



# How to Apply to the 2009 JET Program

Go to [www.us.emb-japan.go.jp/JETProgram/homepage.html](http://www.us.emb-japan.go.jp/JETProgram/homepage.html) to apply online

**APPLICATION DEADLINE: November 25, 2008, 5:30pm in Washington, D.C.**

1. Apply Online
2. Print Application
3. Sign Application
4. Send with Required Documents

Please read this information carefully, and refer to it when preparing your application for submission.

In addition to the original signed application form and two photocopies, you MUST include ALL of the items below (#6 and #8, only if applicable). Failure to do this will disqualify your application from consideration. Please note that for certain items, one original and two copies are required, whereas three copies will suffice for other items. **Please do not send any materials separately.**

**1) Original Signed Application Form** (1 original and 2 copies): If you have ever been arrested, charged, and/or convicted of any crime other than a minor traffic offense, including juvenile offenses, you must provide a detailed explanation under question 19.

**2) Self-Assessment Medical Form** (1 original and 2 copies): Please fill out and return the Self-Assessment Medical Form. Please be sure to provide complete answers to all questions on this form, including a simple "yes" or "no" answer. Any missing or incomplete answers may result in the disqualification of your application.  
→ **If you have ever had any physical or mental condition/illness (including, but not limited to, those listed in Question #4) you must detail on the Medical Form and also attach the Physician's Form. In this letter, your physician must state whether or not you are fit to participate in the JET Program, and as such, to live and work overseas.**

**3) Physician's Form** (1 original and 2 copies): You must have your physician complete and sign this form if you answer yes to questions 3, 4, or 5 on the Self-Assessment Medical form OR if you have had some medical condition in the past that requires further explanation. See Self-Assessment Medical Form for details.

**4) Statement of Purpose** (3 copies): This is an essay, **in English**, of not more than two 8½" x 11" (or A4) pages, typewritten in 12 point font and double-spaced with one-inch margins. *Please note that anything beyond the required two pages will not be read!* Please type your name and page number (1 of 2, 2 of 2) on each page. Be sure to include two copies of your statement in your application package. You should incorporate **all** of the following points in your essay.

**Motivation for Participation:** The essay should state your reasons for wishing to participate in the JET Program, why you want to go to Japan, and why you are interested in the ALT or CIR position.

**Relevant Experience:** Please make a case for your selection by describing your past and present experiences, professional skills, relevant interests and personal qualities, and how you feel these will be useful to you as an ALT or CIR. (ie. For ALTs: teaching experience, favorite teaching methods, etc...For CIRs: event coordinating experience, counseling or mediation skills, etc...)

**Goals:** Also address what you hope to gain, both personally and professionally, and what effect you hope to have on the Japanese community and internationally as a result of your participation in the JET Program.

**5) Transcripts of all University/College Courses** (1 original and 2 copies): Please provide transcripts from **ALL** undergraduate and graduate courses you have taken or are currently taking, including community college, junior college, study abroad, and associate's degree transcripts. **You must provide OFFICIAL transcripts with the registrar's seal and/or signature from all undergraduate and graduate course work.** Transcripts downloaded from the Internet will **not** be accepted for any school. These transcripts must show the names of all courses completed, the dates of this course work, and the grades received for each course. If your school uses

narratives instead of letter grades, you must include all narratives with your official transcript. If you are unable to obtain an official transcript, you may submit an unofficial transcript, provided **that it is clearly marked with the registrar's seal and/or signature** and shows no signs of tampering. Tampering refers to the changing of grades, course names or dates without the approval of the university. Tampering does not refer to opening the envelope containing the transcripts. The JET Program Office at the Embassy of Japan will make the final determination on whether an unofficial transcript is acceptable. Although the envelope containing your transcripts may warn "Not Official If Opened," for the purposes of this application you may open the envelope and remove the transcripts to make the required copies.

**6) Proof of Study Abroad** - ONLY if applicable (1 original and 2 copies): You must include transcripts from all study abroad programs you attended showing the names of the courses taken, dates attended, and grades earned. The transcript should also clearly state where the study abroad occurred (city and/or country). If you cannot get an official transcript from your study abroad program or are currently studying abroad, you may submit an official letter from your university or the study abroad program with the dates of the program, names of the courses taken, grades received and the name of the city and country where the program took place. If your university transcript only mentions the name of the school where you completed your study abroad, you must also provide a letter with the information listed above.

**7) Proof of Graduation Date** - **If you have earned a Bachelor's degree already:** Please submit 3 copies of either 1. Your official transcript (degree name and the month and year it was conferred must be included) OR 2. Your undergraduate (Bachelor's) diploma. (1 original and 3 copies) Please do not send your original diploma! Copies of your diploma are acceptable.

**Proof of Graduation Date AND Current Enrollment Status** - **If you expect to earn your Bachelor's degree between now and July 1, 2009:** You must submit an official letter from the registrar of your college or university stating (1) that you are currently enrolled in an undergraduate degree program **AND** (2) the date (month and year) that your degree will be conferred (1 original and 2 copies). An official document from the registrar with the above information is preferred. However, if you cannot obtain such a document from the registrar, you may obtain a document (on school letterhead with an official signature) with the same information from your advisor or the dean of your school. If you are accepted as a JET Program participant, you will be asked to submit an additional document prior to departure proving that you did graduate by July 1, 2009, as expected.

**Note: If you have yet to graduate, the document verifying your enrollment and graduation must be a separate document from your official transcript.**

**8) Proof of Teacher's Certification and/or TEFL/TESL Certificate** - ONLY if applicable (3 copies): If you entered Y for Question #14a or 14b you must provide separate documentation (from the institution granting the certification) of your certification or enrollment in a program which will lead to certification. This must include your date of completion. (See further instructions on page 16 under Question #14b.)

**9) Proof of U.S. Citizenship** - Please include 3 photocopies of ONE of the following documents:

- VALID United States passport: pages which include photo, name, and signature.
- Birth Certificate
- Naturalization papers: if you are a naturalized citizen, please contact the INS for information on receiving copies of your naturalization papers.

**10) Reference Forms** (1 original and 2 copies of each): Using the forms available on the JET website or provided on pages 35 and 37, include two letters of reference from academic, professional or business contacts. Please avoid using family members or family friends. **If you have not already graduated, one of your references should be from someone related to the university and should contain a reference to your expected date of graduation.** Ask the two separate individuals recommending you to use the provided form as the first page, followed by a personal assessment on his or her organization's letterhead. All letters of reference must be prepared specifically for this application. Ask each reference writer to make two additional copies of his or her **original letter with original signatures** and the evaluation form. **All reference forms should be returned directly to you in sealed, signed envelopes and not sent separately to the JET Office.**

**11) Self-Addressed-Stamped Envelope:** Please address and a regular business size envelope and include it with your application so that we may send you confirmation of the receipt of your application. The Embassy will not be responsible for incorrect addresses.

**Please note:**

**Your application will be disqualified if you do not sign ALL 3 of the following:**

- 1) Application Form
- 2) Authorization and Release Form
- 3) Self-Assessment Medical Form

The JET Program requires at least one set of original signatures on these forms. (The two copies of your application form may be copies of the original, but you must send the original.)

## MAILING INSTRUCTIONS

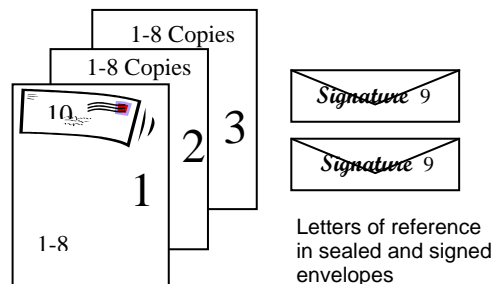
You must send your application to the JET Program Office at the Embassy of Japan in Washington, D.C. Do not send your application to any of the Japanese Consulates. The JET Program Office will not be responsible for additional materials mailed separately from the application packet (with the exception of criminal records for those who answer "yes" to Question #10). Submit ALL documents and copies in one envelope, collated into 3 complete sets in the order outlined above. Each set should be held together by a single paperclip. The application packet must contain one complete original set, followed by the photocopied sets and one sealed and signed envelope from each reference.

Submit all of the above documents **together** in one package to be received by  
**5:30pm, November 25, 2008**

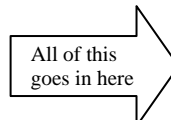
**JET Program  
Embassy of Japan  
2520 Massachusetts Avenue, NW  
Washington, DC 20008**

**Applications must be received no later than 5:30pm, November 25, 2008. This is not a postmark deadline.** Late applications will not be considered. Early submission of applications and documents is encouraged. We recommend sending your application by **certified or express mail** at least three days prior to the deadline. Keep your receipt. Keep a copy of all application materials for your records (except reference letters which should remain sealed) in case of mail delivery failure or other problems.

**FAILURE TO FOLLOW ANY OF THE INSTRUCTIONS IN THE APPLICATION BOOKLET MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION OR ADVERSELY AFFECT YOUR CHANCES OF ACCEPTANCE TO THE PROGRAM.**



Application form, supplemental documents, self-addressed-stamped envelope



Your name  
address  
city, state zip

JET Program  
Embassy of Japan  
2520 Massachusetts Ave., NW  
Washington, DC 20008

