

### **Checklist for 2012 JET Programme Applicants**

In order to expedite the processing your application, please use the following checklist.

- Make two copies of your original application package and send *all three* (please submit only certified true copies) to the Embassy. Make and keep a *further* copy for your own records.
- *Paper clip* your application package sets, *do not* staple them.
- Compile the three complete sets of your application package as three separate sets.
- Compile the documents in *each* of the three sets in *exactly* the same order, as follows: Application Form pages 1 to 8; Self-Assessment Medical Report; (Statement of Physician, if necessary;) Statement of Purpose; Letters of Reference; *certified* academic transcript copy; *certified* proof of university graduation copy; document which shows your nationality copy (passport). At the end, place any other documents (if any) that you have decided to include with your application.
- Remember to include your proof of graduation documentation *in addition* to your academic transcript; an academic transcript alone – even if it shows your graduation date is not sufficient.
- Keep copies of *all* documents that you submit. As submitted documents will *not* be returned to you, send certified copies of documents rather than originals, where relevant (e.g. degree certificate).
- Do *not* place your documents in binders, folders, display books or plastic covers of any kind.
- Lastly, if you are still at university, please ensure that you will actually graduate (that is, receive your graduation certificate at a graduation ceremony), and not merely complete the requirements for graduation, by 5<sup>th</sup> August 2012.