

THE 2016 JAPAN EXCHANGE AND TEACHING (JET) PROGRAMME  
APPLICATION GUIDELINES

The following application guidelines apply to Coordinators for International Relations (CIRs).

The Japan Exchange and Teaching 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, participants) 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 who appoint JET participants (hereinafter, contracting organisations) in cooperation with the Ministry of Internal Affairs and Communications, the Ministry of Foreign Affairs, the Ministry of Education, Culture, Sports, Science and Technology, and the Council of Local Authorities for International Relations (hereinafter, CLAIR) .

The JET Programme started in 1987 with cooperation from governments of participating countries. In 2015, there were 4,786 participants on the Programme from 43 countries.

As the JET Programme has achieved an excellent reputation over the last 29 years, it is of great importance that this reputation be maintained. Participants are invited to Japan as 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, JET Programme participants are appointed by prefectures and municipalities, etc. as a member of staff for a one-year period. 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 of their contracting organisations, they are required to uphold behaviour befitting civil servants.

Withdrawal from the Programme after receipt of placement or early termination of appointment should be avoided as it causes many 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 only for the position of Coordinator for International Relations (CIR).

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

Participants engaged in internationalisation activities. CIRs are placed in administrative offices of local authorities or related organisations.

## 2) Duties

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 projects related to international activities carried out by the contracting organisation. Such activities may include: editing, translating and compiling publications into a foreign language; assisting in planning, designing and implementing international exchange programmes including international economic exchange programmes; assisting in hosting official guests from abroad and interpreting at events for overseas visitors or for local foreign residents in the community.
- (2) Assistance in language instruction of employees of the contracting organisation and local residents (see Note 2).
- (3) Assistance with and participation in activities of local private groups or organisations engaging in international exchange.
- (4) Assistance in exchange activities (including school visits) related to local residents' cross-cultural awareness and understanding as well as in supporting activities for foreign residents in Japan.
- (5) Other duties as deemed necessary by the Supervisor.

## **2. ELIGIBILITY 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 responsibly complete the term of appointment.
- (4) CIR applicants must hold at least a Bachelor's degree or obtain such qualifications by the designated arrival date (ALT applicants may alternatively hold a certification of completion of a three-year course to teach at primary/elementary or secondary schools or obtain such qualification 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 submitting their Reply Form. Applicants who possess multiple nationality 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 English and Japanese 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 JET Programme since the 2013-2014 JET Programme year (inclusive of April 2013 arrivals) or for more than five years in total.
- (8) Not have declined a position on the JET Programme after receiving notification of placement in the last 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 six or more years in total since 2006.
- (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 JET 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.

In addition to the above, applicants from non-English speaking countries must:

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

In addition to the above (1) through (14), CIR applicants must:

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

### **3. 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) Length of Appointment — Working Hours**

In principle, appointments are for one year and commence on the day after the designated arrival date. The duration of the appointment will be shorter in cases where participants are unable to arrive in Japan on the designated arrival date and arrive at a later date.

If a participant violates the rules determined by his/her contracting organisation, the appointment may be terminated prior to the end of the one-year period.

If both the JET participant and the contracting organisation are in agreement, the contracting organisation may reappoint the JET participant for an additional year, with two reappointments permissible in principle (allowing for a total of three years on the Programme). Also, if after careful

consideration the contracting organisation deems the JET participant's work performance, level of experience and ability to be of an exceptionally high standard, it may choose to reappoint the JET participant an additional two times (altogether, five years).

Early termination of the appointment on the part of the participant adversely affects school and local government administration in addition to the overall implementation of the JET Programme itself. All participants are therefore required to complete their term of appointment.

Participants are expected to be at work approximately thirty-five hours a week, excluding lunch breaks. It is likely that participants will be required to work during normal Japanese office and/or general school hours, which are from 8:30 a.m. to 5:15 p.m., Monday through Friday. Generally, Saturdays, Sundays and Japanese national holidays are days off. However, there are cases in which extra hours are required before/after usual office and/or school hours, or where participants are required to work on Saturdays, Sundays and Japanese national holidays. The number of paid holidays per year differs among contracting organisations, but all participants are allowed at least ten days.

## (2) Remuneration

Remuneration per annum is approximately ¥3,360,000 in the first year of appointment, ¥3,600,000 in the second year, ¥3,900,000 in the third year, and, in case the contracting organisation reappoints a participant whose work ability is deemed excellent more than two times, ¥3,960,000 in both the fourth year and the fifth year. This remuneration is a sufficient amount to cover average living expenses in Japan. This remuneration amount is for participants who complete a one-year appointment in full. If the first year appointment is less than one year the remuneration will be less than the above-stated amounts.

In cases in which income and resident taxes are imposed (see Note 4), first year participants whose appointment is less than one year will be deemed as "non-residents" and will be subject to approximately 20% income tax under Japan's Income Tax Act.

Remuneration will be made in monthly payments. Participants paying taxes in Japan must pay the remaining portions of resident taxes, etc. for the full year in one lump sum before leaving Japan upon completion of the JET Programme.

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.

## (3) Side-Job Prohibition

As a general rule, participants are prohibited from taking on any work other than that of this Programme for the duration of their appointment.

## (4) Driving

Participants with a driving licence may be required to operate a motor vehicle as part of work

duties.

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

(1) The Japanese Embassy will conduct screening and selection of applicants based on the first stage of screening (written applications), and the second stage of screening (interviews) to determine recommended candidates.

(2) The organisations related to the JET Programme will decide the successful candidate out of the recommended candidates selected by the Japanese Embassy.

(3) Notification of results will be made to applicants via the Japanese Embassy no sooner than May, 2016. At this time successful candidates will also be notified of the name of their contracting organisation.

(4) The contracting organisation (Izumo City) will send successful candidates documents including a notice of appointment, a letter detailing the workplace, working conditions, and other materials introducing the contracting organisation.

(5) Alternates will be upgraded to successful candidate status accordingly as openings for alternates become available until the second week of December, 2016.

#### **5. ASSIGNMENT OF CONTRACTING ORGANISATION**

Participants must sign terms and conditions with the contracting organisation assigned by CLAIR (Izumo City).

#### **6. USE OF PERSONAL INFORMATION**

The use of personal information submitted by applicants is limited to necessary use by the Japanese Embassy or Consulate General, Ministry of Internal Affairs and Communications, Ministry of Foreign Affairs, Ministry of Education, Culture, Sports, Science and Technology, CLAIR, and contracting organisations including host prefectures/designated cities (see Note 5). Personal information will be used for such matters as placement, orientations, etc. It will also be used after the arrival of JET participants in Japan for any of the administrative matters (\*) in cases of emergency or early termination of appointment.

(\*) Specific details about administrative matters are listed below:

- (1) Replacement of participant in the case of early termination of appointment
- (2) Settlement of insurance matters and financial discrepancies
- (3) JET Accident Insurance contract and management-related matters
- (4) Amendment of the list of JET Programme participants
- (5) Response to an emergency situation
- (6) Other procedures necessary for the smooth management of the Programme

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

- (1) Travel and Other Expenses Related to Coming to Japan

Participants must arrive in Japan on the designated date (Note 6) and flight except for (2). Participants who do not board the designated flight will be disqualified from the Programme.

The cost of domestic transportation to the designated airports in the participants' home countries 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 receipt of placement, except in exceptional cases, such as on humanitarian grounds, he/she must pay related cancellation fees accrued (including fees for travel within Japan and for housing in cases in which the contracting organisation has already made arrangements).

Cancellation fees for airline tickets will differ depending on the date that the cancellation of the ticket has been confirmed; the cancellation fee will be half the price of the airline ticket for a cancellation confirmed 15 to 30 days or more prior to the designated departure date and will be the full price of the airline ticket for a cancellation confirmed 14 days or less prior to the designated departure date. Participants may be required to submit documents accordingly to prove "exceptional cases, such as on humanitarian grounds."

## (2) Participants Who Already Reside in Japan

Only successful candidates residing in Japan prior to participation on the JET Programme who already hold a status of residence other than "Temporary Visitor" and are able to change their status prior to the designated arrival date are permitted to participate from within Japan. It is the responsibility of the participant to change their status of residence by confirming with the relevant Immigration Bureau of Japan office whether a change will be permitted. If permitted, participants must complete their Reply Form and send it back to the Japanese Embassy or Consulate General where their interview took place.

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 with the Japanese Embassy or Consulate General under whose jurisdiction participants' home country falls (hereinafter, Japanese Embassy or Consulate General) and enter Japan on the designated flight in order to participate on the Programme.

For participants who already reside in Japan, transportation costs from the designated airport or railway station to the Post-Arrival Orientation venue will be borne by their contracting organisations only in cases where costs are for transportation, etc. on the designated arrival date.

However, expenses incurred from the participant's home to the designated airport or train station will be borne by the participant. Participants who live within 100 kilometres of the Post-Arrival Orientation venue will be responsible for all transportation costs, etc. to the orientation venue.

With regard to transportation from the orientation venue to their contracting organisations, 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 costs will be borne by the contracting organisation according to their travel expense regulations.

### (3) Return Travel Expenses

All participants not seeking further appointment with their contracting organisations or employment with a third party in Japan after the conclusion of their appointment will have their return travel expenses from their contracting organisation to an international airport in Japan to the airport designated in their home country from which they originally departed and the associated costs for necessary travel within Japan paid for by their contracting organisation according to their travel expense regulations if they depart within one month from the day after completing their appointment.

Participants residing in Japan prior to participation on the Programme will also be eligible for their return travel expenses from their contracting organisation to the airport designated in their home country paid for by their contracting organisation if they meet the conditions above.

### (4) Repayment of Travel Expenses

JET Participants who violate terms and conditions during their term of appointment, such as returning to their home country without due reason, or become disqualified through committing inappropriate acts, etc. after arriving in Japan, will bear the full cost of travelling home. In addition, there are cases where other expenses will have to be repaid.

### (5) Obtaining a Visa

JET participants must obtain a working visa from a Japanese Embassy or Consulate General under whose jurisdiction participants' home country falls before the date of travel to Japan, and must enter Japan under the said status of residence that permits work. Family members accompanying participants (spouse or children) must submit official documents which prove legal marriage or parent-child relationship, apply for and obtain a dependent's visa from the Japanese Embassy or Consulate General. Please note that only legal spouses and children are eligible for dependent's visas. A fiancé (e), common-law spouse, etc. is not eligible.

## **8. ACCOMMODATION**

In principle, the participant will be responsible for the accommodation arrangements and, as such, will subsequently be responsible for all associated costs incurred. The participant may have to pay the equivalent of two to six month's rent immediately after arriving in Japan in order to move

into housing. Also, the contracting organisation may designate the participants housing arrangements and therefore, participants should consult with their contracting organisation in advance.

## **9. ORIENTATION AND TRAINING**

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

Prior to departure for Japan, successful candidates will receive written materials on the JET Programme along with Japanese language textbooks. Pre-departure orientations will take place at the Embassy of Japan in Finland, prior to departure for Japan. All successful candidates must participate in these orientations.

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 new participants. JET participants will receive training necessary for carrying out their work duties in Japan.

Please note that there will be no Post-Arrival Orientation for those participants who arrive after April but before July/August.

### **(3) Training**

After arriving in Japan, participants can enroll in the Japanese language courses offered by CLAIR to improve their Japanese abilities as well as promote understanding of Japan through Japanese after returning home.

Participants are also required to participate in training designated as mandatory by the contracting organisation and CLAIR.

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

JET participants are highly 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 JET 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 JET participants. JETAA members are involved in activities such as exchanging information about Japan, welcoming participants back to their home countries after completion of the JET Programme, introducing Japanese culture and providing educational information about Japan. Before completion of the JET Programme, participants are expected to refer to the Terms of Consent Related to Personal Information requested by CLAIR. After completion of the JET Programme, participants are strongly expected to share their post-JET Programme contact information with their nearest Japanese Embassy or Consulate General to where they are living (CLAIR for those in Japan), join a JETAA chapter and be actively involved in introducing Japan and promoting education.



## 11. APPLICATION PROCEDURES

Applicants must submit the following documents **to the Embassy of Japan in Finland (Unioninkatu 20-22, 00130 Helsinki) by 4 March 2016 (Fri)**. Early submission of applications and documents is encouraged. The submitted documents will not be returned.

Document	Original	Copy
1) Application Form	1	2
2) JET Programme Applicant Self-Report Medical Condition(s)	1	2
3) Letters of Reference <ul style="list-style-type: none"> <li>from two referees in Japanese or English</li> </ul> <p>If you have not graduated yet, one of the referees must be someone related to your university and must contain a reference to your expected date of graduation.</p>	2	2 each
4) Certified Record/Transcript <ul style="list-style-type: none"> <li>of all college/university courses</li> </ul> <p>(*If the document(s) is in any language other than English or Japanese, please provide a translation in English or Japanese.)</p>	1	2
5) Essay (Statement of Purpose) <ul style="list-style-type: none"> <li>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. The essay is to be in Japanese or English.</li> </ul>	1	2
6) Certification of Graduation <ul style="list-style-type: none"> <li>from college or university. If you have not graduated yet, you must submit a certificate of expected date of graduation.</li> </ul> <p>(*If the document(s) is in any language other than English or Japanese, please provide a translation in English or Japanese.)</p>	1	2
7) Document which shows your nationality (passport, etc.)	0	3
8) Teaching or language proficiency qualifications (TEFL/TESL/TESOL/JLPT) (*Only for applicants with these types of qualifications)	<u>0</u>	<u>3</u>
9) Criminal Record (*Only for applicants with a criminal record) <p>In the case the applicant is unable to obtain his/her criminal record by the time of application, a document proving you have applied will be accepted. In this instance, the criminal record itself must be submitted by 15 April 2016 (Fri).</p> <p>Please see 12. in regards to obtaining a criminal record.</p>	1	0

## **12. SUBMISSION OF CRIMINAL RECORD AND CERTIFICATE OF HEALTH**

(1) In principle, successful candidates (including short-list candidates) and alternates must obtain and submit their criminal records and certificates of health to the interview office by 8 June 2016 (Mon). However, those who stated they have a criminal history at the time of application must submit their criminal record by 15 April 2016 (Fri) at the latest (if possible at the time of application). Alternate candidates upgraded to short-list candidates may be required to submit a Certificate of Health again.

(i) A criminal record covering a period of at least five years must be submitted. If, due to institutional restrictions, a five-year criminal record is not obtainable, a criminal record covering as many years as possible must be submitted.

(ii) In principle, a criminal record issued by the state/provincial government of the applicant's current state/province of residence must be submitted. However, in the case it is easier to obtain a criminal record issued by the federal government, a criminal record issued by the federal government will be accepted. For participants from the US, a criminal record issued by the Federal Bureau of Investigations (FBI) must be submitted.

(iii) If an applicant submits a criminal record issued by the state/provincial government of the state/province in which he/she lives that only contains criminal history information of that particular state/province, and the applicant has lived in another state/province of the same country for more than twelve consecutive months during the preceding five years, the applicant must additionally submit a criminal record from the other state/province as well. If a criminal record issued by the state/provincial government where the applicant lives contains criminal history information of the country as a whole, including other states/provinces, submission of additional criminal records issued by other state/provincial governments is not necessary.

(iv) Applicants who have lived in another country for at least twelve consecutive months during the preceding five years must submit a criminal record from that country as well.

(v) Applicants who have lived in Japan in the preceding five years are not required to obtain a criminal record issued by the Japanese government.

Additionally, any changes to a candidate's physical or mental health or to his/her criminal history after application that may affect his/her suitability for the JET Programme must be promptly notified to the interview office.

## **13. DISQUALIFICATION**

Successful candidates (including short-list candidates) and alternates may be disqualified without warning for any of the following reasons:

1) When a participant has committed an inappropriate act or there is substantial reason to believe that a participant is likely to commit an inappropriate act.

- 2) When the candidate's application documents contain false statements.
- 3) When it is determined that a candidate's criminal history renders him/her unsuitable for participation on the JET Programme. In principle, this includes conviction for such crimes as DUI (driving under the influence of alcohol and/or drugs), as well as actions related to DUI that may occur after submission of the application. Additionally, other actions related to drug or sex crimes, crimes against children, including those for which the applicant has not been found guilty, may be grounds for disqualification (inclusive of crimes committed after application submission).
- 4) When the Reply Form, Certificate of Health, or other required forms are not submitted by the set deadlines.
- 5) When those who possess multiple nationalities with Japan do not submit their applications to renounce their Japanese nationality before the Reply Form submission deadline (excludes alternates. However, when alternates become successful candidates, they will need to submit their applications to renounce their Japanese nationality as soon as possible).
- 6) If it becomes clear at a later date that the candidate or participant does not meet the eligibility criteria due to some reason attributable to the candidate him or herself.

#### **14. SCHEDULE FROM APPLICATION TO DEPARTURE**

2016

March – April	Application deadline First stage of screening process (written applications) Second stage of screening process (interviews)
May -	Notification of selection and assignment of contracting organisation
June – July	Pre-Departure Orientation, preparation, etc.
31 July	Arrival in Japan (start appointment on 1 August)

#### **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. FURTHER INQUIRIES**

Please contact:

Henna Tanskanen  
Embassy of Japan in Finland  
Unioninkatu 20-22, 00130 Helsinki, Finland  
Tel: 09-686 0200  
henna.tanskanen@hk.mofa.go.jp

## NOTES:

### 1. Extracurricular Activities

“Class activities” or “homeroom,” “student council activities,” “club activities” (only in elementary schools), “school events.”

### 2. Language Instruction

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

### 3. Tax Exemption

JET Programme 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.

### 5. Designated Cities

These are cities designated by the government with populations of 500,000 people or more. At present, there are twenty designated cities which consist of: Sapporo, Sendai, Niigata, Saitama, Chiba, Yokohama, Kawasaki, Sagamihara, Shizuoka, Hamamatsu, Nagoya, Kyoto, Osaka, Sakai, Kobe, Okayama, Hiroshima, Kita-Kyushu, Fukuoka and Kumamoto.

### 6. Designated Departure Point and Flight

Helsinki International Airport, on a direct flight arriving in Japan on 31 July 2016.