

JAPAN EXCHANGE AND TEACHING PROGRAM

2010 CHECKLIST AND MAILING INFORMATION

DOCUMENT	ORIGINAL	COPIES
1. <input type="checkbox"/> Application Form (9 pages) - Signed Criminal Record , ONLY if applicable <i>(ALL successful candidates will have to obtain FBI Identification Records)</i>	1 0	2 3
2. <input type="checkbox"/> Authorization and Release Form – Signed	1	2
3. <input type="checkbox"/> Self Assessment Medical Form – Signed	1	2
4. <input type="checkbox"/> Physician’s Form , ONLY if applicable	1	2
5. <input type="checkbox"/> Statement of Purpose	1	2
6. <input type="checkbox"/> Official Transcript(s) of ALL undergraduate/graduate courses.	1	2
7. <input type="checkbox"/> Proof of Study Abroad , ONLY if applicable	1	2
8. <input type="checkbox"/> Proof of Graduation <i>(if already graduated)</i> Proof of Enrollment ONLY if applicable <i>(if currently enrolled)</i>	Official transcript, letter or diploma Official letter from university stating enrollment status AND expected graduation date 1*	2 or 2 or 2
9. <input type="checkbox"/> Proof of Teacher’s and/or TEFL/TESL certification ONLY if applicable	0	3
10. <input type="checkbox"/> Proof of U.S. Citizenship	0	3
11. <input type="checkbox"/> Letters of Reference and accompanying Reference Forms	2 (1 each)	4 (2 each)
12. <input type="checkbox"/> Self-Addressed-Stamped-Envelope	1	0

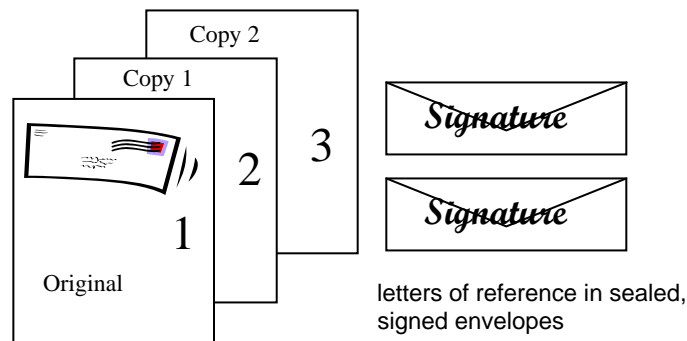
*Three copies are acceptable for item 8 ONLY when providing copies of your diploma.

You must send your application to the JET Program at the Embassy of Japan in Washington, D.C. Do not send your application to any of the Japanese Consulates. The JET Program 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 copied sets and one sealed and signed envelope from each reference. Please remove all documents from any envelopes, with the exception of reference letters.

Send to:

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

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



Applications must be received no later than 5:30pm, EST, November 24, 2009. 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 INSTRUCTIONS MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION.