

Checklist for JET PROGRAMME Applicants:

- a) Applications **MUST** be sorted into **three sets** – **one** complete set of originals, and two complete sets of **copies**. Each set should contain each of the supporting document requested.
- b) Supporting documents should be attached to the three sets of application forms and arranged **in the order** requested in the Guidelines (See **4. Application Procedures**).
- c) The Application must be in **hard copy**.
- d) All documents must be submitted on either **A4** (210mm x 297mm) or **letter-size** (8.5in x 11in) paper. Note that the original forms are formatted for A4.
- e) **No alterations** should be made to the Application Form.
- f) Please **DO NOT** staple any documents.
- g) The Interview Location code for Jamaica is **9410** and country code for Jamaica is **JM**. For other codes, please refer to the 2027 JET Programme **Application Form Chart Sheet**.
- h) **Three sets of (3) transcripts from university** must be submitted (**one original and two copies**).
Student copies will not be accepted unless they are stamped by the institution's registry.
- i) The Essay must **not exceed two pages**, and be **typed, single-sided, double-spaced** on either **A4** (210mm x 297mm) or **letter-sized** (8.5in x 11in) paper.
- j) As no documents will be returned to you, **ONLY certified copies of university degrees or teaching diplomas will be accepted. DO NOT submit original degrees or teaching diplomas**. Certified copies are photocopies of the original with authentication by the Registrar of the College/University or by a Justice of the Peace. At least one copy must be certified. This certified copy will be used as the original. (If you have not yet graduated, you must submit an **official status letter** with the expected date of graduation.).
- k) **All applicants must submit two letters of reference / recommendations**. Ideally, references may be provided by the following categories of persons: Former or Current Employers; Pastors; Principals; Vice Principals and Lecturers/Academic Supervisors who are not related to you. **If you have not yet graduated**, one of the referees must be someone related to the university and must contain the expected date of graduation. This is different from the '**official status letter**' mentioned above.
- l) The **Criminal Record** and the **Certificate of Health** have specific instructions for their submission that are explained in detail in the **Application Guidelines** (See **4. Application Procedures**).
- m) Please write "**The JET Programme**" **address, your name, email, and phone number** on your envelope.

For further clarification on the above, you may call +1 (876) 929-3338 or email jet@kg.mofa.go.jp

PLEASE SUBMIT APPLICATIONS TO:

The JET Programme

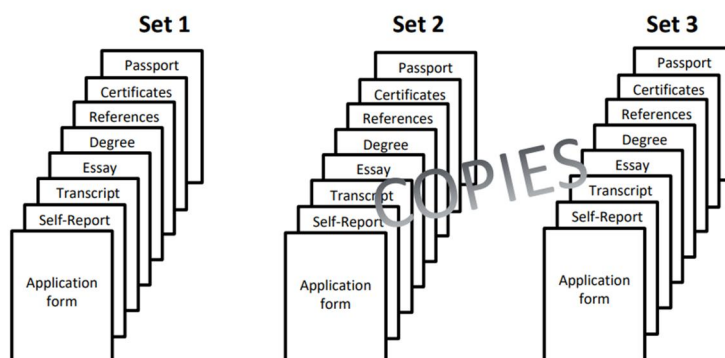
Cultural Section,

Embassy of Japan in Jamaica

NCB Towers, North Tower, 6th Floor,

2 Oxford Road,

Kingston 5.



SELF-CHECK ONLY. DO NOT SUBMIT.

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THE APPLICATION DEADLINE IS **FRIDAY, 20th NOVEMBER 2026 at 4:00 p.m.**

	SET 1	COPY 1	COPY 2	PAY ATTENTION TO
1. Application Form	☐ ORIGINAL	☐ PHOTO COPY 1	☐ PHOTO COPY 2	Sign the document
2. Self Report Medical Conditions	☐ ORIGINAL	☐ PHOTO COPY 1	☐ PHOTO COPY 2	Sign the document; Statement of Physician if applicable
3. Statement of Physician	☐ ORIGINAL	☐ PHOTO COPY 1	☐ PHOTO COPY 2	<i>If applicable</i>
4. Transcript / Certified Academic Record	☐ ORIGINAL	☐ PHOTO COPY 1	☐ PHOTO COPY 2	Original official transcript OR unofficial copy verified by university registrar
5. Essay	☐ ORIGINAL	☐ PHOTO COPY 1	☐ PHOTO COPY 2	Maximum 2 pages
6. Degree / Certification of Completion	☐ CERTIFIED COPY	☐ PHOTO COPY 1	☐ PHOTO COPY 2	<i>At least one copy should be verified by JP or registrar.</i>
7. Letter of Reference 1	☐ ORIGINAL	☐ PHOTO COPY 1	☐ PHOTO COPY 2	
Letter of Reference 2	☐ ORIGINAL	☐ PHOTO COPY 1	☐ PHOTO COPY 2	
8. Teaching Licenses / Language Proficiency Certificates	☐ PHOTO COPY 1	☐ PHOTO COPY 2	☐ PHOTO COPY 3	<i>If applicable</i>
9. Passport	☐ PHOTO COPY 1	☐ PHOTO COPY 2	☐ PHOTO COPY 3	

READ GUIDELINES CAREFULLY FOR INSTRUCTIONS ON SUBMITTING #10 & #11

10. Criminal Record	☐ ORIGINAL	Please carefully read Application Guidelines for instructions on submitting these documents
11. Certificate of Health	☐ ORIGINAL	