

THE 2027 JET PROGRAMME APPLICATION SUBMISSION MANUAL

Application Deadline: 5:00 pm Thursday 5 November 2026 (AEDT)

1. OVERVIEW

To apply for the 2027 JET Programme, you must:

- Complete the online [Application Form](#) and online [Self-Report of Medical Conditions](#)
- Submit all **required documents** (via email/[My eEquals](#))

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

IMPORTANT: Please review this submission manual *carefully* to determine exactly which **required and additional documents** apply to your situation, and ensure they are submitted by the deadline.

Required Documents (ALL APPLICANTS)	Additional Documents (IF APPLICABLE)
☐ Official Academic Transcripts	☐ Statement of Physician
☐ Statement of Purpose	☐ National Police Certificate
☐ Graduation Document	☐ TESOL/TEFL certificate
☐ Two Reference Letters	☐ Teacher registration
☐ Copy of Australian Passport	☐ Japanese Language Proficiency Test certificate

3. SUBMISSION INSTRUCTIONS

- **Email documents to:** jet@cb.mofa.go.jp
- **Application Deadline:** 5 PM Thursday 5 November 2026 (AEST)
- **Email Subject Line Format:** 2027 JET Programme Application – INITIAL_SURNAME (e.g., J_SMITH)
- **Format:** High-quality, Full-colour PDF only (*for manually attached documents*).
- **Important:** Documents must be digitally scanned. Do not submit photographs or mobile phone images of documents.
- **Each file must be separate**
- **My eEquals Exception:** If you are sharing your official academic transcript (ACAD) and testamur/graduation certificate (GRAD) directly via [My eEquals](#), you do not need to attach or rename these two files in your email. The My eEquals platform will automatically send a secure access link directly to the JET Desk. All other required documents must still be named and attached to your application email using the format below.
- **File Naming Format:** INITIAL_SURNAME_CODE.pdf

- **File Naming Template:**

Document	CODE	File Name Example
Official Academic Transcript	ACAD	J_SMITH_ACAD.pdf (Not required if sharing via My eEquals)
Statement of Purpose	SOP	J_SMITH_SOP.pdf
Graduation Document	GRAD	J_SMITH_GRAD.pdf (Not required if sharing testamur/graduation certificate via My eEquals)
Reference Letter (1)	REF1	J_SMITH_REF1.pdf
Reference Letter (2)	REF2	J_SMITH_REF2.pdf
Australian Passport	PASS	J_SMITH_PASS.pdf
TESOL/TEFL Certificate	ENG	J_SMITH_ENG.pdf
Teacher Registration	TEACH	J_SMITH_TEACH.pdf
Japanese Language Proficiency Test	JLPT	J_SMITH_JLPT.pdf
National Police Certificate	NPC	J_SMITH_NPC.pdf
Statement of Physician	PHYS	J_SMITH_PHYS.pdf

4. DOCUMENT GUIDELINES

A. OFFICIAL ACADEMIC TRANSCRIPTS

Document Code: ACAD

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**
- **Current students (yet to graduate):** You must still submit an official transcript. This must include all courses and results from the commencement of your degree up to your most recently completed semester.

Not accepted:

- Unofficial transcripts from student portals
- Australian Higher Education Graduation Statement (AHEGS)
- Photographs/mobile phone images of official academic transcripts

Submission and Certification Requirements:

- **File Naming Format:** INITIAL_SURNAME_ACAD.pdf (e.g. J_SMITH_ACAD)
(**Note:** This naming format applies **only** if you are emailing a scanned PDF. It is not required if sharing directly via My eEquals).
- **Option 1:** Share your official academic transcript via **My eEquals** directly to jet@cb.mofa.go.jp. You must use the “**Share via Email**” function, ensuring **no PIN is set** and **no expiry date is chosen**. Please refer to “**How to share via My eEquals**” section below for step-by-step instructions on how to do this.
- **Option 2:** You must email a **high-quality, full-colour** PDF scan. All pages must be certified by a Justice of the Peace (JP) or a legally authorised person (legal practitioner, pharmacist, GP, police officer, etc.).

If you have more than one academic transcript, you must scan them together into a single PDF document in chronological order of degree conferment.

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

B. STATEMENT OF PURPOSE

Document Code: SOP

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

Document Code: GRAD

File Naming Format: INITIAL_SURNAME_GRAD.pdf (e.g., J_SMITH_GRAD.pdf)

Note: This naming format applies **only** if you are emailing a scanned PDF. It is not required if sharing directly via My eEquals.

If You Have Already Graduated:

- Submit proof of your degree/s (testamur/degree certificate)

Not Accepted:

- Official academic transcripts in place of testamur
- Australian Higher Education Graduation Statement (AHEGS)
- Photos/Mobile phone images of documents

Submission Options:

- **Option 1:** Share your official digital testamur via **My eEquals** directly to jet@cb.mofa.go.jp. You must use the **“Share via Email”** function, ensuring **no PIN is set** and **no expiry date is chosen**. Please refer to **“How to share via My eEquals”** section below for step-by-step instructions on how to do this.

- **Option 2:** Email a **high-quality, full-colour PDF scan** of your hardcopy testamur. All pages must be certified by a Justice of the Peace (JP) or a legally authorised person (legal practitioner, pharmacist, GP, police officer, etc.). **If you have more than one testamur**, you must scan them together into a single PDF document in chronological order of degree conferment.

If You Have Not Yet Graduated:

Submit an official university document explicitly stating your **expected graduation date** or when your graduation documents will be available.

IMPORTANT: The document must specify a **graduation or conferral date**. Documents stating a forecast or expected completion date are **not accepted**.

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 2027 ceremony.”

Submission:

- Email a **high-quality, full-colour PDF** scan of the document. All pages must be certified by a Justice of the Peace (JP) or a legally authorised person (legal practitioner, pharmacist, GP, police officer, etc.).
- **Optional Pre-Check:** Applicants are strongly encouraged to email their document noting their expected graduation to the JET Desk in advance for review prior to submitting their application.

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

D. REFERENCE LETTERS

Document Code: REF1 & REF2

File Naming Format:

- INITIAL_SURNAME_REF1.pdf (e.g., J_SMITH_REF1.pdf)
- INITIAL_SURNAME_REF2.pdf (e.g., J_SMITH_REF2.pdf)

Requirements:

- **Two professional or academic references:** Referees must have a formal, objective relationship with you. They must be someone who has directly supervised, managed, or taught you in a professional, employment, or academic capacity.
- **If currently studying:** At least one reference must be from an academic staff member (e.g., professor, lecturer, tutor, etc.).
- **If working or volunteering:** References should ideally come from a current or former employer, manager, or supervisor. This includes coordinators or leaders from volunteer groups, registered

charities, community organisations, or sporting clubs.

- **Recency and Relevance:** Referees must be able to comment accurately on **who you are today**, including your current skills, professional maturity, and adult character. While there is no historical cut-off, references should ideally reflect your academic and employment history within the **past 2 to 3 years**. Outdated references that do not represent your current professional capabilities are not accepted.

Not Accepted:

- Friends, family, or personal acquaintances
- Family friends or neighbours who happen to be professionals (e.g., a family friend who is a lawyer, doctor, or teacher but has never been your boss or professor).
- Peer-to-peer colleagues or coworkers who did not directly supervise your work.
- Students, clients, or customers of the applicant.

Format:

- **Official letterhead:** Must be on the official letterhead of the organisation or university.
- **Exception:** If the referee's organisation has a strict internal policy that prohibits the use of official letterheads for external references, the referee must explicitly state this restriction within the body of the letter.
- Written in **English or Japanese**
- **Signed** (handwritten or verified digital signature; typed fonts are not accepted).

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: References must prove a strict, professional supervisor-to-subordinate or teacher-to-student dynamic. **Late or non-compliant references** will disqualify your application.

E. COPY OF AUSTRALIAN PASSPORT

Document Code: PASS

File Naming Format: INITIAL_SURNAME_PASS.pdf (e.g., J_SMITH_PASS.pdf)

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

What to include:

- **The complete biographical page:** This must show your full name, date of birth, passport number, photograph, signature, and the machine-readable zone (the text lines/barcodes at the very bottom of the page.).
- **Validity Requirement:** Your passport must be currently valid. If your passport is expiring soon, please be aware that you will ultimately require a passport that is valid for the entire duration of your initial visa/appointment in Japan.
- **Dual Citizens:** If you hold dual citizenship with Australia and another country that is not Japan, you must submit your Australian passport. You do not need to submit your other passport.

Submission and Certification Requirements:

- Email a **high-quality, full-colour** PDF scan. Mobile phone photos of the page are strictly not accepted.
- **Scan at Actual Size (1:1 Ratio):** Do not enlarge, zoom, or stretch the passport image to fill the entire A4 page. Position your passport on the scanner bed and scan it as its normal size, ensuring the surrounding background or edges of the scanner bed are visible if necessary.
- **Dual-Page Scans Welcome:** It is perfectly acceptable if the opposite page (the page facing your biological page inside the passport booklet) is included in the scan. You do not need to crop it out.
- **Ensure the entire page is visible.** Do not crop out the edges, borders, or the barcode at the bottom of the page.
- The page must be **certified** by a Justice of the Peace (JP) or a person legally authorised to certify documents (legal practitioner, pharmacist, GP, police officer, etc.) before scanning.

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

F. NATIONAL POLICE CERTIFICATE

Document Code: NPC

File Naming Format: INITIAL_SURNAME_NPC.pdf (e.g., J_SMITH_NPC.pdf)

IF YOU DO NOT HAVE A CRIMINAL RECORD:

Do not submit this document at the time of application. You will be instructed on how and when to apply for a National Police Certificate later in the selection process. Leaving this out now will not have a negative impact on your application.

IF YOU HAVE A CRIMINAL RECORD:

If you have a criminal history (including any disclosable court outcomes or pending charges), you **must** submit **both** of the following at the time of application.

1. **National Police Certificate** matching the criteria below.
2. **A separate written statement** explaining the context, situation, and outcome of the offense(s). This statement must be written by you, signed, and dated as a separate clearly labelled file.

Checklist:

- **Source:** Obtain an official National Police Certificate directly from the Australian Federal Police (AFP).
- **Purpose Type:** Select “Commonwealth Employment/Purpose”.

- **Purpose of Check:** Select “Code 44 – Overseas Employment – Working with Children”.
- **Type:** Name Check only (fingerprints are not required).
- Obtain certificate from **Australian Federal Police** in **hardcopy**.

Not accepted:

- Digital certificates (you must order and scan the printed physical hardcopy sent to you in the mail).
- Certificates issued by third-party providers

Submission and Certification Requirements:

- Email a **high-quality, full-colour PDF** scan. Mobile phone photos are strictly not accepted.
- **Scan all pages:** You must scan all pages of the certificate (including the front page, any blank pages, and the official back page containing security features) into **one single PDF file**.
- **Validity:** Must be issued by the AFP no earlier than 1 September 2026.
- **Original Document:** Please retain the physical hardcopy certificate in safe place. You may be required to submit the original hardcopy to your Interview Office at a later stage of the application process.

IMPORTANT: Failure to submit a **properly certified, complete** copy of your AFP **National Police Certificate** and any accompanying written explanation will result in disqualification.

Quick Links:

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

G. STATEMENT OF PHYSICIAN

Document Code: PHYS

File Naming Format: INITIAL_SURNAME_PHYS.pdf (e.g., J_SMITH_PHYS.pdf)

IF YOU DO NOT HAVE ANY HEALTH DISCLOSURES:

Do not submit this document. If you answered “No” to the specific medical history questions listed below, you do not need to take any action regarding this form.

IF YOU ANSWERED “YES” TO APPLICABLE QUESTIONS:

If you answered “Yes” and disclosed health-related information in any of the applicable questions on your online Self-Report of Medical Conditions, you **must** submit a completed Statement of Physician:

If this applies to you, you must have a doctor complete the form according to the checklist below.

Checklist:

- **Accessing the Form:** Download the official Statement of Physician form directly from the JET Programme page on the Embassy’s website. You must take this specific form to your doctor.
- **Accuracy:** Ensure all medical history disclosed in your online Self-Report of Medical Conditions matches the information provided by your doctor.
- **Completeness:** Ensure every section is completed, dated, and signed by a registered medical practitioner.
- **Official Stamp:** The form must include the official clinic or hospital stamp alongside the doctor’s

provider number and signature to be valid.

Not Accepted:

- General medical certificates or letters printed on clinic paper in lieu of the official JET Statement of Physician form.
- **Photos/mobile phone images** of the document.

Submission Requirements:

- Email a **high-quality, full-colour PDF** scan of the completed form.
- **Note:** Unlike other personal documents, the Statement of Physician does not need to be certified by a Justice of the Peace, provided it has been officially signed and stamped by your doctor.

IMPORTANT: If you are required to provide this document based on your answers to the questions listed above, it must be submitted in a timely manner. Failure to submit a full completed, stamped, and signed form before the final deadline will result in disqualification.

H. Other Documents (If applicable)

If you are submitting extra qualifications (TESOL/TEFL certificates, proof of teacher registration, Japanese Language Proficiency Test certificates, etc.) to support your application, you must use the specific document codes assigned below.

Document Codes and Naming Formats:

- **TESOL/TEFL Certificate:** ENG
 - **Example File Name:** J_SMITH_ENG.pdf
- **Teacher Registration:** TEACH
 - **Example File Name:** J_SMITH_TEACH.pdf
- **Japanese Language Proficiency Test:** JLPT
 - **Example File Name:** J_SMITH_JLPT.pdf

Submission and Certification Requirements:

- Email a **high-quality, full-colour** PDF scan. Mobile phone images of these documents are strictly not accepted.
- Every page of these supporting documents must be **certified** by a Justice of the Peace (JP) or a person legally authorised to certify documents (legal practitioner, pharmacist, GP, police officer, etc.) before scanning.

5. HOW TO SHARE VIA MY EQUALS (STEP-BY-STEP)

If you are choosing to submit your documents via My eEquals, please follow these exact steps to bundle and send both files together.

1. **Log In:** Access your portal at myequals.net (or via your university's portal).
2. **Select Multiple Documents:** On your main **Documents** screen, locate your official academic transcript **and** your official digital testamur/degree certificate. Check the selection boxes next to **both** files.
3. **Click Share:** Click the **Share** button at the top of the list to share the selected documents

simultaneously.

4. **Choose Share Method:** Select the **Email** option.
5. **Enter Recipient:** In the email field, enter exactly: jet@cb.mofa.go.jp
6. **Enter Message:** In the message field, enter your subject line using the format: **2027 JET Programme Application – INITIAL_SURNAME** (e.g., J_SMITH)
7. **Configure Required Settings:**
 - a. **Expiry Date:** Leave the “set expiry date” box **unchecked** (ensuring the link does not expire).
 - b. **Access PIN:** Leave the “Required PIN” box **unchecked** (do not set a password).
 - c. **Download Permissions:** Ensure the “**Allow recipient to download document**” box is **checked**.
8. **Submit:** Click **Share** to send the unified access link directly to the JET Desk.

6. IMPORTANT NOTES

- **Post-Application Submission:** Submit all required and applicable documents via email *after* you have completely finished and submitted the Application Form and Self-Report of Medical Conditions.
- **Format and Naming:** Every attached document must be strictly in **high-quality, full-colour PDF** format and named precisely according to the designated codes (e.g., INITIAL_SURNAME_CODE.pdf).
- **Strictly Enforced:** Document certification, scanning rules, and deadline cut-offs are strictly enforced. Submitting uncertified documents, unexpired/expired links, or mobile phone photos will result in immediate disqualification.

7. FINAL REMINDERS

- ☐ **Certified copies:** Double-check that every required page has been properly certified by a Justice of the Peace or a person legally authorised to certify documents before scanning (excluding direct MyeQuals transfers, National Police Certificate, or Statement of Physician).
- ☐ **Scan Quality:** Ensure all PDFs are high-quality, clear, legible, and scanned in full colour. **Do not use mobile phone cameras to photograph your documents.**
- ☐ **File Names and Subject Line:** Verify that all file names follow the exact INITIAL_SURNAME_CODE.pdf format and that your email subject is formatted correctly.
- ☐ **Separation:** Ensure every document type is attached as its own separate PDF file rather than combining different documents into a single massive file.
- ☐ **Deadlines:** Submit your complete email package before the deadline to avoid any last-minute issues.

IMPORTANT ENQUIRIES

If you are unsure about any part of the document submission process, please contact the **JET Desk** at the **Embassy of Japan in Australia** before submitting to avoid disqualification.

Email: jet@cb.mofa.go.jp