

JET Program Visa Instructions

To help you complete your visa application forms correctly and avoid time consuming re-writes, please read and follow these directions carefully. Failure to fill out the application forms correctly or provide your passport by the deadline may affect your participation on the JET Program. If you have any questions about your visa application, contact the Visa Section at 312-280-0400 or ryoji1@cg.mofa.go.jp.

Those who chose other Consulates [such as New York or LA] for departure for Japan, please contact your own departure Consulate for a visa application. Usually your chosen departure Consulate will contact you in June or early July to provide you with departure-related information including visa application, Pre-Departure Orientation and departure day schedule.

Please go to the following website (The Consulate-General of Japan in Chicago's Consular Services page) and click the "Visas" link in order to download the visa application:

<http://www.chicago.us.emb-japan.go.jp/Consular/visa.html>

DEADLINE for receipt of passport and visa applications for Group A participants is **FRIDAY, JULY 8TH**

Please mail or hand deliver your passport and completed visa applications to:

Visa Section
Consulate-General of Japan in Chicago
Olympia Centre Ste. 1100
737 N. Michigan Avenue
Chicago, IL 60611
ryoji1@cg.mofa.go.jp
(312-280-0400)

Office Hours: Monday-Friday
9:30 am – 12:15
1:15 – 4:00 pm

For security, send any mail *by reliable, traceable, carrier* such as US Postal Express Mail.
(Please do NOT call the visa section to see if your package arrived, please trace it online)

JET participant passports will be returned to you on Friday July 22, 2016 at the Pre-Departure Orientation. **(Late departure JETs please see note under "Important Instructions!" on page 2.)**

- If you will be out of the country and unable to submit your visa application by the deadline, you must contact the JET Coordinator and Visa Section soon to make other arrangements for your passport.
- If you are not departing from Chicago, contact your DEPARTURE consulate for further instructions.

BEFORE YOU BEGIN:

To fill this form out completely and correctly you will need:

1. **A valid U.S. passport** (please be sure that the passport has been signed and has at least one blank visa page, not including the "Amendments and Endorsements" page)
2. **One (1) completed visa application form** typewritten or in black pen. Forms are available online at <http://www.chicago.us.emb-japan.go.jp/Consular/visa.html> (scroll down to the **Downloadable Forms** section. You **ONLY** need the "Visa Application Form to Enter Japan"). You may complete the form online and then print out, sign and date. (See Sample Application)
3. **One (1) passport-style (full face) photo** of yourself taken within the past 3 months (2" x 2"). Write your name on the back of the photo before using GLUE to attach it to the application. Do *not* staple or tape your photo. A **digital photo** is **ONLY** acceptable *if of high quality on photo paper*. The photo must be a head-and-shoulder face shot on a light background with NO objects in the background; do not use profile shots or shots taken with other people. If your photograph does not strictly adhere to these guidelines, your visa application cannot be processed.

For Those with Dependents: JET Program participants who will be accompanied by a spouse and/or children must obtain *dependent* visas for their dependents. We advise you to process your application and your dependent's application together. The following are required for each dependent:

1. A valid passport
2. One (1) visa application form (as above)

3. One (1) passport-sized photo (please affix to the form)
4. A letter from the JET Program *participant* stating the name and relation of each dependent and guaranteeing full financial support in Japan.
5. A certified copy of a marriage certificate or child's birth certificate
6. **A completed USPS or other reliable overnight carrier airbill or self-addressed, stamped return envelope if application is made by mail** (*JET Program participants who would prefer that their dependents' passports be returned with theirs at the Pre-Departure Orientation should make this request in writing*)
7. Visa fee: gratis (free) for U.S. citizens (other than U.S. citizens, please contact us for the fee requirements)

JET Program participants who are married to Japanese citizens, or are the children of Japanese citizens, may qualify for **Spouse or Child of Japanese National Visas**. Please contact the Visa Section for more information. Please note that ALTs who choose to get a spouse/child of Japanese national visa will have different tax burdens than those who choose to get the standard JET Instructor visa.

For more information on Dependent Visas, refer to your **General Information Handbook, pp. 33-37**. If you have further questions, please contact the Visa Section at 312-280-0400. (Do NOT contact the JET Desk.)

IMPORTANT INSTRUCTIONS!

- Print very clearly and neatly in black ballpoint pen if you are filling the form by hand.
- **Remember to sign and date your application in black ballpoint pen.**
- Use **NONE** or **N/A** or **Unknown** where necessary.
- In the space for **ID NO. ISSUED TO YOU BY YOUR GOVERNMENT**, write "N/A."
- For **PASSPORT TYPE**, please check "Ordinary."
- In the space for **PLACE OF ISSUE**, if your passport says "Department of State" rather than a specific city, then please put "N/A" here. If your passport lists a specific city where it was issued, write the city name and state.
- In the space for **PURPOSE OF VISIT TO JAPAN**, write "Assistant Language Teacher on the JET Program" or "Coordinator for International Relations on the JET Program."
- In the space for **LENGTH OF STAY IN JAPAN**, please write "3 Years" (even if you are considering staying for only 1 or 2 years, or more than 3 years)
- In the space for **PORT OF ENTRY INTO JAPAN**, please write "Narita-AP"
- Leave the space for **NAME OF SHIP OR AIRLINE** blank! The JET Desk will fill in this information.
- In the space of **NAMES AND ADDRESSES OF HOTELS OR PERSONS WITH WHOM APPLICANT INTENDS TO STAY** please write "Council of Local Authorities for International Relations, Tokyo." Write "N/A" on the telephone and address lines.
- **FOR THOSE WHO HAVE TRAVELED TO JAPAN:** In the space provided for "*Dates and duration of previous stays in Japan*," please provide the dates for every trip you have made to Japan in the past five years. If you need more space, continue listing the trips on the backside of the form or on a separate sheet of paper. If you currently have a valid student or work visa for Japan, be aware that your current visa will be canceled before your JET visa is issued. Please bring this to our attention by marking the old Japanese visa with a post-it note or other highly visible marking.
- **FOR THOSE WHO HAVE NOT TRAVELED TO JAPAN:** In the space provided for "*Dates and duration of previous stays in Japan*," write **NONE**.
- **FOR RECENT GRADUATES:** If you have just graduated and/or are not currently working in regular, full-time capacity, answer **NONE** in the spaces provided for "*Current profession or occupation*"; answer **N/A** in the spaces provided for "*Name and address of employer*" and "*Post or rank held at present*."
- **FOR THOSE WHO GRADUATED MORE THAN 6 MONTHS AGO:** If you are currently working in a regular full-time capacity, answer all the questions accordingly. If you are not currently working in a regular, full-time capacity, please write "N/A."

- **FOR THE SPACES PROVIDED FOR GUARANTOR OR REFERENCE IN JAPAN:** Write **Council of Local Authorities for International Relations, Tokyo** in the space provided for “*Guarantor or reference in Japan: Name*” and in the space provide for “*Address*” write **Sogo Hanzomon Building, 1-7 Kojimachi, Chiyoda-ku, 102-0083 Tokyo**. In the space provided for “*Tel.*” write **03-5213-1730**. For the spaces provided for **INVITER IN JAPAN**, please write “same as above” in the *Name* section and leave the other spaces blank.
- You **MUST** answer *all* the questions under the **HAVE YOU EVER** header. Failure to answer them will result in your visa application being rejected and will jeopardize your chances of departing on the JET Program.
- **FOR LATE DEPARTURE (those departing on a date after July 23):** Your stamped passport will NOT be returned to you at the Pre-Departure Orientation, so you should either: (1) pick up your passport in person; or, (2) *include with your application* a completed, pre-paid USPS airbill (preferably overnight express with tracking).

Mail or deliver your visa application package (including official passport – NOT PHOTOCOPY) to:

**Visa Section
Consulate General of Japan at Chicago
Olympia Centre Ste. 1100
737 N. Michigan Avenue
Chicago, IL 60611**

**** DO NOT MAIL IT TO THE JET DESK! ****