE CERTIFICATE

Required if you have a criminal record

Checklist:

- Obtain certificate from **Australian Federal Police** in **hardcopy**
- **Category of check:** "Overseas Employment – Working with Children"
- **Type:** Name check only (no fingerprints)

Not accepted:

- Digital certificates
- Certificates issued by third-party providers

Submission and Certification Requirements:

- **PDF** format
- **Full colour**
- **Clear and legible**
- All pages must be **certified** by a Justice of the Peace or a person legally authorised to certify documents (legal practitioner, pharmacist, police office, etc.)
- Must be **issued by the Australian Federal Police** no earlier than **1 September 2025**

IMPORTANT: Failure to submit a **properly certified** copy of your **National Police Certificate** will result in disqualification.

Quick Links:

- [Australian Federal Police website](#)
- [Sample of hardcopy National Police Certificate](#)

If you do NOT have a criminal record:

Do **not submit** this document at the time of application. You will be instructed to do so later. Not submitting it now will **not impact** your application.

G. Statement of Physician

If, during your **online Self-Report of Medical Conditions**, you disclose health-related matters, you may be required to submit a Statement of Physician completed by your doctor.

Checklist:

- Ensure information disclosed in your Self-Report of Medical Conditions is **accurately reflected** by your doctor in the Statement of Physician
- Ensure **all sections** are completed and **signed by your doctor**

Submission Requirements:

- **PDF** format
- **Full colour**
- **Clear and legible**

IMPORTANT: If required, this document must be submitted in a timely manner after your online application and other documents are submitted. Failure to do so before the deadline will result in disqualification.

H. Other Documents (If applicable)

This includes:

- TESOL/TEFL certificates
- Teacher registration
- JLPT certificates

Submission and Certification Requirements:

- **PDF** format
- **Full colour**
- **Clear and legible**
- All pages must be **certified** by a Justice of the Peace, or a person legally authorised to certify documents (legal practitioner, pharmacist, police officer, etc.)

5. IMPORTANT NOTES

- Submit all **required and applicable** documents via email after completing the online application

- Ensure all documents are **named correctly** and in **PDF** format
- **Certification** and **formatting** rules are strictly enforced
- If you are **unsure** about any part of the process, **contact**: The JET Desk (jet@cb.mofa.go.jp; 02 6273 3244).

6. QUICK REFERENCE: PDF NAMING TEMPLATE

Document	File Name Example
Academic Transcript	JOHN_SMITH_Official_Academic_Transcript.pdf
Statement of Purpose	JOHN_SMITH_Statement_of_Purpose.pdf
Graduation Document	JOHN_SMITH_Graduation_Document.pdf
Reference Letter (1)	JOHN_SMITH_Reference_Letter_1.pdf
Reference Letter (2)	JOHN_SMITH_Reference_Letter_2.pdf
Australian Passport	JOHN_SMITH_Australian_Passport.pdf
TESOL Certificate (if applicable)	JOHN_SMITH_TESOL_Certificate.pdf
National Police Certificate (if needed)	JOHN_SMITH_National_Police_Certificate.pdf
Statement of Physician (if required)	JOHN_SMITH_Statement_of_Physician.pdf

7. FINAL REMINDERS

- ☐ Double-check **certification** of all documents
- ☐ Ensure PDFs are **clear, legible**, and in **full colour**
- ☐ **Name** all files correctly
- ☐ Submit before the **deadline**
- ☐ Contact the JET Desk if **unsure**