



## Document Submission Timeline

### Reply Form

-Who submits it?: *Short-list ALT and CIR candidates*

-When is it due?: **Monday, April 11<sup>th</sup>, 2016**

### Alternate Reply Form

-Who submits it?: *Alternate list ALT and CIR candidates*

-When is it due?: *April 11<sup>th</sup>*

### Photocopy of Passport

-Who submits it?: *ALL candidates\**

-When is it due?: *April 11<sup>th</sup>*

\*note: If you already submitted a photocopy of your valid U.S. passport with your JET Program application, you do NOT need to submit it again.

### Photocopy of FBI Criminal History Summary Check Application: (aka: Applicant Information Form)

-Who submits it?: *ALL candidates\**

-When is it due?: *April 11<sup>th</sup>\**

\*note: If you already submitted this as part of your original JET application, or after your JET Program Interview, you do NOT need to submit it again. If you have not already submitted it, submit the original Applicant Information Form, the Fingerprint Card, and payment to the FBI as indicated in the instructions and submit a photocopy of the application to the JET Office. **DO THIS IMMEDIATELY!**

### Certificate of Health

-Who submits it?: *Short-list ALT and CIR candidates*

-When is it due?: **Monday, June 6<sup>th</sup>**

## **FBI Criminal History Check**

-Who submits it?: *ALL candidates*

-When is it due?: *June 6<sup>th</sup>*

## **JET Insurance Form**

-Who submits it?: *Short-List and Upgraded Alternates\**

-When is it due?: *June 6<sup>th</sup>*

*\*note:* We will distribute the JET Insurance Form to you in the near future.

## **Proof of Graduation**

-Who submits it?: *ALL candidates who did not submit it with their application in November\**

-When is it due?: ***Friday, July 1<sup>st</sup>\*\****

*\*note:* We only need proof of graduation for your bachelor's degree. We do NOT need proof of graduation for any advanced degrees earned.

*\*\*note:* Proof of Graduation must be one of the following: (a) A photocopy of your bachelor's degree diploma, *or* (b) An official transcript listing your degree and the date conferred, *or* (c) A letter from your college registrar on official letterhead, and with an original signature or raised seal, stating the degree granted and date conferred. Please note that these must be issued AFTER you graduate. Any document stating an "expected graduation date" will NOT be sufficient.

## **Renunciation of Japanese Citizenship**

-Who submits it?: *Short-list ALT and CIR candidates who have dual citizenship with Japan\**

-When is it due?: *July 1<sup>st</sup>, 2016*

*\*note:* If one or both of your parents is/was a Japanese national, we highly recommend checking to see if you have dual citizenship, even if you do not believe you have it. In the past, a few Japanese-American JET candidates have found that, unbeknownst to them, they had been registered as Japanese citizens at the time of their birth.

## **Visa Application and Valid U.S. Passport**

-Who submits it?: *Short-list ALT and CIR candidates and their dependents\**

-When is it due?: *TBA. Please do not apply for a visa until instructed to do so.*

*\*note:* only children and legal spouses (as recognized by Japanese law) of JET participants may apply for a dependent visa.

Submit your Required Documents to the following address:



## **Document Submission Timeline**

**Japan Information Center**

**ATTN: JET Program**

**737 N. Michigan Ave., Suite 1000**

**Chicago, IL 60611**