<u>Checklist for 2022 JET Programme Applicants</u>

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

- Make three copies of your original application package and send all four (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 four complete sets of your application package as four separate sets.

Compile the documents in each of the four sets in exactly the same order, as follows: signed Application Form; signed Self-Report of Medical Conditions; (signed Statement of Physician, if necessary;) signed Authorisation and Release Form, Statement of Purpose; signed Letters of Reference; certified academic transcript copy; certified proof of university graduation copy; teaching or language proficiency qualifications (such as TEFL/TESL/TESOL/JLPT); 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. academic transcript, 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 the designated arrival date.

Please note that your application should reach us by **12 November 2021 (Friday), 4pm**.

You are strongly encouraged to submit your application early. Where possible, do avoid applying towards the end of the application window.