
2012 JET PROGRAM

CHECKLIST AND MAILING INFORMATION

DOCUMENT	ORIGINAL	COPIES
1. <input type="checkbox"/> <u>Main Application Form – Signed</u>	1	2
2. <input type="checkbox"/> <u>Authorization and Release Form – Signed</u>	1	2
3. <input type="checkbox"/> <u>Self Assessment Medical Form – Signed</u>	1	2
4. <input type="checkbox"/> <u>Physician’s Form</u> , ONLY if applicable	1	2
5. <input type="checkbox"/> <u>Results of FBI Background Check</u> , ONLY if applicable	1	2
6. <input type="checkbox"/> <u>Certificate of Health</u> , ONLY if applicable	1	2
7. <input type="checkbox"/> <u>Statement of Purpose</u>	1	2
8. <input type="checkbox"/> <u>Official Transcript(s)</u> of ALL undergraduate/graduate courses.	1	2
9. <input type="checkbox"/> <u>Proof of Study Abroad</u> , ONLY if applicable	1	2
10. <input type="checkbox"/> <u>Proof of Graduation</u> Diploma or Transcript <i>(if already graduated)</i>	0(diploma)	3(diploma)
	1(transcript)	2(transcript)
OR	or	or
<input type="checkbox"/> <u>Proof of Expected Graduation Date</u> <i>(if currently enrolled)</i>	1	2
11. <input type="checkbox"/> <u>Proof of Teacher’s and/or TEFL/TESL certification</u> ONLY if applicable	0	3
12. <input type="checkbox"/> <u>Proof of U.S. Citizenship</u>	0	3
13. <input type="checkbox"/> <u>Letters of Reference and accompanying Reference Forms 1</u>	1	2
<input type="checkbox"/> <u>Letters of Reference and accompanying Reference Forms 2</u>	1	2
14. <input type="checkbox"/> <u>Self-Addressed-Stamped-Envelope</u>	1	0

DOCUMENT SORTING INSTRUCTIONS

Your cooperation is crucial to helping us process your application and ensuring that it is not disqualified.

1. Collate all the documents and copies into 3 complete sets. Each document should be stapled separately (when applicable) on the top left, and placed in order from #1-12 (#1 being on the top of each set).
2. The first set should be ALL ORIGINALS except ones that do not require originals (i.e. proof of citizenship and diploma).
3. For #8, make sure to remove the original transcript from the envelope despite the stamp that says “only official if unopened”, as you need this to make the copies. Even if you decide to provide 3 original transcripts instead of 1 original and 2 photocopies, please still remove them from the envelope. If you have transcripts from multiple institutions, they should be sorted in order from most recent to oldest (most recent being on top) and stapled together.
4. For #13, you should have 2 sealed and signed envelopes that each contains a) Original Reference Form and 2 copies, b) Original Reference Letter and 2 copies.

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 will mail it to us after the application deadline). 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.

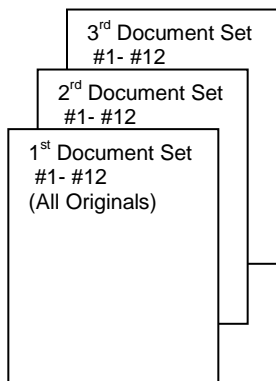
Submit all of the above documents **together** in one package to:

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

Applications must be received no later than 5:30pm EST on the day of the submission deadline (early December, exact date TBD). 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.

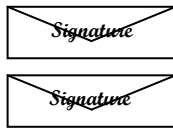
FAILURE TO FOLLOW ANY OF THE APPLICATION INSTRUCTIONS MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION OR ADVERSELY AFFECT YOUR CHANCES OF ACCEPTANCE TO THE PROGRAM.

Application forms & Supplemental documents (#1-#12)

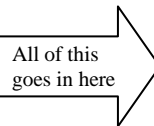


(Item numbers above correspond to the checklist)

Letters of reference in sealed and signed envelopes (#13)



Self-addressed-stamped envelope (#14)



Your name address city, state zip
JET Program Embassy of Japan 2520 Massachusetts Ave., NW Washington, DC 20008