

THE 2024 JAPAN EXCHANGE AND TEACHING (JET) PROGRAMME APPLICATION DOCUMENTS

Applicants must submit the following documents to the Embassy of Japan in their home countries by **Wednesday, December 6, 2023, at 3:00 PM**. Early submission of applications and documents is encouraged. The submitted documents will not be returned.

★ Applicants are required to submit **THREE** applications in total:

- a. One with all **original** documents
- b. Two with **copied** documents

N.B. Print single-sided on A4 paper (210mm x 297mm) and DO NOT staple

Document	Original Documents	Copied Documents
1) Application Form	1	2
2) JET Programme Applicant Self-Report of Medical Condition(s)	1	2
3) Certified Record/Transcript <ul style="list-style-type: none"> ● Inclusive of all college/university courses. ● If a physical copy is not provided by your institution, a printed copy of the digital version must be submitted. 	1	2
4) Essay (Statement of Purpose) <ul style="list-style-type: none"> ● Typed, single-sided, double-spaced on A4 paper (210mm x 297mm), not exceeding two pages. This page limit must be strictly observed. 	1	2
5) Certification of Graduation <ul style="list-style-type: none"> ● A certified copy will be accepted as the original document. ● If a physical copy is not provided by your institution, a printed copy of the digital version must be submitted. ● If you have not graduated yet, you must submit a certificate of expected date of graduation indicating that you will complete your degree in December 2023. 	1	2
6) Letters of Reference <ul style="list-style-type: none"> ● References written in either Japanese or English and signed by the referee must be submitted. ● If you have not graduated yet, one of the referees must be someone related to your university. 	2	2 each
7) Teaching or language proficiency qualifications (TEFL/TESL/TESOL/JLPT) (*Only for applicants with these types of qualifications)	0	3
8) Document which shows your nationality (passport, etc.)	0	3
9) Criminal Record (*Only for applicants with a criminal history, or applicants who indicate on their application an interest in an Early arrival) <ul style="list-style-type: none"> ● Please refer to 6. SUBMISSION OF CRIMINAL RECORD AND CERTIFICATE OF HEALTH of the Application Guidelines 	1	0
10) Certificate of Health (*Only for applicants who indicate on their application an interest in an Early arrival) Please have a physician fill in the designated form provided in either Japanese or English.	1	0