**FREQUENTLY ASKED QUESTIONS (FAQ)**

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**SECTION A: ELIGIBILITY CRITERIA**

**1. What makes an applicant eligible for the JET Programme?**

To be eligible for the JET Programme, applicants should have a Bachelor's degree or a three-year teaching diploma before leaving for Japan, be a citizen of Jamaica, have a genuine interest in Japan and the Japanese language, have the ability to adapt to living and working in Japan, and be able to responsibly complete the term of appointment.

Additional consideration will be given to applicants who: a) have language teaching experience or qualifications b) have general teaching experience or qualifications c) have a high level of Japanese language ability Also, please see “Eligibility Criteria” for details on the JET Programme Application Guidelines.

**2. Can I apply with an Associate’s Degree?**

No. To be considered eligible for the JET Programme, you must have at least a Bachelor's degree or a three-year teaching diploma from an accredited university/college before the departure date.

**3. Can I apply before graduation?**

Yes. If you have graduated from an accredited university with a Bachelor's degree or 3 year teaching diploma or will obtain such qualifications by the designated arrival date in Japan, you can apply for the JET Programme. With your application, you must also provide a status letter from your institution’s registrar stating that you are:

☑ a currently enrolled student,

☑ expected to graduate within the required time frame, and

☑ the exact date (month and year) your degree is expected to be conferred.

If you are unable to submit this proof of enrolment and proof of date of graduation from your registrar, a letter from a dean or an advisor (from the institution where you are enrolled at) with the institution’s letterhead and an official signature stating the above information will be considered. Without this letter, your application may be considered incomplete.

**4. What kind of applicants are you looking for?**

No particular type of applicant is sought by the programme. However, a background or interest in Japanese history, culture, and language is beneficial and strongly recommended. An ALT (Assistant Language Teacher) must be interested in the Japanese education system and be interested in working with children. Teaching experience and/or certification is also highly advantageous for ALT candidates. However, given the Programme's popularity, not all qualified candidates can be chosen. ALT applicants should be flexible and adaptable to new cultures. They should also be knowledgeable of Jamaican culture and be willing to share this knowledge with the Japanese people.

**5. How is it that applicants who were placed on the alternate list are not automatically accepted to the Programme the following year?**

Not all eligible applicants are able to become JET participants. Once the Tokyo office has determined how many current JET participants are re-contracting, how many are leaving, which contracting organizations are reducing their JET positions, and which contracting organizations are increasing their JET positions, it is then determined how many new JET positions each country is allowed to send.

Some applicants who are not on the "short list" are placed on an alternate list, from which upgrades can be made as late as December. If you are not called by December, you will have to re-apply the following year.

**6. Does the JET Programme have an age limit?**

While there is no age limit, it is important to note that the Programme aims to enhance foreign language education and promote international exchange through the fostering of ties between Japanese youth and foreign youth alike.

**7. Do I have to know Japanese to be eligible for the JET Programme?**

ALT applicants are not required to have any Japanese language skills, although it is beneficial and highly recommended to have some speaking ability before going to Japan.

**8. How many JET applicants does the Embassy accept each year?**

This varies from year to year depending upon how many current JET participants choose to stay or leave Japan. Further, it depends on the needs of the contracting organizations. The Embassy is given a different number every year, which determines how many new JET participants can be sent to Japan.

**SECTION B – THE APPLICATION PROCEDURE**

1. **What do I need in order to apply?**

Please download the JET Programme Application Guidelines and refer to “Application Procedures”.

1. **What fees are associated with applying to the Programme?**

There are no application fees. However, it is the applicant’s responsibility to cover the costs, if any, of obtaining certain documents.

1. **Can I apply again if I applied the previous year?**

You may apply again in the following year if you were unsuccessful or placed on an alternate list and not placed. However, if you declined after finding out your assigned placement, then you may not reapply (unless for an inevitable reason).

1. **Can I apply for more than one position on the JET Programme?**

No, you can only apply for one position. Jamaicans can only apply for the ALT position at this time.

1. **When is the application due for the JET Progamme?**

The application becomes available on the Embassy of Japan in Jamaica’s website in the latter part of the year (August and after). The deadline is typically two months after it opens.

1. **Can I send additional materials, such as my resume or CV?**

Please include only the documents that are requested and are directly relevant to the Programme.

1. **Can you keep my transcripts and letters of reference on file for future use?**

Unfortunately, the large scope of applications each year make it impossible for us to keep your documents in anticipation of a future application. Applicants must submit new sets of supporting documents when reapplying for a JET position.

1. **Can I send an application after the deadline?**

Given the competitiveness of the programme, deadlines are strictly observed. Applications will NOT be accepted past the due date.

1. **I was a JET participant before, when can I reapply?**

Please see “Eligibility Criteria” in the JET Programme Application Guidelines for more information.

1. **Should I open a letter of reference and make copies?**

No. It would be best for your referee to supply you with three sealed letters of reference (one sealed original and two sealed copies). If this is not possible, please submit the letter of recommendation unopened. You need a letter of recommendation from two referees in Japanese or English.

1. **Why can’t I send letters of reference or transcript separately?**

The Embassy receives hundreds of applications and calls during the application process. Certainly, going through the applications takes a great deal of time and work. If you were to send pieces separately, it would only delay processing, and some vital parts of your application may be misplaced. We therefore ask that you only send in the complete application.

**SECTION C - INTERVIEW AND NOTIFICATION**

1. **Can I change my interview time or location?**

Interview times and dates are set by the Embassy. To determine whether your interview date or time can be changed, please contact the JET Programme Coordinator at the Embassy. If you are not able to be interviewed during that appointed date and time, then you will be disqualified.

1. **Can I do my Interview by phone?**

No, interviews must take place in person at your interview location as indicated on the application. If you are not able to be interviewed at the specified interview location during this time, you will be disqualified.

1. **When will I find out if I got an interview?**

The JET Programme process is similar to any other job application process. After the application has been processed and reviewed, the Embassy will contact you to inform you of the time of your interview. Please see “Schedule from Application to Arrival in Japan” in the Application Guidelines.

1. **What is the selection procedure?**

Applications received are processed and reviewed by a panel including former JETs. After all qualified applications are reviewed, candidates will be notified if they have been chosen for an interview. After the interview, results are sent to Tokyo where the final decisions are made. Notifications will be released in March for April departures and in May for July departures.

1. **I am an alternate, what are my chances to be upgraded?**

The Embassy is not authorized to tell alternates where they are placed on the list. It is also the Embassy’s right to choose someone who has turned in all the required documents over a higher-ranked alternate. It is encouraged that you submit all documents at once.

**SECTION D - THE JOB**

1. **How much does the programme pay?**

Remuneration per annum is approximately 3,360,000 yen in the first year of appointment, 3,600,000 yen in the second year, 3,900,000 yen in the third year, and, in case the contracting organization re-appoints a participant whose work is deemed excellent more than two times, 3,960,000 in both the fourth and fifth year. Remuneration will be paid monthly. The amount is before tax. For further information, please see “Terms and Conditions; (3) Remuneration” in the Application Guidelines.

1. **Can I work side-jobs?**

Participants are prohibited from taking on any other work other than that of this Programme for the duration of their appointment.

1. **Who is responsible for travel expenses?**

Ground transportation to the designated airport in one’s home country, will be the responsibility of the participant. The participant’s contracting organization will provide airline tickets from the airport designated in the home country to Narita International Airport. Ground transportation from Narita airport to orientation venue, accommodation costs during Post-Arrival Orientation and transportation from Post-Arrival Orientation venue to contracting organization will be borne by the contracting organization.