# <u>Checklist for 2025 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 to the Embassy. Make and keep a further copy for your records.

· Paper clip your application package sets, **do not staple them**.

· Compile your application documents into four complete, separate sets with all the original documents in 1 set and photocopies of application documents in 3 sets in exactly the same order, as follows: Application Form; Self-Report of Medical Conditions; (Statement of Physician, if necessary); Statement of Purpose (Essay); Letters of Reference; official academic transcript (original or certified copy); certified copy of degree certificate or a letter from university to certify your expected graduation date if you are a student; photocopy of teaching or language proficiency qualifications (such as TEFL/TESL/TESOL/JLPT); photocopy of passport as proof of your Singapore citizenship.

· 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 a student at the time of application, 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 **8 November 2024 (Friday), 4pm**.

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