

REMINDER

<p>Please read the following carefully, before sending us your REQUIRED DOCUMENTS.</p>

1. Your name should be written in order of last, first and middle on the Reply Form or the Alternate Reply Form in the same way as it is written in your passport. If you do not have a valid passport yet, be sure to write your name in the same way as mentioned above when you apply for one.
2. Any major discrepancy in the content of your Self-Report Medical Condition(s) Form submitted with your Application Form and the Certificate of Health completed by a licensed, practicing physician may result in your disqualification from the JET Program. Please refer to your application materials.
3. You should submit your Criminal Record (verifying no offences) for at least the last 5 years (or if this is not possible due to legal restrictions, a Criminal Record that verifies as close to 5 years as possible should be submitted). In addition, if you were abroad for a period of more than one year continuously in the last 5 years, you should also obtain documentation verifying your Criminal Record from the country or countries where you stayed during this time. Any discrepancy in the content of the self-assessment section of your application form, or your Criminal Record, may result in your disqualification from the JET Program.

*Note: In the case where a Criminal Record is unobtainable for your time abroad, please contact the Embassy or Consulate General to discuss your situation.

4. If you decline a position on the JET Program after receiving notification of placement without justifiable reason, you will not be permitted to re-apply for the JET Program in the following year.
5. If it becomes clear that there is some factor restricting a short-list candidate's ability to fulfil the duties of the job, and if a contracting organization cannot be found for said applicant, placement will not be possible. If it is determined that the factors which hindered the candidate's ability to perform the duties of the job no longer exist, the candidate will be exempt from the first stage of the screening process for the following year should he or she wish to reapply.
6. A short-list candidate or a participant may be disqualified from the JET Program

without warning in the following circumstances:

- (1) The candidate or participant engages in conduct that is considered to be inappropriate for a JET participant, or there are reasonable grounds to believe that the candidate or participant has engaged in such behaviour.
- (2) The candidate's or participant's application documents are found to contain false statements.
- (3) The Reply Form, Certificate of Health or Criminal Record are not submitted by the deadline.
- (4) It becomes evident at a later date that the candidate or participant does not meet the eligibility criteria due to some reason attributable to the candidate him or herself.

7. It is possible to depart from an airport that has the same departure date as the place where you interviewed. This can only occur if the country you are representing has more than one designated international airport allocated for the same departure date. Please be aware that you cannot switch between Groups A and B, or depart from a country that is not the country you will represent on the JET Program. For the departure date and place, refer to the Application Guidelines.

8. For detailed information about the JET Program Accident Insurance Policy, refer to the JET Program website. The JET Accident Insurance Form can be downloaded from the website

(http://jetprogramme.org/wp-content/themes/biz-vektor/pdf/insurance/confirmation_of_agreement.pdf).

You will need to submit this form to your JET Program Coordinators after receiving your placement.