

THE 2008 JET PROGRAMME

Guidelines for Indian Applicants

The Japan Exchange and Teaching (JET) Programme seeks to help enhance internationalisation in Japan, by promoting mutual understanding between Japan and other nations. The Programme aims to enhance foreign language education in Japan, and to promote international exchange at the local level through fostering ties between Japanese youth and foreign youth.

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 primary, junior high and senior high schools.

The Programme is conducted by local authorities and other organisations (hereinafter, Contracting Organisations) of Japan 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) (See Footnote 1).

The Programme started in 1987 with the cooperation of the participating country governments. In 2007, there were 5,119 participants in the Programme from 41 countries.

As the JET Programme has achieved an excellent reputation over the last 21 years, it is of great importance that this high level of respectability be maintained. Participants are invited to Japan as representatives of their countries. Therefore, they are expected to be responsible in all their activities, especially those concerning the promotion of mutual understanding between nations. Therefore, it is desirable that participants are adaptable and have a positive interest in Japan.

1. TYPES OF POSITIONS AND DUTIES

A. Types of Positions

ALT (Assistant Language Teacher):

Participants engaged in language instruction. ALTs are placed mainly in local boards of education or publicly run primary, junior high and senior high schools. There may be a very limited number of cases in which the participants are placed in private primary, junior high and senior high schools through the prefectural offices or designated city offices (See Footnote 2).

B. Duties

ALT: Participants who are assigned to local boards of education or primary, junior high and senior high schools are to carry out their duties as Assistant Language Teachers under the guidance of Language Teachers' Consultants or Japanese teachers of the foreign language. The following is a brief outline of duties, though they may vary from one Contracting

Organisation to another.

- a) Assistance in classes taught by Japanese foreign language teachers in junior and senior high schools.
- b) Assistance in foreign language conversation training, etc., at primary/elementary schools.
- c) Assistance in the preparation of materials for teaching a foreign language.
- d) Assistance in the language training of Japanese teachers of the foreign language, etc.
- e) Assistance in the instruction of foreign language clubs (See Footnote 3).
- f) Provision of information on language and other related subjects for people such as Teachers' Consultants and Japanese teachers of the foreign language (e.g. word usage, pronunciation, etc.)
- g) Assistance in foreign language speech contests.
- h) Engagement in local international exchange activities.
- i) Other duties as specified by the Contracting Organisation.

2. ELIGIBILITY CRITERIA

Applicants must:

- A. Be interested in Japan, and be willing to deepen their knowledge and appreciation of Japan after their arrival.
- B. Be both mentally and physically healthy.
- C. Have the ability to adapt to living and office conditions in Japan.
- D. Obey all Japanese laws.
- E. Applicants with a suspended jail term must have finished their period of probation by the time they submit their application form.
- F. 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. Those who possess dual nationality with Japan must renounce their Japanese nationality before submitting their reply form. Applicants who have dual nationality may only apply in ONE country.
- G. In principle, be less than forty (40) years of age (as of April 1st in the year of participation on the programme). (One of the main purposes of the programme is to foster exchange between Japanese youth and young professionals from the countries participating in the programme.)
- H. Have excellent pronunciation, rhythm, intonation and voice projection skills in English in addition to other standard language skills. Have good writing skills and grammar usage.
- I. Have not participated in the JET Programme since 1998.
- J. Not have declined a position on the JET Programme after receiving notification of placement in the last JET Programme year. However, exceptions to this rule may be made in cases where it is accepted that the participant had a valid, inevitable reason for withdrawing.
- K. Not have lived in Japan for three or more years in total since 2000.
- L. Concerning the entry into Japan for the participation in 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.

- M. Have a functional command of English or Japanese language, if the applicants are from Non-English speaking countries.

In addition to the above A. through M., ALT applicants must:

- N. Be interested in the Japanese educational system and particularly in the Japanese way of teaching foreign languages.
- O. Be interested in working actively with students.
- P. Hold at least a Bachelor's degree or obtain one by the designated departure date, or be qualified to teach at primary/elementary or secondary schools or obtain such qualifications by the designated departure date.
- Q. Have an advanced command of the English language. (Be an active or former English language teacher, or hold an English language teacher's license, or have experience in teaching English to foreigners, or be a former international student or resident in an English-speaking country, etc.)

Successful applicants for the ALT position are expected to study or continue studying the Japanese language prior to and after arriving in Japan.

3. TERMS AND CONDITIONS

The terms and conditions of service will be determined by the Contracting Organisation which employs the participant. Though the terms and conditions in general are as below, they may differ by Contracting Organisation.

A. Length of Contract

Contracts are for one year and commence on the day after the designated date of arrival in Japan. In the case of participants who are unable to arrive on the designated arrival dates and come at a later date, the contract duration will be shorter.

However, if a participant violates the rules stipulated by his/her Contracting Organisation, the contract will be cancelled even if prior to the end of the one-year period.

If both the JET participant and the Contracting Organisation are in agreement, the contract may be extended for a period of one year, with two extensions permissible in principle (allowing for a total of three years on the Programme). Also, if after careful consideration the Contracting Organisation deems the JET Programme participant's work performance, level of experience and ability to be of an exceptionally high standard, they may choose to recontract the participant an additional two times (altogether, five years). Thus in exceptional cases, a Contracting Organisation could conceivably have the same JET Programme participant working for them for five years in total (i.e. the participant recontracts four times).

Early termination of the contract on the part of the participant seriously affects the overall

implementation of the Programme (as yearly schedules for schools and local government offices are made in advance, it also causes great inconveniences to the Contracting Organisation). All participants are required to fulfill the full term of the contract.

Participants are expected to be at work 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 entitled to at least 10 days.

B. Remuneration

Remuneration per annum is approximately ¥3,600,000 after Japanese income and resident's taxes are deducted. This remuneration is a sufficient amount to cover average living expenses in Japan. Those exempt from these taxes based on a tax treaty between Japan and the participant's home country will also receive approximately ¥3,600,000 per annum (See Footnote 4). Remuneration will be made in monthly payments.

In Japan, joining the national health insurance, contributing to the pension fund program and paying employment insurance are mandatory, and a part of these costs are borne by the participant and deducted from the monthly remuneration on the payday.

C. Side Job Prohibition

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

4. CONTRACTING ORGANISATION

Placement of participants shall be determined by discussion between CLAIR and the affiliated organisations. Participants must sign a contract with the organisation to which their services are assigned. Placement for participants with special circumstances like those listed below will be taken into consideration. Please note, however, that actual placement may differ from that requested. (Alternates are more difficult to place in or nearby their requested prefecture). Only requests for special consideration with regards to placement indicated in the application form will be accepted.

Requests for special consideration for placement are:

Spouse applies at the same time.

Spouse or other immediate family members reside in Japan, and a move would be impossible or a great hardship.

5. 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, Contracting Organisations.

6. TRANSPORTATION TO AND FROM JAPAN

A. Travel Expenses to Japan

Participants must arrive in Japan on the designated date and flight. Participants' Contracting Organisations will provide air tickets from the airport designated in their home countries to Narita International Airport.

The cost of transportation to the designated airports in the participants' home countries will be the responsibility of the participants, while transportation from Narita International Airport to the orientation site will be borne by the Contracting Organisations.

Those residing in Japan prior to participation on the Programme are permitted to participate from within Japan. (this is limited to participants whose status of residence can be changed from within Japan.) For those participants, transportation costs from the designated airport or railway station to the orientation site will be borne by their Contracting Organisations. However, expenses incurred from the participant's home to the designated airport or train station will be borne by the participants. Please note that all participants living within 100 kilometres of Tokyo will be responsible for all transportation costs incurred to the orientation site.

With regard to transfer from the orientation site to the Contracting Organisations, participants must travel in a group with other participants who will be working in the same prefecture or designated city. Travelling separately is not allowed. These costs will be borne by the Contracting Organisation.

B. Travel Expenses Home

All participants not seeking further employment with their Contracting Organisations or a third party in Japan after the conclusion of their one-year contract will have their one-way return ticket for a designated flight paid for if they depart from Japan and arrive at the airport designated in their home country within one month of completing their contract.

Participants residing in Japan prior to the start of the Programme may also be eligible for their one-way return ticket for a designated international airport by meeting the conditions above.

C. Return of travel expenses

JET Participants who intend to terminate their contracts without due reason, or become disqualified through committing inappropriate acts after arriving in Japan, will bear the full cost of travelling home. In addition, participants will be asked to pay back their contracting organisations for the cost of travel to Japan and other expenses incurred, and may be subject to other appropriate actions or redresses.

D. Dependent's visa

Only a legal spouse is eligible for a dependent's visa. A fiancé(e) or a person of equivalent status is not eligible.

7. ACCOMMODATION

Participants will be provided with adequate housing information from their Contracting Organisations. The participant him or herself will be the contracting party and, as such, will be responsible for all housing costs incurred. Although the Contracting Organisation may handle the housing arrangements on behalf of the participant, all costs incurred must be borne by the participant.

(In Japan, prior to finalizing a housing contract, several fees are incurred in addition to rent. These include *shikikin* (deposit), *reikin* (key money), real estate agency commission, and following month's rent. All of these costs must be paid upon arrival in Japan. The total amount is typically the equivalent of two to six months' rent.) Costs for maintenance and repair will be as specified in the housing contract.

8. ORIENTATION AND TRAINING

A. 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 embassies and consulates of Japan prior to departure for Japan. All successful applicants must, as a general rule, participate in these orientations.

Please note that there will be no pre-departure orientation for those participating from within Japan.

B. Post-arrival Orientation

Comprehensive orientations, which include workshops on topics such as lifestyle in Japan and work duties, are organised by CLAIR, the Ministry of Education, Culture, Sports, Science and Technology and the Contracting Organisations. Participation in the post-arrival orientation is mandatory for all new participants.

C. Training

After arriving in Japan, JET Programme participants can enroll on the Japanese Language Courses offered by CLAIR (Beginners, Intermediate and Advanced Level), in order to improve their Japanese skills and to promote understanding toward Japan through teaching Japanese upon return to their home countries. Participants are required to participate in mandatory training sessions instructed by CLAIR or other organisations (such as mid-year conferences, the Conference for Re-contracting JETs, etc.).

9. APPLICATION PROCEDURE

Applicants must submit the following documents to the Embassy of Japan in New Delhi, or the Consulate-Generals of Japan at Kolkata, Mumbai or Chennai, by March 31, 2008. Early submission of applications and documents is encouraged. The submitted documents will not be returned.

Please see the Instructions for Filling out the Application Form for more details.

Document	Original	Copy
(1) Application form	1	2
(2) Self Assessment Medical Report	1	2
(3) Letters of Reference from two referees in Japanese or English (If you have not graduated yet, one of the referees must be someone related to the university and must contain a reference to your expected date of graduation.)	2	2 each
(4) Certified record/transcript of all college/university courses	1	2
(5) Essay (Statement of Purpose) (The Essay format is typed, single-sided, double-spaced on A4 paper (210mm x 297mm / or letter-sized (8.5 in x 11 in) paper, not exceeding two pages. This page limit must be strictly observed.)	1	2
(6) Certification of Graduation from college or university (If you have not graduated yet, you must submit a certificate of expected date of graduation or proof of current attendance in a degree course.)	1	2
(7) Document which shows your nationality(passport, etc)	0	3

10. NOTIFICATION OF SELECTION AND DISQUALIFICATION

A. Notification of Selection

Those candidates, who successfully pass both the first and second stages of the application process, will become participants only after their respective embassy or consulate has endorsed them, consulted with related agencies, and for whom a Contracting Organisation is decided. Notification of acceptance as a participant along with the name of the designated Contracting Organisation will be sent from the Ministry of Foreign Affairs, via the embassy or consulate to the candidate from May 2008 onwards. A Notice of Appointment, the Terms and Conditions of employment, and other materials such as pamphlets about the local area will be sent directly from the Contracting Organisation to the participant.

In principle, all the short-list candidates must obtain and submit their criminal records to the Japanese Embassy or Consulate General where they were interviewed prior to arriving in Japan. Those of staying in a foreign country at least for one year continuously during the preceding five years should submit criminal record from that country as well. In case Short-list candidates fail to submit their criminal record prior to departing for Japan without sufficient reason, they may be disqualified. Certain types of crimes on the criminal record may disqualify the candidates as indicated in B below.

If it becomes clear that there is some factor restricting a short-list candidate's ability to fulfill the duties of the JET Programme, and if a Contracting Organisation cannot be found for the said applicant, placement will not be possible. If it is determined that the factors which hindered the candidate's ability to perform the duties of the job no longer exist, the candidate

will not be required to complete an application form for the following year if he or she wishes to re-apply.

B. Reasons for Disqualification

A short-list candidate or participant may be disqualified without warning for any of the following reasons:

- a) When substantial reason exists to determine that a participant has committed an inappropriate act or may be likely to commit an inappropriate act.
- b) When the candidate's application documents contain false statements (especially with regard to medical history and criminal history, where even crimes of a minor nature must be reported (however, excluding a minor traffic offense (ie. speeding or parking ticket)). With regard to criminal history, crimes involving arrest or charges must be specified).
- c) When it is determined that a candidate's criminal history renders him/her unsuitable for participation in the JET Program. 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, including those for which the applicant has not been found guilty, may be grounds for disqualification.
- d) When the Reply Form, Certificate of Health, or other required forms are not submitted by the set deadlines.
- e) Short-list candidates having dual nationality with Japan who have not renounced their Japanese nationality before the submission of their reply form.
- f) 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.

11. SCHEDULE FROM APPLICATION TO DEPARTURE

March 31, 2008	Application deadline
April 2008	First stage of screening process (written applications) Second stage of screening process (interviews) Announcement of short-list candidates and alternates
May 2008	Notification of selection and placement
July 2008	Pre-departure orientation, etc.
August 3, 2008	Arrival in Japan and start of contract

12. COURT JURISDICTION AND GOVERNING LAW

With regards to the recruitment and application procedure, the Tokyo District Court has exclusive jurisdiction for all legal matters. The governing law will be Japanese law.

FOOTNOTES:

1. Roles of the ministries, CLAIR, and Contracting Organisations:

The Ministry of Internal Affairs and Communications receives placement requests from the local authorities; determines participant numbers per country; provides main revenue for the

Programme to the local authorities.

<http://www.soumu.go.jp/english/>

The Ministry of Foreign Affairs is involved in the application and selection processes and pre-departure orientations via the embassies and consulates of Japan.

<http://www.mofa.go.jp/jet>

The Ministry of Education, Culture, Sports, Science and Technology is involved in the Assistant Language Teacher (ALT) aspects of post-arrival orientations and mid-year training seminars, provides counselling, and gives advice concerning participants' duties as ALTs.

<http://www.mext.go.jp/english/>

CLAIR is involved in participant placement, post-arrival orientations, training, counselling, JET publications and other related matters.

<http://www.clair.or.jp/>

<http://www.jetprogramme.org/>

Contracting Organisations, administered by various organisational bodies, receive participants assigned to them, and carry out international activities and language instruction. In 2007, approximately 1,100 Contracting Organisations host participants on the JET Programme.

2. Designated Cities

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

3. Clubs

Students with common interests and motivations form a club at school, whose activity is centered on conversation in a foreign language.

4. Tax exemption

JET participants are not necessarily exempt from tax obligations in their home countries. It is the responsibility of individual JET participants to clarify such obligations prior to their departure for Japan. Each participant is responsible for the payment of any obligatory home country taxes.