

# THE JAPAN EXCHANGE AND TEACHING PROGRAM

## 2012 REFERENCE FORM

<b>APPLICANT'S NAME:</b>		
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>

**Note to Applicant:** Use this form and have an academic or professional reference provide you with a reference letter. If you have not already graduated with your Bachelor's degree, one of your references should be someone related to the university from which you will graduate. Ask each reference to make two additional copies of both this completed form and his/her letter. All copies may be in the same envelope. These documents must be returned directly to you in sealed, signed envelopes and NOT sent separately to the JET Office.

**Instructions to Reference:** On your organization's letterhead in English or Japanese, please give your personal assessment of the applicant's ability to participate in the JET Program. The most helpful reference letter will include (1) your relationship to the applicant, (2) the length of time you have known the applicant, and (3) your evaluation of the applicant's ability to adapt to other cultures and to work effectively with others. Information on the quality of the applicant's work and his or her career aspirations as they relate to the JET Program will also be helpful. Thank you for your assistance in providing honest and candid evaluations.

**JET Program Information:** The JET Program invites young college graduates from the U.S. (and 35 other countries) to serve for one year in Japan as Assistant Language Teachers or Coordinators for International Relations. By intensifying foreign language education in Japan and promoting cultural exchange at the local level, the JET Program seeks to promote mutual understanding between Japanese citizens and university graduates from other countries.

Please visit <http://www.us.emb-japan.go.jp/JET> for more information.

### TO BE FILLED OUT BY REFERENCE:

<b>1. REFERENCE NAME, CONTACT INFORMATION</b>		
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
<b>Organization/Institution/Company Name:</b>		
<b>Title and Department:</b>		
<b>Address:</b>		
<b>Telephone Number:</b>	<b>E-mail:</b>	

<b>2. RELATIONSHIP TO APPLICANT</b>
<b>Length of Time you have known applicant:</b>
<b>Relationship to Applicant:</b>

<b>4. SIGNATURE</b>
<b>Date:</b>

Please return the following to the applicant in a **signed, sealed envelope**:

1. This "2012 Reference Form "
2. Your signed, personal assessment letter on your office letterhead
3. TWO additional copies each of form and letter (All copies may be submitted in one sealed envelope)