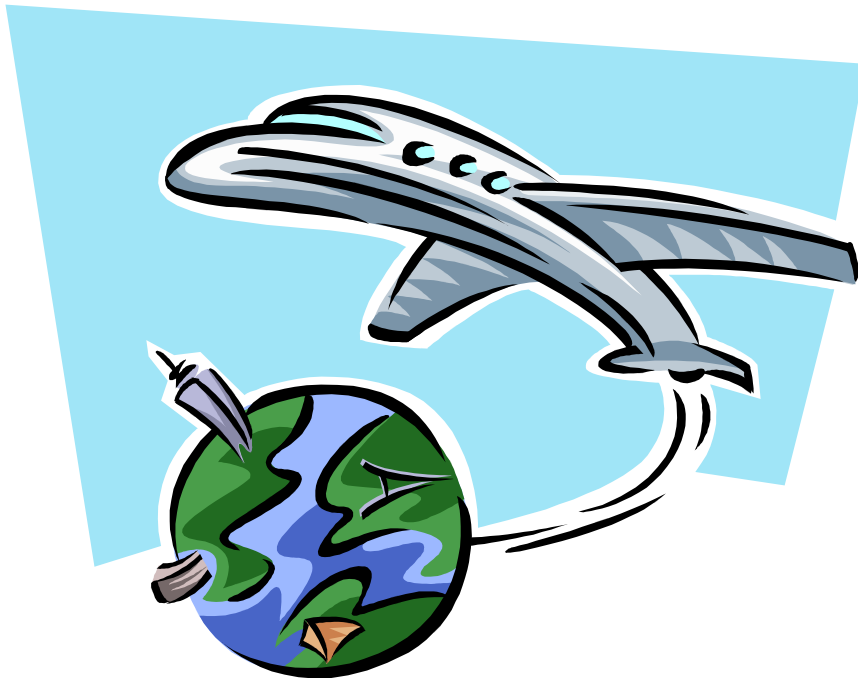


Leavers' Handbook 2009



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Countdown

Remember, this is just a suggested timeframe, so allow yourself more or less time according to your individual needs

May

- Start going through your apartment and decide what you will take back, what you will sell, what you will give away & what you will discard.
- **End of May:** Your successor will be notified of their general placement.

June

- New JETs will be placed. You'll start the contact process with them. Sort out arrangements for payment of items to be sold, changeover of apartment, etc.
- If you will be shipping any items back to your home country, make arrangements NOW. Start sending items that will take longer to reach your destination, such as books and winter clothing.
- You'll want to inform your landlord AT LEAST ONE MONTH IN ADVANCE of the day that you'll be leaving. If your successor is taking your apartment, make arrangements so that rent payments for July will be divided fairly.
- Start organizing bills and other finances for your supervisor's, or proxy's, reference.
- If you're applying for an extension visa, start processing the paperwork you'll need. the extension visa at least two weeks in advance of your visa expiration.

July

- Start writing thank you letters and saying goodbyes.
- Organize to have your mail forwarded at the post office.
- Finalize details on who will serve as your proxy with bill payments and pension refunds. Leave your contact information with him or her. Inform utilities of your shutoff dates and arrange payment.
- **Wednesday, July 29:** Group A arrives in Mie
- **Wednesday August 5:** Group B arrives in Mie
- If you are still here when your successor arrives, take care of things such as transferring your phone line, showing them around, handling payments for items you will sell etc.
- If you're applying for an extension visa, start processing the paperwork you'll need. Apply for the extension visa at least two weeks in advance of your visa expiration.

Successor Info

In the next few months, you'll be getting a Successor's Guidebook form from your CO which you can fill out with information about your placement that will be sent to your successor. Remember that this is just a guide, so some sections may not apply to you. Keep a copy of this file just in case there is a problem getting it from your CO to your successor. Your CO will be reading these files, so while you want to be helpful and offer advice to your successor, remember to also keep it professional. There is a place for a personal message at the end of the file, so you are free to encourage your successor to get in touch with you personally after receiving the guide. Although you'll be busy, the following list of things to leave for them would be extremely useful to help them settle in. Try to remember how bewildering it was when you first arrived!

Getting Rid of Your Stuff

The "kitty-chan" statues caught your eye at ¥100, and you bought'em all! But now they are going to be an albatross around your neck, as you try to pack up all that you have accumulated on JET. You have several options: you can sell it, give it away, donate it, take it home or throw it away.

Selling stuff to your successor

Selling stuff to your mystery successor. That's an important part of the initial JET experience as it helps out both the seller and their successor out. Great for everyone! Please treat your successor as you would like to be treated. If you think you got a bad deal from your predecessor, don't do the same thing to your successor. This always causes problems, so please be careful and thorough in your dealings and your item descriptions.

Here are some excellent guidelines from a former ALT:

"As I am packing to leave I think back to my arrival when I was faced with many difficulties in the negotiation with my predecessor. I know of a number of people who were taken advantage of. Here are some pointers to aid fairness and conflict-free dealings. I hope they will be of some assistance.

Things to consider when selling items to your successor:

1. Always deal in Japanese yen. Your successor and you both reside in Japan and the goods in question were bought in Japan. Therefore it is justifiable and easier to deal in Japanese currency.
2. Remember you are part of a community and it is your responsibility not to profit off your successor. Be loyal to the community. Try to recall how you felt when first arriving in Mie. Remember how overwhelming it was and try to be accommodating to the needs of your successor.
3. Make a precise list of all items. Don't exaggerate the age or price of the items. Be honest. Remember you have used the goods so the price should genuinely reflect their current worth, not simply the price that you paid for them. Eventually the person will see the goods and realize the age and condition.
4. Find the receipts of large items, such as a car, telephone or white goods. Have these available to aid negotiations. Send color photos of what your apartment, car and goods look like, ASAP.
5. If possible, wait until you can meet your successor, so you can personally negotiate a price in July and come to a deal quickly. Don't let the negotiations stretch out for a long period of time.
6. Clean out your apartment. Do not leave personal items such as clothing, cosmetics, toiletries etc. These are unnecessary and often useless items for your successor. (But maybe ask your successor if they want any of the stuff before you ditch all of it.)

7. Make sure all bills have been paid. If the bills do not arrive before you depart, leave sufficient funds for your supervisor to pay the bills on your behalf.
8. If unsure of the value of the goods, have an evaluation by a second-hand dealer or ask a local person what would be a reasonable price.”

Donating Your Stuff

How about donating stuff you don't want to the needy? Not only will your successor be thrilled with a junk-free house, but you will bring a smile to those who really need a helping hand.

Amnesty Kobe Group

- Amnesty sells used clothes and everyday household items at a monthly bazaar and the proceeds are sent to the London Amnesty International headquarters to be used for relief work.
- You don't need to send any money, just send your unwanted items to the address below:
- Amnesty Kobe Group, 4-5-8 Eizawacho Hyogo-ku Kobe-shi 652-0816 TEL: 078-575-2608.

Burmese Relief Center

You can also donate old, but wearable clothes to Burmese refugees living on the Myanmar Thai border. Send to:

Burmese Relief Center,
P.O. Box 48, Chiang Mai University,
Chiang Mai 5002, Thailand.

Please write "Used Clothing" and "No Commercial Value" on the box to avoid duty charges.

Flea Markets

So you are stuck with a bunch of used stuff you don't want to throw away. You might want to consider going to flea markets and opening up shop. It's a great way to recycle and make some money on the side as well.

MFA – Mie Flea Market Association

- Japanese URL only: <http://www.mfa.gr.jp/> TEL 0593-20-0133 Have your supervisor help.
- Held three or four times each month in various locations around Mie (eg. Nagoya, Yokkaichi)
- You can reserve a spot to sell most household items by applying on the web.

Selling Your Car

Selling your car requires more than just an agreement between you and the purchaser. You'll have to officially transfer the ownership, which requires getting hold of the below items, so be sure that the purchaser of your car is aware of them. Please note that the forms may vary by municipality, so check if you must follow any local additional local regulations.

- Application form (OCR #2 Sheet)
- Receipt of payment of registration fee
- Proof of the transfer of ownership of the car
- Certificate of your inkan impression – received within 3 months of transfer application
- Your inkan
- Certificate that proves your address
- Certificate that proves you have a parking space –dated within 40days of transfer application
- Letter of Attorney
- Receipt of Automobile Tax
- Certificate of Compulsory Automobile Liability Insurance
- Cost ¥500

Chubu Transport Bureau (chuubu unyu kyoku 中部運輸局)

Mie Land Transport Branch Office (mie unyu shikyoku 三重運輸支局)

- Address 514-8570 Tsu-shi, Kumozunagatsune-cho Aza, Roku-no-wari 1190-9
- Telephone (059)234-8411
- Hours Registration Section 8:45-11:45, 13:00-16:00
- Directions Heading south on R23 from Tsu turn left at the lights after Autobax (which is one set of lights before Sun Valley Jusco Shopping Center). Continue straight over the bridge and at the T-junction turn right. Take the first left at the lights. Go straight and the Chubu Transport Bureau is on your left.

Proof of Parking Space

You should apply for a Proof of Parking Space Certificate at the police station with jurisdiction over the area where the parking space is. Depending on the city, town and village, a Proof of Parking Space Certificate is not required for title transfers of yellow plate kei-cars. If the buyer will park their car in Yokkaichi City, Tsu City, Kuwana City, Ise City, Matsusaka City then a proof of parking space for your yellow plate car is required.

Items required for an application

- application form
- map detailing the location of the parking space from your residence
- map detailing the layout of the parking space
- document showing that you have the owner's consent to use the parking space.
- Cost: for white plate cars ¥2,700, for yellow plate cars ¥500

Tsu City Police Station (tsu keisatu sho 津警察署)

How to get there:

Heading south on R23 from Tsu, turn left at the lights opposite Matsubishi Department Store (松菱) before you cross the Iwabashi Bridge (岩田橋). Go straight and you will see the Tsu Police Station after the first right turn.

Other Police Stations

<http://www.police.pref.mie.jp/kennai/index.html>

Kuwana	626-2 Ooaza Eba, Kuwana-shi	桑名市大字江場 6 2 6 - 2	0594-24-0110
Inabe	320-1 Ichinohara Inabe-cho, Inabe-shi	いなべ市員弁町宇野 3 2 0 - 1	0594-84-0110
Yokkaichi Kita	4-32 Matsubara-cho, Yokkaichi-shi	四日市市松原町 4 - 3 2	0593-66-0110
Yokkaichi Minami	5-5-5 Shinshou, Yokkaichi-shi	四日市市新正 5 - 5 - 5	0593-55-0110
Yokkaichi Nishi	3241 Ooaza Oogohara, Komono-cho, Mie-gun	三重郡菰野町大字大強原 3241	0593-94-0110
Kameyama	4-1-27 Nomura Kameyama-shi	亀山市野村 4 - 1 - 2 7	0595-82-0110
Suzuka	3446 Eijima-cho Suzuka-shi	鈴鹿市江島町 3 4 4 6	0593-80-0110
Tsu	22-1 Marunouchi Tsu-shi	津市丸之内 2 2 - 1	059-213-0110
Hisai	177-1 Nakamachi Hisai-shi	久居市中町 1 7 7 - 1	059-254-0110
Matsusaka	366-1 Chuuou-cho Matsusaka-shi	松阪市中央町 3 6 6 - 1	0598-53-0110
Odai	848 Sawara, Odai-cho, Taki-gun	多気郡大台町佐原 8 4 8	05988-4-0110
Ise	1481-3 Kouda Kushimoto-cho, Ise-shi	伊勢市神田久志本町 1481-3	0596-20-0110
Toba	273 Funatsu-cho Toba-shi	鳥羽市船津町 2 7 3	0599-25-0110
Owase	1-50 Kodo-cho, Owase-shi	尾鷲市古戸町 1 - 5 0	0597-25-0110
Kumano	380 Ido-cho, Kumano-shi	熊野市井戸町 3 8 0	05978-8-0110
Udono-mura	1709-2 Jihiracho (?) Udono-mura, Minamimuro-gun	南牟婁郡鵜殿村字平嶋 1709-2	0735-33-0110
Ueno	1929-1 Shijuku-cho, Ueno-shi	上野市四十九町 1 9 2 9 - 1	0595-21-0110
Nabari	837-3 Kuramochi-machi, Shibade (?) Nabari-shi	名張市蔵持町芝出 8 3 7 - 3	0595-62-0110

Registering Your Personal Seal (inkan shomei-sho 印鑑証明書)

Bring your seal and your Alien Registration Card to your local public office and registration can be completed that day. A Certificate of Inkan Impression will cost you ¥250.

- if your name on the seal is not in the same characters as your Alien Registration Card (ie. it is in katakana not romaji) you will have to register your name as shown on the seal on your Alien Registration Card record as well.

Cancellation of Your Voluntary Insurance

If you have paid for a year's worth of insurance, you will not receive a refund even if you cancel your policy mid-term. However, if you are paying by the month, you will not be charged after you cancel your policy. For detailed information contact your insurance agency.

Disposing of Your Car

As attached as you are to your vehicle, you may find that nobody's interested in purchasing it and all of the used-car dealers find it unworthy to sit in their lot. In that case, you'll need to dispose of your car and this doesn't mean leaving it at the airport or by the side of the road!

Your car is registered and can be identified as yours even without the license plates. Your home contact information is on record at the city office and you will receive a bill for it eventually! You will be liable not only for vehicle taxes but also for any accidents involving the vehicle until you dispose of your car properly.

You can choose to take care of the paperwork yourself, but this and the physical disposal is usually taken care of by a vehicle sales or disposal company. Car sales or disposal companies can assist you with the paperwork if you supply them with the necessary documents:

- Vehicle Inspection Certificate
- Front and back license plates
- Certificate of disposal
 You can get this from the disposal company, or from the Mie Land Transport Branch Office if you dispose of the car yourself (see below for directions).
- A letter of attorney - if you are authorizing the disposal company to take care of your paperwork.
- Automobile tax certificate - depending on the office or company processing the paperwork
- Your inkan and registration of your inkan
 The registration must be less than 3 months old.
 Bring your personal seal and Alien Registration card to your local public office and registration can be completed that day.

Useful Vocabulary

自動車を廃車する	jidousha wo haisha suru	Dispose of a car
OCR シート	OCR shiito	Application Form (OCR #2 sheet)
手数料納付書	tesuutyou noufusho	Receipt for payment of registration fee
譲渡証明書	kyouto shoumeisho	Proof of the transfer in ownership of the car
印鑑証明書	inkan shoumeisho	Certificate of inkan impression
使用者の住所を証する書面	shiyousha wo shousuru shoumen	Certificate of proof of address
自動車保管場所証明書 車庫証明	jidousha hokan basho shoumeisho shako shoumei	Certificate of proof of parking space
委任状	ininjyou	Letter of attorney
自動車税納付証明書	jidousha zei noufu shoumeisho	Receipt of automobile tax payment
車検書	shaken sho	Vehicle Inspection Certificate
任意保険	nin i hoken	Voluntary Insurance

Money Matters

National Health Insurance

Your national Health Insurance coverage ends on the last day of your contract. Your medical card must be returned to your CO on completion of your contract.

JET Accident Insurance Policy

Your JET Accident Insurance covers you until the day you arrive back in your home country, or until August 31st, whichever comes first. You'll need to make your own arrangements after this date if you want personal insurance when you return to your own country.

- If you need to make a claim you can contact the SOMPO JAPAN Hotline TEL: (0120) 08-1572 (toll free) in Japan.
- If you are overseas, call collect on TEL: 0081-3-3593-1572

SOMPO Japan only covers you for health matters. Be aware that it DOES NOT cover you for theft and loss. Refer to the insurance policy guide for further details.

If you are traveling before you return to your home country, you might consider travel insurance through your home country. The International Student Travel Association is one option. For Americans, consider the American Automobile Association (AAA) for travel insurance.

Local Inhabitants Tax

(See your GIH)

The tax year in Japan starts in April and ends in May of every year. JETs who are liable for income taxes are also liable to pay Local Inhabitants Tax (chomin-zei) CO's generally handle payment for your inhabitant taxes in one of three ways:

1. They will make monthly or quarterly payments for you.
2. They will include extra money in your gross monthly salary, and you will be responsible for using this to pay your tax bill in June.
3. They will pay the money themselves in a lump sum in June when your tax bill comes.

You must clarify which method your CO is using and whether you are liable to make the June payment, as you may find yourself liable for a large Local Inhabitants Tax bill and have no funds to pay it.

“For example if you're a **3rd year**:

JET year 1= Don't pay this tax if you came from abroad. (Start paying in May)

JET year 2= Pay for first year taxes.

JET year 3= Pay for 2nd year taxes.

** If you're returning home you have to pay for the 3rd year taxes before you leave + the last few months of your 4th tax year (May - July). Basically we pay 2 years worth of taxes in the same year.

Likewise, if you're a **2nd year**:

JET year 1= don't pay (start paying in May)

JET year 2= pay 1st year + pay for 2nd year before you leave.

A 1st year leaving Japan will not be charged for the first tax year you are here, but will have to pay the last few months- which is the beginning of your second tax year here (from May to July).

In my case, my monthly salary is said to be compensated for this tax, which means I get paid a little extra each month while the previous year's tax is being taken out. Monthly payments (of about

6300/month- a flat rate depending upon the amount of ones salary) come out of my account toward paying this tax for the PREVIOUS year, NOT per month that you live here.

Please be sure to tell your successor if they will be required to pay a nice sum at the end of their contract. If only I had known and prepared....” (From CIR mailing list)

Home Country Taxes

Detailed information for each country is listed in the GHI. Recent tax due dates were April 30th for Canadians and April 15th for Americans (who owe taxes; if you do not owe taxes, overseas residents automatically receive a 2-month extension).

Pension Refund

Lump-sum Withdrawal Payment (See your GIH)

Approximately ¥40,000 (depending on nationality) has been taken out of every paycheck and paid into a pension and social welfare insurance fund and most of it is refundable for foreigners. You must fulfill all the following four conditions and apply for the refund within 2 years of leaving Japan.

1. Persons who do not possess Japanese citizenship.
2. Persons who have paid Employees' Pension Insurance Premiums for six months or more.
3. Persons who do not have a place of residence in Japan (only those who have cancelled their alien registration card on or after November 9, 1994, and then left Japan.)
4. Persons who have never qualified for pension benefits (including Disability Allowance.)

Quick check list:

1. Get the application form from your local social insurance office (See the list below)
2. Designate somebody to be your tax representative and inform your local tax office.
3. Return to your home country
4. Send documentation to the Social Insurance Agency (NOT to your school or BOE!) within 2yrs
5. Payment (minus 20% tax) is deposited in an account in your home country
6. Send proof of the payment to the aforementioned tax representative, who then needs to file for the tax refund on your behalf – within 5 years
7. Refund is deposited into tax representative’s account in Japan
8. Tax representative sends tax refund to you

How much money do I get?

Unfortunately, the pension refund is always calculated in 6 month intervals. Even if you have paid 11 months into the pension, the amount refunded will be calculated on the 6 month rate. Take a look at the rates and amounts refunded below:

Period that Employee Pension Payments were made on JET	Rate	Amount Refunded
06mths or longer, but under 12mths	0.4	¥120,000
12mths or longer, but under 18mths	0.8	¥240,000
18mths or longer, but under 24mths	1.2	¥360,000
24mths or longer, but under 30mths	1.6	¥480,000
30mths or longer, but under 36mths	2.0	¥600,000
36mths or longer	2.4	¥720,000

Procedures for Filing for the Lump-sum Withdrawal Payment

1. Before you leave Japan, obtain the claim form, “Request for Arbitration for Lump-sum Withdrawal Benefit” from the Social Insurance Office or the National Pension Section of the municipal office nearest you.
2. Once you return home, fill in the necessary information found in your pension book (ie. pension number) and mail it to the Social Insurance Office **within 2 years of leaving Japan**. Send it to:

Social Insurance Agency, 1-2-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-8945 Japan
〒100-8945 東京都千代田区霞が関 1-2-2

3. Necessary documents include
 - Application form for Lump-sum Withdrawal Payment
 - blue pension book
 - a photocopy of your passport (pages showing your name, date of birth, nationality, signature, and the date of departure from Japan),
 - a document verifying the name of your bank, the name and address of the branch office, and your bank account number in your name

Note: Question 5 on the form, you only have to fill in your Basic Pension Number. The other 3 types of insurance DO NOT apply to you so leave them blank!

Method of Payment

The amount of the lump-sum withdrawal payment remitted to your account will be calculated at the currency exchange rate on the date of transaction. A 20% income tax is imposed on the Lump-sum Withdrawal Payment for the Employees' Pension Insurance.

Social Insurance Agencies in Mie

Yokkaichi	17-23 Ju-Shichi-Kencho, Yokkaichi-shi	〒510-8543	四日市市十七軒町 17-23	0593-53-5512
Tsu	446-33-3 Sakurabashi, Tsu-shi	〒514-8522	津市桜橋 3-446-33	059-228-9112
Matsusaka	17-3 Miyamachi Matusaka-shi	〒515-0015	松阪市 宮町 17-3	0598-51-5115
Ise	3-5-33 Miyajiri-Cho, Ise-shi	〒516-8522	伊勢市宮後 3 丁目 5-33	0596-27-3600
Owase	2-23 Hayashimachi Owase-shi	〒519-3692	尾鷲市林町 2-23	0597-22-2340

Tax Refund on Lump-Sum Payment (See your GIH)

Your Lump-sum Withdrawal payment is automatically taxed 20% whether or not you pay Japanese taxes. You are also able to claim this entire amount back separately from the pension refund.

Procedure to apply for the Tax Refund

1. Before you leave Japan, designate a person to file your tax paperwork
 - Before leaving Japan, obtain a copy of the “Declaration Naming a Person to Administer The Taxpayer’s Tax Affairs” form, appoint your tax representative and submit your form to your local tax office (tax offices listed below).
 - Your representative must be a resident of Japan. Discuss with your supervisor who is to be your tax representative.
2. Once you are home, file for the Lump-sum Withdrawal Pension Refund (see above)
 - When you receive your Lump-sum Withdrawal Payment, make a copy for your records and then send the original “Notice of Lump-sum withdrawal payment” to your tax representative in Japan.
3. Your tax rep will file for the Tax Refund on your behalf.
 - Have your representative go to the same tax office as before and file a *kakutei shinkoku* on your behalf. The tax payments will be deposited into your tax rep’s nominated Japanese bank (often your representative’s account).

- Your tax rep should then send the money to a nominated bank account in your home country.
4. Application must be made within 5 years of leaving Japan.
 - You may file for the tax refund as soon as you receive your “Notice of the Lump-sum Withdrawal Payment”
 - The refund can take up to 3-6months to process (provided the application was in order).
 5. If your supervisor has any questions
 - There is a detailed description of the procedure in Japanese in the 2002 Host Institution Manual (*Keiyaku Dantai Yo Manyuaru* 契約団体用マニュアル) in section 4-4 (p. 127)

Local Tax Offices in Mie

Tsu	Tsu-shi Sakurabashi 2-99	514-0003	津市桜橋 2 丁目 99 番地	059-228-3131
Yokkaichi	Yokkaichi-shi Nishi-ura 2-2-8	510-0071	四日市市西浦 2 丁目 2 番 8 号	0593-52-3141
Ise	Ise-shi Iwabuchi 1-2-24	516-0073	伊勢市岩渕 1 丁目 2 番 24 号	0596-28-3191
Matsusaka	Matsusaka-shi Takamachi 439-6 Matsusaka Goudou Chosha 2Fl.	515-0011	松阪市高町 439 番地 6 松阪合同庁舎 2 階	0598-52-3021
Kuwana	Kuwana-shi Eba 7-6	511-0836	桑名市江場 7 番地の 6	0594-22-5121
Ueno	Ueno-shi Midori-gaoka Honmachi 1680	518-0836	上野市緑ヶ丘本町 1680 番地	0595-21-0950
Suzuka	Suzuka-shi Kanbe 9-214-45	513-0801	鈴鹿市神戸 9 丁目 24 番 45 号	0593-82-0351
Owase	Owase-shi Suehiro-cho 1-30	519-3651	尾鷲市末広町 1 番 30 号	0597-22-2222

Useful Vocabulary

厚生年金	kousei nenkin	Employees' Pension Insurance
社会保険事務所	shakai hoken jimusho	Social Insurance Office
脱退一時金	dattai ichijikin	Pension Refund
年金手帳	nenkin techou	Pension Book
納税管理人の届け書(外国人用)	nouzei kanrinin no todokesho, gaikokujin you	Declaration Naming a Person to Administer the Taxpayer's Affairs (for foreigners)
脱退一時金請求書	dattai ichijikinn seikyuusho	Lump-sum Withdrawal Payment
脱退一時金裁定請求書	dattai ichijikinn saitei seikyuusho	Lump-sum Withdrawal Benefit Claim Form
納税管理人	nouzei kanrinin	Tax Representative
住民税	jyuuminn ze	Local Inhabitants Tax
確定申告	kakutei shinkoku	Payment Confirmation, tax return
脱退一時金の源泉所得税の還付	Dattai ichijikin no gensen shotokuzei no kanpu	Tax Refund on the Lump Sum Withdrawal Payment of the Pension

Return Airfare: (See your GIH)

JETs are eligible to receive a travel allowance for passage back to their home countries provided that they fulfill the three conditions below.

1. You complete your JET contract period
2. That within one month after completion of the period of contract you do not enter into a subsequent contract with your contracting organization or a third party
3. That you leave Japan to return home within one month of the end of your contract

JETs who fulfill these conditions can receive a single one-way economy-class ticket from Japan that is as direct as possible to your home country designated airport from which the JET departed. The following conditions apply to the ticket:

1. In principle the ticket should be for a direct flight. If a direct flight is not available a ticket requiring the smallest number of transfers should be provided. In such circumstances, the traveling time should not be unreasonably longer than a direct flight.
2. In the event that the JET unavoidably has to cancel the reservation (due to an unforeseen accident or illness) the Contracting Organisation is to provide a ticket for another flight.

The Contracting Organisation may select the type of ticket to be provided and may also select whether to provide an actual ticket or the equivalent in a sum of money.

From Contracting Organisation to the international airport in Japan?

Your CO is also responsible for your passage from your CO to the international airport from where you will depart. Hence they may not want you to stay longer in Japan since they will be liable if anything happens to you. Also, CLAIR rules state that the return travel has to be as direct as possible and with the smallest number of transfers. Where transfers are unavoidable, you must take the soonest available flight to your destination. So you cannot, for example, fly to Tokyo and stay there for a week before departing from Narita. To do this you will need to pay for a return trip to Tokyo yourself and then come back to Mie to begin the departure process for Tokyo and back home.

Return Airfare for Prefectural JETs

The return airfare provisions for Prefectural JETs changed in 2002 when the Treasury of the Mie Prefectural Government learned that some JETs received cash equivalents to a Y2 class ticket, cancelled the tickets and left Japan with discounted tickets.

The following procedure was offered as an alternative to receiving the cost of the ticket AFTER (i) having returned home, and (ii) sending your supervisor your boarding pass. This system was NOT implemented, but please remember that your return airfare is provided by taxpayers, and is not to be taken advantage of.

1. Before you leave Japan you must submit a copy of your ALT Return Travel Itinerary to your school/office with a written estimate of the airline ticket or a copy of the receipt of the airline ticket.
 - The airline ticket must not be beyond Y2 class no matter how cheap another class ticket is.
 - You should receive the **ALT Return Travel Itinerary** Form from your supervisor.
2. If the estimate is approved, your school/office will deposit the money for the ticket in your bank account in Japan.
3. Immediately after you arrive in your home country you must send the boarding pass to your school/office to prove that you have used the ticket that your organisation has paid for.

Return Airfare For Municipal JETs

Your CO will make the decision as to whether they will issue an airline ticket or cash. Each CO differs in their policies so please ASK YOUR SUPERVISOR.

If your host institution is providing you with cash, keep in mind that you may have to make the travel arrangements on your own. You may have to pay with your own money, and be reimbursed later. Alternatively, they may organize everything themselves for a departure date that you have selected.

Discuss with your supervisor about the procedure for obtaining the **ALT Return Travel Itinerary** form, which you must fill out and submit to your host institution.

DO NOT PURCHASE any tickets until you have your CO's approval.

Useful Vocabulary

航空券	koukuu-ken	Air ticket
予約	yoyaku	Reservations
見積書	mitsumori-sho	Quotes
JET 参加者帰国予定書	JET sankasha kikoku yotei sho	JET Return Airfare Itinerary Form
搭乗券	toujou-ken	Boarding pass

Visas

It is your responsibility to organize your visa. Make sure you are not caught out at the airport!

- If you stay in Japan for over one month from the day your contract ends, your CO does not have to pay for your flight home.
- If you try to leave the country after your visa has expired then you will be classed as an illegal alien and probably be detained and interrogated at the airport. This means that you will need to pay for your own flight home when you are deported and you may not be allowed to come back to Japan.
- If you stay in Japan, you must update your Alien Registration Card to show your current visa, employment and address within 14 days of any changes!

This information is given as a guide. Although I have double checked the information and believe it to be correct, neither I nor MIEF take responsibility for the accuracy. Call and double check!

Which situation applies to you?

Visa expires before your contract ends

Up to 2 months before your Instructor Visa expires you can apply for an **Extension of Period of Stay**. This generally extends the visa from 6 months to one year.

Visa expires on the same day your contract ends

Up to 2 weeks before your Instructor visa expires you must apply for a **Temporary Visa** to begin from the day after your current visa expires. See below for info on Temporary Visas.

Visa expires after your contract ends but before you leave Japan

Up to 2 weeks before your Instructor visa expires you must apply for a **Temporary Visa** to begin from the day after your current visa expires. See below for info on Temporary Visas.

Visa Continues After Contract Expires and You Stay in Japan

If your visa is not set to expire when you finish JET (i.e. you have a 3-year visa but only did 1 or 2 years of JET) then you may be able stay for up to 90 days for the purpose of sightseeing (i.e., you are not allowed to work) after your contract finishes without changing your visa. But please contact immigration with the specific details of your situation to get updated and accurate information as to

whether this is allowed or not.

If you stay beyond the 90 day period then, even though your JET visa stamp says that it will cover you for longer, it doesn't actually do so because it only applies if you are still working in a job that is covered under that specific visa, so that whole illegal alien thing may happen as outlined above when you get to the airport.

Visa Continues After Contract Expires and You Stay in Japan and Work

Working on your current Visa Status is **ILLEGAL** as it is outside your contract for which the visa is given. Unless your new contract is in the same field of Instructor Status, **AND** you have the same employers, you **MUST** apply for a **Change of Status of Residence**.

- Nova/ECC English Teachers require a “Specialist in Humanities” Status on their Visa
- Students require “Student Status”, for which you need a certificate from the university or school in which you are enrolled.

Temporary Visa

If your current visa is set to expire but you want to stay in Japan for a bit longer, and if your contracting organization is okay with that, then you can apply for a Temporary Visitor Visa. Applications must be made before your current visa expires, The temporary visitor visa can be issued in one day and is valid for either 90 days or 15 days.

You must apply for the Temporary Visa whether you wish to reside in Japan for only one extra day or the entire 90 days or you may be subject to punishment or deportation under Japanese immigration laws.

For applications you need:

1. Application form for Change of Status of Residence to Temporary Visa
2. Reasons for Requesting a Change of Status (explanation of reasons for staying in Japan, including an itinerary, prepared by JET)
3. Letter supporting your travel itinerary and stating the ending date of your contract and your intended date of departure (it is recommended that your CO produces these)
4. Others: A copy of the airline ticket for passage out of Japan; or alternatively, a copy of confirmed reservation on a flight out of Japan. The JET must also be able to show that they have sufficient funds for travel and living in Japan until their final date of departure.
5. Valid passport and Alien Registration Card
6. ¥4000 Revenue Stamp from post office

Extension of Period of Stay

<http://www.immi-moj.go.jp/english/tetuduki/zairyuu/koushin.html>

You can also get an **EXTENSION VISA** if you want to stay just a bit longer after you finish your job duties. The Extension of Period of Stay visas cover you for only 15 days after you current visa expires. The extension of period of stay can usually be granted on the same day, but you can apply for it up to 2 months prior to the end of the current period of stay. The Immigration Office can deny you this visa so you must have a valid reason for the extension. Furthermore, you shouldn't be applying for this visa until a week before your current one expires as it will negate your work visa.

Some valid reasons might include:

- you have too much to pack in a short period of time
- you're taking a cultural exam or other test that can't be taken outside of Japan
- you have unexpected or unfinished business that needs to be completed
- your office has asked to stay on to help train your successor.

For applications you need:

1. Application form to **Extend the of Period of Stay**

2. Request form (Refer to the forms in the CO Manual)
3. Terms and Conditions (Documentation that clearly shows conditions such as work content, length of contract & remuneration).
4. Statement of earning and proof of tax payment while you were on JET
5. A plane ticket showing your date of departure.
6. A valid passport & Alien Registration Card
7. ¥4000 Revenue Stamp from the post office

Although the visa can be processed in one day, it may take longer if the offices are busy and you may have to return on another day to pick up your passport. As the Immigration Offices would like to discuss ahead of time the conditions for your *shukoku junbi* visa, call them ahead of time to confirm the details before heading over.

Change of Status of Residence

For applications you need:

1. Application for **Change of Status of Residence**
2. Curriculum Vitae or Resume
3. Terms and Conditions (Documentation that clearly shows conditions such as work content, length of contract & remuneration).
4. Statement of earning and proof of tax payment of the JET
5. A copy of the company's registration, loss and profit statement, (and a brochure). Where the CO is a private school documentation that illustrates specific information about the school is necessary.
6. Board of Education release letter
7. A valid passport and Alien Registration Card
8. ¥4000 Revenue Stamp

Alien Registration

Submit your Alien Registration Card and Embarkation Card (the card stapled into your passport when you first arrived) at the airport when you complete your departure procedures.

Question 1

I have one year left on my JET visa. What will happen to my re-entry permit if I leave then come back to Japan?

Answer 1

If you already have a re-entry permit and leave without handing over your Alien Registration Card, then try to return to Japan you may be denied re-entry at immigration. It depends on whether your CO has submitted a release form to Immigration notifying them of the end of your contract.

If you are staying in Japan to work or study, you must change your visa status based on your new employment contract or university enrollment. Once your change of visa status has been issued, you will be able to continue using the same re-entry permit for as long as your visa lasts.

Question 2

My visa is valid for 2 more years after my contract ends in July. I wish to receive the return airfare from my Contracting Organisation, and then return to Japan to find employment. What happens with my visa and my re-entry permit?

Answer 2

To receive the return airfare to your home country you must leave the country within one month of your contract expiring. You are unable to receive the flight home if another company employs you within one month of the contract expiring.

Unless you already have your visa organized through your new employer, when you return to Japan, you may first use a temporary tourist visa then change it to a working visa once you have found employment.

Immigration Offices

For more visa information in English, go straight to the source and call:

Residency Information Center for Foreigners

Nagoya: TEL: 052-559-2151~2, Monday-Friday between 9:00-4:00

Tokyo Regional Immigration Bureau: TEL 03-5796-7111

Osaka Regional Immigration Bureau: TEL 06-4703-2100

Yokkaichi Regional Immigration Office

Leave from the East Exit of Yokkaichi Station, go straight until you see the Mr Donuts shop. In front of shop is Bus Stand 10. Catch bus 94 or 95 for to Yokkaichi Port 四日市港行き (Yokkaichi-ko-yuki). Get off at the last stop 四日市港口 (Yokkaichi Koukou). The immigration office is across the road.

TEL: 0593-52-5695 Open Monday-Friday 9:00-4:00

Nagoya Immigration Office

From Nagoya Station take the Aonami Line to Nagoya Keibajo-Mae. Upon exiting head left for about five minutes. The office is on your left side. TEL: 052-559-2150 Open Monday – Friday 9:00-4:00,

Useful Vocabulary

退職証明書	taishoku shoumeisho	Board of Education Release Letter
在職証明書	zaishoku shoumeisho	Certificate of Employment
資格変更	shikaku henkou	Change of Visa Status
登記簿等本	touki botou hon	Company Registration Book
切れる	kireru	Expire
更新の申請	koushin no shinsei	Extension of Period of Stay
教育資格	kyouiku shikaku	Instructor Status
人部知識国際業務	jinbu chishiki kokusai gyomu	Specialist in Humanities
入国管理局	nyuukoku kanri kyoku	Immigration Office
申請理由書	shinsei riyuusho	Reasons for Extension
再入国許可	sainyuu koku kyoka	Re-entry Permit
収入印紙	shuunyu inshi	Revenue Stamp
特別休暇	tokubetsu kyuuka	Special Leave
源泉徴収書	gensen choushuusho	Tax Payment Certificate
短期滞在ビザ	tanki taizai biza	Temporary visitor visa
ビザ	biza	Visa
出国準備	Shukkoku junbi	Preparation for leaving

Using Up Your Nenkyu

Before you decide to take a big chunk of your nenkyu right before you leave, make sure you have fully discussed it with your supervisor and have your CO's approval. Consider the situation from your school and CO's perspective if you were not present for the end of your contract. Who would teach your classes?

Your supervisor may be reluctant for you to use it all in one block – it doesn't give a very good impression and may lead your CO to believe you were given too much nenkyu in the first place.

Domestic Issues

Sending Money Home

You will get the best rate if you exchange your money in Japan rather than in your home country. One of the easiest and most economical ways of doing this is through the Post Office remittance service. This can be done at any of your local post offices. Simply put, a remittance is a check made out to a designated party in a currency other than yen. The designated party can be a family member, bank, organization, etc. The post office will send your money to the designated party's account.

Lloyds Bank also has an overseas remittance service that seems to be fairly cheap. ¥2,000 per transfer to an account of your choice, and it goes through overnight. Though extremely simple, it requires a bit of set up time. Check out www.golloyds.com

XE Trade also has a similar system, but it can be complicated to set up. For more details, check the entry in the Mie Guidebook.

Post Office Remittance Service

There are two types of remittances available from the post office, an international remittance to the payee's address, or to the payee's account. Whichever you chose, you need to fill out the information on the check itself. Bring your Alien Registration Card and your inkan. A transfer fee of ¥2500 will also apply. As international remittances are not so common always double-check the paperwork before you pay!

(For sending remittances to the US, you can take the check and mail it out on your own. Remittances to all other destinations will be sent directly to the designated address from the Tokyo Central Post Office by airmail.)

International Remittance to the Payee's Address

You must pay the remittance amount and a handling charge at the post office, and the money is delivered to the address of the payee (who can be anyone but yourself). The payee can cash the money order at their local post office. The fee is 2500 yen, (2000 if sending to the US), and it takes 50 to 30 days.

International Remittance to the Payee's Account

Funds are directly transferred to the payee's bank account by paying the remittance amount and handling charge at the post office, either in cash or from your account. It is now possible to transfer money to bank accounts in fourteen overseas countries (including Australia, UK and USA).

For the most recent prices and information, check out the Post Office Homepage and click on the <http://www.jp-bank.japanpost.jp/>

Details:

- **Converting:** You can convert yen into a number of currencies, but please note that the destination that you're sending the money to must use that currency. (e.g., you cannot send a check to Canada made out in US dollars.
- **Exchange Rates:** The yen-US dollar exchange rate is updated at 11AM every business day. Exchange rates between yen and all other currencies are updated at noon every business day. The post office exchange rates tend to be the best around.

郵便局	yūbinkyoku	Post office
津中央郵便局	Tsu Chuo Yubinkyoku	Tsu Central Post Office
航空便	k okubin	Air Mail
印刷物	insatsubutsu	Printed Matter
国際郵便為替	k okusai yūbin kawase	International Remittance to the Payee's Address
国際郵便振替	k okusa yūbin furikae	International Remittance to the Payee's Account
転送	tensō	Forward mail
移転届葉書	iten todoke hagaki	"Change of address notice" postcard

Post Office English Assistance

The English "Post Office Guide" is very useful and available at most post offices.

The Post Office Information Line (English) is **0570-046-111** or (toll free) TEL: 0120-5931-55(very helpful & the operators speak very good English). If you have trouble explaining yourself, call the telephone operator to translate for you. They are available between 9:30 to 4:30.

For the most recent prices and information, check out the Post Office Homepage and click on the English icon: <http://www.yubinkyoku.com/>

Forwarding Your Mail

It is a good idea to consider having your mail forwarded to you after you leave Japan. You can pick up a "Change of Address Notice" postcard at the post office, which are usually on the desks with the banking forms. Indicate the date of the application, both your old address and the new address you wish the mail to be forwarded to, your full name, the date to start forwarding the mail and your personal seal (inkan). Have a post office employee give you a hand filling it out. Then you can stick it in the post box or hand it in personally at the post office. Don't forget your inkan!

You have one of two options to choose from:

1. Have all of your international and domestic mail forwarded to a Japanese address for one year.

Beg or bribe someone at your school, BOE, office or a friend who is staying in Japan. Ask them if you can use their address as your forwarding address. All mail will be forwarded "c/o your supervisor" and they can forward the important stuff to you. A new form must be filled out each following year if you still want the mail forwarded.

Be aware that the post office is not supposed to forward mail to an address unless you are living at the new address, so you might want to avoid mentioning the fact that you are actually going home and pretend that you are staying with your supervisor.

2. Have only your international mail forwarded to your home country address.

Note that only international mail will be forwarded and all letters originally sent from within Japan will be returned to the sender. Any packages forwarded to your overseas address will incur an additional charge to be paid on delivery.

Leave your post-JET address with your office. Collect addresses of people you would like to keep in touch with after you leave Japan.

Posting Stuff Home

You realize you've accumulated a plethora of treasures from Mie you just can't seem to part with...so what's the best way to move it all out? There are limits to baggage allowance when you fly home. For North and South America it is two pieces not to exceed 32 kilos each, while pretty much the rest of the world is 20 kilos TOTAL! Going over is expensive (call your airline for details).

The most important thing is to plan EARLY. You'll have to sift through everything to decide what you'd like to keep and what you really don't need in your next place of residence. If you have a pile of unwanted items, check out the section in this guide listing places that accept donations.

Good luck with your packing and remember, what you don't take with you; you can always sell or give away. Here's the low-down on how to send things back to your home country safe and sound.

Surface Mail

Surface mail through the post office has long been considered one of the best ways to get your things home, assuming that you don't want to take absolutely everything back. Post is generally the easiest and cheapest way, and the parcels are delivered to your door – no trips to the port to pick stuff up!

The post office may want to inspect the contents of your items if you send it via surface mail. To avoid having to unwrap your parcels at the post office, take the box in unsealed, allow for inspection, then wrap it up there. For all items, you will need to fill out an "international parcel label" which is a combination invoice, customs declaration & address label.

Inventory everything for customs, insurance and your own piece of mind. Might be good to label things "Used Items For Personal Use" as customs may otherwise charge you for commercial shipping costs. Breakable things can be safely shipped in a sturdy chest. Clearly label "fragile" in English and "壊れ物" in Japanese on all sides. Don't overload your box, as this will increase breakage.

Postal Shipping Options

1. Surface Mail: Cheapest, slowest (2-3mths), costs around 1/3 of the price of airmail
2. Economy Air (SAL): Cheaper than airmail, faster than surface mail but takes 3 to 7 days longer than airmail depending on the country. Attach the SAL sticker in the upper left hand corner
3. Airmail: Expensive but fastest

Take heed of the following information regarding international packages:

Parcel size:

Parcel size limits depend on the country of destination.

A: Up to 30kg. $a + b + c + d + e = 3m$

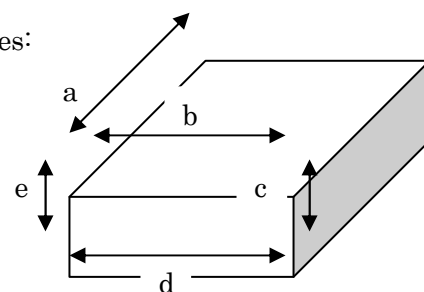
B: Up to 20 kg. $a + b + c + d + e = 2m$ (Australia)

Please call to determine which size relates to your country

Discount Rates:

You receive a 10% discount if you mail ten or more packages at a time. If sending 50 packages or more, you receive a 20% discount. This discount applies to packages in the same shipment going to different destinations so get together with friends and make the most of these discounts!

Shipping Options Oceania, Europe, Nth & Central America			
kg	Air	SAL	Surface
1	3,350	2,700	1,800
2	5,050	3,850	2,350
3	6,750	5,000	2,900
4	8,450	6,150	3,450
5	10,150	7,300	4,000
6	11,650	8,350	4,550
7	13,150	9,400	5,100
8	14,650	10,450	5,650
9	16,150	11,500	6,200
10	17,650	12,550	6,750
11	18,600	13,250	7,100
12	19,550	13,950	7,450
13	20,500	14,650	7,800
14	21,450	15,350	8,150
15	22,400	16,050	8,500
16	23,350	16,750	8,850
17	24,300	17,450	9,200
18	25,250	18,150	9,550
19	26,200	18,850	9,900
20	27,150	19,550	10,250
21	28,100	20,250	10,600
22	28,050	21,650	10,950
23	30,000	22,350	11,300
24	30,950	23,050	11,650
25	31,900	23,750	12,000
26	32,850	24,450	12,350
27	33,800	25,150	12,700
28	34,750	25,150	13,050
29	35,700	25,850	13,400
30	36,650	26,550	13,750



Insurance

Air, SAL and Surface Mail may be insured upon request at the post office, with amounts varying by destination. The cost of insurance cannot exceed the value of the package. The first ¥20,000 value of your package costs ¥400 to insure, and each ¥20,000 thereafter costs ¥50. Although a proof of value isn't required when purchasing insurance, it's nearly impossible to make an insurance claim without one. Receipts or photos are valid proof.

- International packages can be insured for a maximum of ¥27,710 per item, depending on the weight (i.e. 5 kg = ¥8,810, while 20 kg = ¥21,710).

M-bag Printed Materials Postage

The cheapest method for sending books, printed matter, typed letters (not handwritten letters or postcards), magazines, newspapers and loose photos (not photo albums) is by M-bag at the post office. Mark your box of books as "PRINTED MATTER" or "IMPRIME". In Mie, this service is available at Tsu Central & Yokkaichi Post Offices only.

- ◇ If they find any items not classes as "printed matter" then upon delivery you WILL be charged the prices for regular mail, which will be a MUCH heftier fee. To avoid problems, keep your box open when you take it in to the Post Office and seal it after the postal clerk has checked the contents
- ◇ "M-bag" (720mm x 1070mm flat bag). At the post office you can buy 2 large boxes (39x29x20cm) to put inside the bag (or you can use your own boxes).
- ◇ The maximum weight of contents, bag and boxes is 30kg, though of course you can send less. The two boxes go inside one bag.
- ◇ Shipping duration varies by location. This is how long it should apparently take to reach your home country:
 - Australia: 7 weeks
 - United Kingdom: 8-9 weeks
 - North America (West coast): 6 weeks
 - North America (East coast): 8-9 weeks
- ◇ For academic publications it is even less expensive. Call the post office English Line to check which is and isn't on the list of publications officially recognized as "Academic".

M-bag Costs (¥) (this may be outdated)			
kg	SAL	Surface	Academic
5	4,100	2,200	1,350
6	4,900	2,650	1,620
7	5,700	3,100	1,890
8	6,500	3,550	2,160
9	7,300	4,000	2,430
10	8,100	4,450	2,700
11	8,900	4,900	2,970
12	9,700	5,350	3,240
13	10,500	5,800	3,510
14	11,300	6,250	3,780
15	12,100	6,700	4,050
16	12,900	7,150	4,320
17	13,700	7,600	4,490
18	14,500	8,050	4,860
19	15,300	8,500	5,130
20	16,100	8,950	5,400
21	16,900	9,400	5,670
22	17,700	9,850	5,940
23	18,500	10,300	6,210
24	19,300	10,750	6,480
25	20,100	11,200	6,750
26	20,900	11,650	7,020
27	21,700	12,100	7,290
28	22,500	12,550	7,560
29	23,300	13,000	7,830

Getting to the Post Office

Tsu Central Post Office

Located at the intersection of R23 and Phoenix-dori in Tsu-shinmachi. It is on the west side of the R23, opposite Center Palace. There is a car park on the west side facing Phoenix-dori. You can also get there by bus from Tsu Station. Take the bus bound for Mie Kaikan 三重会館.

Yokkaichi Central Post Office

On R521, a couple of blocks from the Yokkaichi City Hall. From the east exit of Kintetsu Yokkaichi Station, head east towards the ocean and cross over R1. Take a left at the Yokkaichi City Hall. Turn right at the second lights and the Post Office is on the left side of the road.

Shipping Things Home

Using a shipping company to get your precious cargo back home is a great idea if you have a large volume to send. It's generally well handled and ideal for sending home those odd-sized items, as long as it fits within the size restrictions. Some companies charge a minimum fee for shipping, so check on this ahead of time. Before you start calling the shipping companies, keep in mind the following advice:

Advance Notice

- The shipping companies like to have **at least** one month's advance notice (preferably 2-3months notice), as calculations on weight and shipping schedules need to be arranged. Start planning early so you don't spend a fortune sending everything home by regular mail.

Packing Cautions

- Packing your items in a cardboard box is generally sufficient...but don't forget to select a **STURDY** box. Cardboard tears easily when wet, so think ahead to possible disasters that could arise en-route from Japan to home. If you're sending something especially fragile or bulky, ask the company if a cardboard box is adequate protection. Ask ahead of time about size restrictions...you don't want to pack up everything nicely only to find that it won't fit into the crate! Talk to your shipping company to see if they can provide wooden crates to hold your boxes and metal bands to secure the wooden crates. A good rule of thumb is to imagine what might happen to the contents if the box was dropped from hip-height to a concrete floor – an event not as unusual as we would like to believe!
- Buy an ample supply of bubble wrap, duct tape (or other strong, waterproof tape) and waterproof markers. Pad everything with the bubble wrap, tape items closed that could open, use plastic bags to wrap the items that you wouldn't want getting soiled or soggy and pack fragile items in smaller boxes to be placed in the big box. Tape the final box with several layers of duct tape.

Insurance Policies

- When shipping items, ask about the insurance policies. Insurance policies can be taken out based on the value of your items and are normally charged at 1.5% of the total value of the contents. Discuss the details thoroughly with the company. It is best to keep a list of what was packed and what condition they were in at the time of packing. This is useful later if you need to claim insurance payments.
- Although your items are usually insured, as a general note, it's best to send the less-precious belongings ahead and carry the very valuable with you. Shop around a bit, as prices can vary considerably!

Customs Restrictions

- Remember that each country has its customs requirements as well as restrictions on items that can be brought into the country. As customs fees vary from country to country, you'll need to inquire about the restrictions ahead of time. The general details per country are listed in [JET and Beyond 2000](#). Your embassy can also provide you with this information. Restrictions may apply to: quantity of alcohol, certain medications purchased in Japan, Japanese antiques or purchases made in other Asian countries. **If in doubt, call your embassy!**

Allied Pickfords

- English URL: <http://www.alliedpickfords.co.jp/household/movingoverseas>
- An International moving consultant comes to your house to discuss shipping methods most appropriate for you.
- Options include (a) a full load container, (b) shared container, (c) fast less-than-container load
- They can also take care of pets and vehicles
-

Nippon Express

- Tel: (toll-free) 0120-150-422,
- URL: <http://www2.nittsu.co.jp/rem/nhp/html/english/ourservices/guide.html>
- Nippon Express offers “Pelican Seapack”, where your parcel will be sent via ship. The following rates and delivery times are offered for boxes that are under 30kg in weight and the total of the box dimensions (height, width, depth) are under 150cm. Call for more information regarding pick-up and packing instructions. Customer charges and insurance are included in the costs. The above prices are from years ago so they may not be current.

Destination	Cost	Delivery Time
North America (except Hawaii & Alaska)	¥25,000	About two months
United Kingdom	¥25,000	About two months
Australia (costs more if outside Melbourne & Sydney)	¥25,000	About 1 1/2 months

Japan Express

- Toll-free: 0120-228-322, Email: hikkoshi@japanexpress.co.jp
- URL: <http://www.japanexpress.co.jp/e/moving/index.html>
- The customer service representative was not very helpful when we inquired.
- We recommend that you not use Japan Express unless you're absolutely stuck and have a lot of money to spare. They also claim that they do not employ anyone who speaks adequate English.
- **NAGOYA** 3-10, Matsushige-cho, Nakagawa-ku, Nagoya 454-0003
Tel: 052-339-2718 Fax: 052-323-1297

Econoship

- Tel (toll-free): 0120-222-111, Email: info@econoship.net
- URL: <http://www.econoship.net/>
- Friendly English speakers this time!

Gaijin Pot

- <http://www.gaijinpot.com/shipping.php> has links to most shipping companies
- Has living in Japan info and forums/opinions available

Jetset Japan

- <http://www.jetsetjapan.com/infozone-leav-ship.shtml>
- Details explanations of postage and shipping services in Japan, giving links and discounts.
- Leaving infozone section tells you which electronics are worth taking home.

PakMail

- <http://www.pakmail.co.jp/en/> (TEL: 052-242-8988 from boxes to furniture)
- The English site gives you price estimates when you fill out the on-line form.

Premier Worldwide Movers

<http://www.asiantigers-japan.com> (International Relocations)

Japan Luggage Express <http://www.jluggage.com/> (Shipping by air and sea)

About flying with your bike

Kuroneko will do it but it's awkward and expensive. Better to take bikes on the plane and ship your other gear. It's also possible to shove a snowboard into a bike bag along with your trusty steed.

In conclusion, shipping can be a costly and inconvenient option but if you're determined to take home something fragile, bulky or odd-shaped, shipping companies can offer that extra care that the post office may not deliver. Ask the shipping companies for detailed information to make sure that the services they offer are ideal for your belongings.

Sending Your Luggage Ahead to the Airport

Yamato Takyubin (kuro neko)

- <http://www.kuronekoyamato.co.jp/kuukou/kuukou.html>
- <http://www.5a.biglobe.ne.jp/~maido/tabijyoho/kuukou.htm>
- Call free dial 012-31-5095 at least 2 days ahead, and your luggage will be picked up from your home and delivered to the airport hand luggage holding counter. The prices vary depending on the dimensions of your luggage. They will not take luggage exceeding 25kg or luggage with a total length, width, height sum of over 160cm.

Nihon Tsu-un (Pelican-bin)

- Free dial 0120-41-0202
- Same as above (home to airport) ¥1,980 per piece

Shutting Down Your Home

Here are some general points to remember when getting ready to move out. Talk to your supervisor about what you must take care of and what they will sort out for you. (See GIH)

Landlord (Ohya San 大家さん)

Your landlord or rental agency need to be informed at least a month in advance with regards to your moving plans. If you know the date of your departure now, contact them and let them know. They will then arrange for an apartment inspection and they can calculate prorated costs if you plan to stay for only part of the last month. Be aware that most of your original deposit will not come back to you.

Utilities

Waterworks (*Suido* 水道), Electricity (*Denryoku* 電力), Gas (*Gasu* ガス)

These meters can be read on your last day and the bill paid on the spot. Generally, there are two options when closing out utility accounts:

- Call all the companies you pay bills to and tell them that you want to close your accounts by so-and-so date. You can arrange to have them come by with cash-payable bills. The company's contact information can be found on the bill. You must inform them at least 5 days beforehand. Each utilities company should be able to inform you of their procedures for termination of service and payment methods.
- Usually a representative from the electricity and gas companies will come to your house to disconnect the power supply and gas. It may not be necessary for a water representative to come to your home: water supply may be turned off automatically on the day of departure. Remaining charges can be settled with the representative at this time. If you are not able to meet the representative, a bill will be issued and sent to an address within Japan. It cannot be sent to an overseas address. If a bill is issued, arrange for a friend or colleague to take care of the payments BEFORE YOU LEAVE!
- If you pay by direct deposit, leave ample money in your account and let it be withdrawn automatically. It's better to leave too much money and have your supervisor withdraw the remainder after all is paid and send it to you. Provide your supervisor with your *inkan*, bankbook, and cash card and have them close your bank account after your last bill has been paid. It's a good idea to have your supervisor call your bank and confirm the procedures.

NHK

When the departure date from your current residence is fixed, contact the NHK office that is indicated on your monthly bill/receipt. Payments to NHK can be stopped over the telephone. If you

have paid for 6 months or 12 months in advance you may claim back an amount for the months you will not be using the service.

Telephone

If you use NTT, you can complete the termination procedures by dialing 116 (you can contact NTT in English on 0120-36-4463). Your telephone will be disconnected on the requested date, but payment cannot be made at that time. The monthly fee and call charges should be paid at your local NTT office, or from your bank account at a later date (be aware that telephone charges are deducted the following month). If you are unable to pay at the NTT office and you will be closing your bank account before you leave, you can apply to have a representative pay for you. In this case, make arrangements BEFORE YOU LEAVE for a friend or colleague to take care of the payments!

Also, remember to contact any long distance provider such as KDDI or your call-back service to make sure your charges are paid. A bill will be issued as it is usually not possible to pay for services like these at a local office.

Mobile Phone

Take the phone to the phone company's nearest shop (J-Phone, Docomo shop etc). Charges can be calculated and paid at the shop. If this method is not possible, contact the telephone company to confirm termination and bank payments.

Internet Connection

Most internet service providers will let you complete the final payment and cancellation procedures on-line, but if this is not the case, make sure you file the appropriate paperwork before you leave.

Bank

If you no longer plan to use your bank (or post office) account, take your account book, bank card, and hanko to your branch to cancel the account. It is not possible to close your bank account from overseas. You may incur handling charges if you close the account at a branch other than the one where the account is held. If you need to close your account before your final pay-check or before paying for public utilities and other charges, make sure that adequate measures are taken for payments to be handled in cash.

Many JETs simply hand over their bankbook and inkan to their supervisor so that any outstanding bills can be paid for and the last pay-check can be deposited after they have left Japan. Once all the bills are paid, and the tax refund on the pension has been sent to your supervisor's account, they can close the account and send the balance to your bank account in your home country. This process, of course, is up to your supervisor, but you may want to discuss this possibility with them

Credit cards

If you have acquired a Japanese credit card while in Japan, you can use it overseas but as you will be billed in yen, it is better to cancel the card before you return home. Contact your credit card company after you have decided when you will be returning home, and pay any remaining bills and cancel your card. Remember to pay off any other credit cards you might have including department store, gasoline, and member's club cards.

**Please remember that your bills are your responsibility.
Please don't leave your successor to deal with your unpaid obligations.**

Transferring Your Phone Line

If you were fortunate enough to receive a phone line free of charge, lucky you. If you purchased a phone line on your own, I'm sure you remember the crunch the initial cost placed on your wallet. However, you'll be able to sell the property of your line to your successor.

Price

When determining a selling price, be fair. You've already used the line for 1-3 years, so adjust the price accordingly. Used phone lines can be purchased from shops for ¥40,000 - ¥50,000 so charging ¥40,000 or less is ideal.

Name Transfer

There are no NTT offices in Mie so you will have to call the NTT English-speaking operator, give her your phone number and have her post you out the name transfer form. Once the form has arrived you will need to attach both the buyer and seller's ID (passport or alien registration card are acceptable). Ideally, you should have your service terminated 15 days in advance. The transfer fee is ¥800 plus 5% consumption tax.

In some cases, a JET will leave before his or her successor arrives, even though the successor may have planned to purchase the phone line from the returning JET. In this case, you might consider transferring the phone line to your supervisor or a friend who is staying in Japan. Then the new JET may make arrangements with the third party and once again transfer the line to the new JET.

There are other options as well. If you run into any difficulties ask the NTT English-speaking operator. The operator can serve as interpreter between you and the office. The toll-free number is: 0120-364-463

No Successor or Buyer?

If you do not have a successor or your successor already resides in Japan and does not need to purchase your phone line, you might consider an *oazukarihyo*. This means that your phone line is put on "hold" until you find someone to purchase the line. While you look for an individual buyer, it is also advised to find a private company that will purchase your line (such companies later sell used lines to interested parties – note that NTT will not purchase your line from you).

A Few Points to Consider

- Once you have processed the *meigi henko*, your current phone number will no longer be in service. Please notify your friends and others of your future contact number.
- You may be quite fond of your phone and answering machine, but it may not be the best decision to tote it back with you to your home country. Check to see if the phone is compatible with the lines at home. If not, you're best off selling it to your successor or just giving it to them as a gift.

Useful vocabulary

銀行口座	ginkō kōza	Bank Account
銀行手帳	ginkō tecchō	Bankbook
私の銀行口座を閉じてください。	Watashi no ginkō kōza wo tojite kudasai	Please close my bank account.
名義変更	meigi henko:	Name transfer
お預かり表	oazukarihyo:	Hold" form
電話料金	denwa ryokin:	Phone bill
電話線	denwa sen:	Phone line
電話解約	denwa kaiyaku:	Termination of service

Employment

Reference Letters

Your next employer is likely to request a reference letter from you. It is in your best interest to have a letter explaining you work in Japan and just how well you did it. Your supervisors or one of your English teachers are ideal candidates to draft that letter for you. Note:

Ask the right person.

In Japan, often offices will think the title of the person who writes the letter is more important than the capacity in which they knew the person. If your office tries to have your Kacho or Kocho write the letter even if you didn't ever really say more than hello to him or her, stand your ground. Explain that you'd like to have a letter that comes from someone who knows you well and can say meaningful things about your work.

Explain the focus of the letter.

Are you applying to graduate school? What program? What kind of a job are you looking for? Are you continuing with your English teaching? It's important to give whoever is writing your letter as much information as possible on the focus.

Provide the person writing your letter with the format used to write such letters in your country.

He or she may not be aware that they should write the date at the top of the letter and so on. Provide them with the proper forms, envelopes, etc.

Explain what you want.

The Japanese do not usually "brag" about merits and accomplishments like we do in western countries. You may want to point out that the letter should boast the skills, talents and characteristics that make you valuable. If possible, provide them with a sample reference letter so they will have a model to follow.

Offer your assistance in any way possible.

Maybe they'd like you to check the spelling or grammar. They are doing you a favor so make their task as easy as possible.

Provide your selling points.

The person writing your letter cannot possibly remember every event, activity accomplishment etc. It helps to sit down and list all of your duties and accomplishments in Japan. Be sure to list any successful ideas you implemented. Do it now before you have forgotten everything!

- ※ Day-to-day school and office duties – elementary/nursery school visits, exam writing
- ※ Extra curricular Activities
- ※ Study groups/adult English classes/speech contest coaching
- ※ Articles you've written for local papers
- ※ Articles about you in local papers/ articles you've written
- ※ Public speaking events
- ※ Participation in festivals and events
- ※ Elementary school visits
- ※ Proofreading or translating
- ※ Projects you've helped with or executed
- ※ Your Japanese skills (proficiency exams)
- ※ Participation in JET conferences as a speaker/moderator
- ※ Your relationships with your co-workers or students
- ※ PSG / AJET / Habitat for Humanity

Example Reference Letter

XXXX Senior High School
XXX Town,
Mie, JAPAN 5XX-XXX

6 September 2004

TO WHOM IT MAY CONCERN

Reference for XXXXXXXX

I work as an English teacher/principal at XXXX Senior High School in Mie Prefecture and have had a working relationship with XXXXX in this capacity since she arrived here in August 2001.

XXXXX was placed as an Assistant Language Teacher as a participant of the Japan Exchange and Teaching (JET) Programme, in the town of YYYYY in Mie Prefecture, where her **positive and bright attitude** helped her to both adapt herself to the Japanese culture and fit in to her host-community with surprising speed.

XXXXX met with a number of difficult hurdles during her year-long stay, but showed **great initiative** in dealing with them and overcame the vast majority of them with **maturity** and **good judgment**. She showed **open mindedness** in resolving cultural differences at her workplace and maintained very positive working relationships with her peers and fellow teachers throughout her stay.

XXXXX threw herself into her teaching role with great enthusiasm and had **went beyond her designated responsibilities** to develop activities and events to make the learning experience more enjoyable for the junior high school children she was teaching. She also worked hard to **promote intercultural understanding** through building friendships with the Japanese people in various activities outside of her working hours. XXXXX's natural **enthusiasm** carried across to the children she taught and the people she worked with and she has been extremely successful in her work as a **cultural ambassador** for her country.

It was a pleasure to work with XXXXX during her stay and I have no hesitation in recommending her to anybody who is seeking the above-mentioned qualities.

Tanaka Taro
Principal
XXXX Senior High School

Ph:
Fax:
Email:

There is also an example of a Reference Letter in the Contracting Organisation Manual (Keiyaku Dantai-yo Manual) which is given to all contracting organizations.

Update your Resume!

Besides all the wonderful things you have included in your reference letter, don't forget that you have also developed some important and impressive characteristics that are perfect for your resume. Simply having worked overseas says a lot about you and your JET experience is GOING TO LOOK GOOD, so don't forget to put it in your resume! How about:

adaptability, flexibility, durability, patience, can work well as a team member, cultural sensitivity, diplomacy, persistence, independence, proficiency and the ability to rise to a challenge

Resume/CV writing information

http://www.jobweb.com/resumes_interviews.aspx?id=896

This homepage offers very concise information on resumes and cover letters. Check out "How to prepare an effective resume", "Sample resumes" and further down, "Cover Letters"

- <http://susanireland.com/resumeindex.htm>
List of 60 resume example for a variety of professions

RESUMES

- Length – aim for 2-3 pages
- Use bold/underlining/italics and even spacing to make it easy to read
- Carefully check for spelling and grammatical errors
- ALWAYS use a cover letter

Include:

- Personal Details – name, address, mobile, email.
- Career Objective – 2 or 3 lines – keep it open and positive.
- Education / Qualifications – remember to include dates
- Employment History – in reverse date order. Include job title, company name and accurate dates (ie month + year) for each role. Indicate if the job was part/time or casual. Describe your responsibilities clearly and list any significant achievements. Limit each job to no more than ½ page.
- Interests
- Referees – but don't attach written references

Avoid:

- Long lists of skills/attributes
- Unimportant information (such as Yr 10 Certificate) just for bulk
- Listing every subject studied at university
- Including your transcript in your resume – better to send as a separate attachment
- Spelling/grammatical errors – including inconsistent tenses
- Lying

APPLYING

- Check criteria for Graduate Programs
- Make a list of target jobs and find out which agencies/companies recruit these roles
- Don't apply to an agency if you know they can't help you
- Find out the preferred method of application – get the name of a Consultant and use a personal approach, rather than emailing your resume to a generic apply@..... address
- Keep track of where your resume has been sent

How is the JET Experience valuable in a Workforce?

- Language skills
- Experience from a professional office environment – most graduates lack this
- Commitment

- Adaptability
- Determination to be successful at something totally new to you
- Relationship Building
- Sociable

EXAMPLE RESUME: (Vanessa Hayes, Kawasaki-shi ALT, 1998-2000)

Teacher of English as a Second Language, Kawasaki Board of Education, Japan.

July 1998 – July 2000

I was one of 11 people selected by a panel from the Japanese Embassy in Canberra to teach English in government schools in Japan. My responsibilities included:

- Teaching approximately 20 classes per week to students of approximately 20 different Junior High Schools across Kawasaki City over a period of 2 years.
- Adopting a “Team Teaching” approach – most classes were taught along with a Japanese teacher of English
- Assisting Japanese teachers of English with exam preparation, assignment marking, and their own English pronunciation/grammar
- Extra-curricular activities – Assisting with the English Play for the annual school concert, participated in sports carnivals, neighbourhood clean-ups etc
- Teaching English to hospitalised children one day of each month

Achievements:

- Learnt to communicate in Japanese at an intermediate level, after arriving in Japan with no understanding of the language
- Developed respect of and appreciation for cultural differences
- Significantly changed the way students view English classes – from being difficult and a chore, into something they could understand and enjoy.

Finding the Right Job

(From Yokohama Leavers meeting)

Start now!

“What do I want to do with my life?”

“Who is looking for people with my skills?”

“What skills are necessary to perform the job I want to do?”

Trying to be honest with yourself about what you like and dislike about certain types of works is not as simple as it looks. Write out a list and add and subtract as you go along. Once you are satisfied with your list, study it carefully. What patterns do you see? What career will fit the profile that you have begun to create? What skills will be necessary to start a career that matches your personal likes and dislikes?

Values and expectations are critical in selecting the appropriate career. Do you value job security with a fixed salary and working hours? Are you the type of person who is driven by incentives to sell and at your own pace? Perhaps you like to work outdoors rather than a 9 to 5 job? All of these questions must be answered before you select a position with any organization.

Once you know what you want, it becomes a question of searching for that job. Your network of JET & other contacts will become your VERY best friends. Ask questions. Asked politely and appreciatively, questions are the sign of an enquiring mind and present an opportunity to make someone feel like a source of wisdom (and EVERYone likes to feel like a source of wisdom!) Below is a necessarily simplistic and superficial view of what is very much a 'learning by doing' process

1. Buy your own copy of What Colour Is My Parachute
2. Read it - all of it
3. Complete the exercises - all of them
4. Apply the wisdom thus acquired
5. Clarify your goal[s]

6. Pursue any and every activity, lead, source, contact, conversation that shows promise [however slight] in moving you towards your goal[s]. Follow up every lead with a cover letter and resume.
 - Monitor the tone of your communications very carefully. Ensure that you are polite, patient and appreciative to EVERY contact; even IF it IS their job to help you - be wary of burning any bridges for you or any JETs that follow - if it is not their job (ie: they are helping you out of the goodness of their heart - then this is doubly important .
 - Remember: you are seeking further contacts and referrals, ie. recommendations, which often come from the most unexpected sources. Besides which, it's a simple matter of manners.

In short: You don't get a second chance to create a good first impression. I know this seems very basic, but I have spoken with a number of people who have been approached by exJETs who impatiently, even rudely - request / demand assistance with their job hunt, then fail to express any appreciation whatsoever
7. Channel your energies so that everything you do moves you closer to achieving your goal[s] (rather than further from it / them). Keeping a note / log of your thoughts and interests is an invaluable way of clarifying what is important to you - here and now, and over the time period you do so. Look for patterns - what is happening, and why?
8. Review and refine your goal[s]. They can and should evolve throughout this process - a positive sign that your interests and abilities are evolving, too!

Remember:

If you do not specify a goal in advance, how can you ever know whether you have achieved it?

'If you don't know where you're headed, any road will take you there' [Henry Ford]

Don't live life based on other people's expectations or impressions of you. If you have difficulty clarifying your goals, you would probably benefit from a coaching session. Whilst acquiring your own new habits of successfully clarifying and fulfilling your goals on an ongoing basis is very much an acquired skill. In any case, remember

'Luck is where preparation meets opportunity' [Steven Saunders]

GOOD LUCK!

Interviews

Employers want to know

- Will you be able to fit into the new job, system and living environment?
- Will you be able to fit in with their current staff?
- Is your experience sufficient to meet the challenges and demands of the position?
- What personal attributes do you have? (commitment, time management, cross-cultural communication, analytical etc)

Prepare the following:

A situation where you've faced a challenge

- Where you've shown confidence, trusted your own judgment or taken a risk
- Where you convinced others to follow your ideas
- Did everything go according to plan? – Were you adaptable?
- Where you changed your goals, used a different approach and the motivation behind that

A situation where you've organized or coordinated within a group

- Social events – how did you seek info about what people wanted to have a good time?
- Were you asked to hold the event again?
- An example where you've shown teamwork within a group
- Any problems within the group? How did you resolve them? Can you respect other's opinions?
- Where have you shown leadership qualities?
- What kind of communication styles did you use?

A situation where you've been responsible for planning something

- A complex situation is best, where many circumstances must be taken into account
- Problems that arose and how you overcame them
- How did you manage any changes, and how did you communicate them to the group?
- How innovative were you? What tools did you use to find information, to solve problems?
- Be prepared to answer questions about a failure you have learnt from and overcome and a success you are proud of.

Application for the job

- What information have you sought out about the company?
- Who have you contacted within the field? Within the organization?

For those applying for a teaching vacancy

- Discuss your philosophy of teaching/learning
- Describe your teaching practices and how you can adapt them to the new culture or school
- Hot topics (world wide) to touch on are those such as learning needs, behaviour management, different learning styles and contemporary methods in teaching and learning.
- Avoid being vague or rambling – be clear and specific!

Working in Japan

Some JETs stay on in Japan after the end of their contract. There are many work possibilities in Japan other than teaching. Possible industries include International Business Development, Finance, Legal, Marketing, Journalism, etc. Here are a few things to consider if you want to work in Japan:

Do you want to work for a Japanese Company or a branch of a foreign company? Will you work expatriate or be hired locally? Expats are on loan from their home country, usually for a limited time, and generally they get much better packages in terms of pay and benefits, but being hired locally have an easier time of developing rapport with the local staff because of their permanence.

First off, you need to prepare a Japanese style resume. Perhaps the key difference is that the Japanese CV is handwritten on a special form (called rirekisho {履歴書}) sold at any stationary store (Zamami, Book Box, Tsutaya). You may need help to fill in the necessary info, and it goes without saying that you should have a Western style CV done up as well. Business cards are another important item.

Tell everyone you know that you are looking for a job. Networking seems to be the way in this land of ours. Tell lots of people (even other non-Japanese).

If you wish to remain in Japan, here is some information on jobs for foreigners.

Japanese Resumes

<http://resume.meieki.com>

Books

“Make a Mil-Yen: Teaching English in Japan”, Don Best (Available on amazon.com)

“Teaching English in Japan”, Jerry OSullivan (also at amazon.com)

Tokyo Employment Service Center for Foreigners

http://www.tfemploy.go.jp/index_en.html TEL: (03) 3586-8609 FAX: (03) 3589-8670

Roppongi Job Park 3rd floor, 3-2-21, Roppongi, Minato-ku, Tokyo, 106-0032

Don't forget! To work in Japan, a foreigner definitely needs the following:

- 1) **A passport**
- 2) **Alien registration card**
- 3) **A contract, stating duties, rate of pay and period of employment**
- 4) **Tax payment certificate**
- 5) **Letter of guarantee**
- 6) **Statement from employer saying why you're needed**
- 7) **An appropriate visa**

If your would-be employer won't provide you with numbers three to six then we recommend you look elsewhere for a job. After all, you want an employer who cares about you and who will take care of you.

Mailing lists:

English Teachers in Japan

2171 members, Subscribe: <http://groups.yahoo.com/group/etj/>
etj-subscribe@yahooogroups.com

Honyaku – Professional Translators list <http://groups.google.com/group/honyaku>

2072 members, Subscribe: honyaku-subscribe@yahooogroups.com

SmallBizJapan –running small businesses <http://finance.groups.yahoo.com/group/smallbizjapan/>

264 members, mostly ex-pats, Subscribe: SmallBizJapan-subscribe@yahooogroups.com

Self-publishing

1322 members, Subscribe: <http://finance.groups.yahoo.com/group/self-publishing/>
Self-Publishing-subscribe@yahooogroups.com

Japan

JETAA Job Guide (Job info for past JETs) <http://cheno.com/job/>

AEON (English Language School) www.aeonet.com

Career Strategy Inc <http://www.csinc.co.jp/english/>

Career Cross Japan www.careercross.com

Career Japan www.careerjapan.jp

Daijob (All kinds, especially exec & bilingual) www.daijob.com/wij/

DigitalEve (global NPO for women) www.fewjapan.com/

(new media & digital technology, FEW= Foreign Exec Women)

Disco International (Bilingual recruiter) www.discointer.com

ELT News (English teaching jobs updated daily) www.eltnews.com

Finda Teacher.net www.findateacher.net

Gaijin Pot (All kinds, but mostly English teaching) www.gaijinpot.com

GLOVA <http://www.glova.co.jp/english/>

Head Hunter Japan (lists Japan related jobs) www.headhunter.co.jp

Interac (English teaching jobs) <http://www.interac.co.jp/recruit/>

International Jobs Center (Comprehensive job search) www.internationaljobs.org

International Computer Professionals Association <http://www.icpa.com/>

JAC Recruitment (in UK and Europe) <http://www.jac-recruitment.co.uk/>

J@pan.Inc www.japaninc.net

Japan Times Jobs (All kinds of jobs) http://job.japantimes.com/index_e.php

Jobs in Japan www.jobsinjapan.com

(All kinds, including senior exec positions)

Job Dragon.com www.jobdragon.com/index_e.asp

(Translating/Interpreting/Writing/Editing)

Monster.com (Huge job search site) <http://www.monster.com>

Nat. Assoc. of Japan-America Society <http://www.us-japan.org>

(Japan-related job bank)

Ohayo Sensei (Teaching in Japan) www.ohayosensei.com

Society of Writers, Editors & Translators <http://www.swet.jp/>

Teaching Jobs (Teaching info, job listings) www.teaching-jobs.org/listings.htm

Post-JET Education

The following information is taken from the non-renewers conference in Tokyo, the General Information Handbook and various internet inquires. Please regard all of them with a healthy dose of skepticism!

Graduate Schools

Council of Graduate Schools <http://www.cgsnet.org/>

gradschools.com (Search by subject or school) www.gradschools.com

Peterson's (Private service) www.petersons.com

US Network for Educational Info (Government referral service)

<http://www.ed.gov/about/offices/list/ous/international/usnei/edlite-index.html>

Fulbright (US-Japan Education)

<http://www.iie.org/Template.cfm?section=Fulbright1>

TEFL/TESL Qualifications

With TEFL/TESL qualifications, you can teach abroad or work with people in your home country. Exciting options in your home country could include working with exchange students, citizenship programs, refugees and even adult literacy. Jobs are also available at language schools, international business firms, or in contract training. CELTA (certificate in English language for adults) and DELTA (diploma in English language for adults) are the most recognized qualifications, but Trinity is also acceptable according to the British Council.

International House

- 4week intensive course for teacher training.
- For your first certification try <http://www.ihlondon.com/teacher-training/>
- For experienced teachers try www.thedistancedelta.com.

The British Council

- information about online TEFL courses www.britishcouncil.org/english/engfaqs.htm.

ITC offers basic TEFL certification courses

<http://www.tefl.co.uk/pages/course.asp>

TESOL International

www.tesol.org

TEFL Professional Network

www.tefl.com/

Worldwide Teachers Development Institute

- American-based certification at <http://www.bostontefl.com/>
- They offer a 3week intensive certification courses or week long on site certification courses in places like Mexico.

Columbia University's Teachers' College

- offers TOESL courses in Tokyo at <http://www.tc-japan.edu/>

School for International Training

- offers certification courses worldwide, including Kyoto and Tokyo
- Their TOESL certificate can later be applied toward a Masters of Education
- They are at www.sit.edu/tesolcert/ or email them at tesolcert@sit.edu

Try searching online as well but remember to be skeptical of organizations that you have never heard of.

Scholarships and Fellowships

Monbusho Scholarship

- offers post-graduate and undergraduate scholarships.

Monterey Institute of International Studies

- offers a half-tuition, JET Alumni Scholarship in Monterey, California
- see www.miis.edu or email admit@miis.edu
- write to MIIS Admissions Office, 425 Van Buren Street, Monterey, CA 93940 USA

The University of Hawaii's College of Business Administration

- together with the Japan-American Institute of Management Science (JAIMS)
- offer several US \$10,000 scholarships, and one ¥500,000 scholarships to JET Alumni.
- Japanese is not a prerequisite.

Masters of Business Administration (JEMBA) (Japan-focused)

- Allows graduates to gain their MBA in 12months followed by a 3month internship in

- Japan
- Application deadline is July 1st but applications received before March 1st may be at an advantage regarding scholarships.
- More information can be found at www.jaims.org

McGill University

- offers their MBA Japan Program here in Japan
- Courses and content are similar to the MBA at their main Montreal Campus.
- There are some scholarships available for JETs. The application deadline is in March
- Contact: McGill MBA Japan, Sophia University, BLDG 11, Room 327, 7-1 Kioi-cho, Chiyoda-ku, Tokyo, 102-0094
- TEL/FAX: 03-5215-1383, URL: <http://www.mcgillmbajapan.com/>

Hult International Business School in London

- offers a JET scholarship: www.hult.edu

Higher Education

The Chronicle of Higher Education	http://chronicle.com
London Times Higher Education Jobs	http://www.thesjobs.co.uk/
Community College Jobs On-line	www.ccjobsonline.com/
Higher Education Jobs	www.higheredjobs.com/
Academic 360	www.academic360.com/
Listing of Japanese Universities	http://camp.ff.tku.ac.jp/tool-box/japanuniv/JUindexABCAF.html

Canada

<http://www.allstarjobs.ca/> is easy to use.

www.workopolis.com lists jobs available throughout Canada. This site also includes career advice, career profiles and links to MBA programs.

www.jobsineducation.com lists a variety of ads related to education jobs throughout Canada

www.educationcanada.com lists teaching opportunities throughout Canada with links to provincial sites.

www.tesl.ca lists job postings for English as a second language positions.

www.jobs.gc.ca advertises current jobs and program opportunities in the Canadian federal government.

www.Canadajobs.com has links to databases, job banks, employment agencies and newsgroups.

Australia

www.careersonline.com.au offers career advice and has job listings in Australia.

<http://employment.byron.com.au/>

www.seek.com.au

www.jobsearch.gov.au largest and most centralized site

www.workplace.gov.au has links to graduate recruitment procedures for each government agency

www.monster.com.au

www.mycareer.com.au

www.careerone.com.au

www.traveljobs.com.au (the travel industry's main online job directory)

www.industry.gov.au

www.psgazetteonline.gov.au

www.anzccj.jp Australian & New Zealand Chamber of Commerce

Australian Government Sites

Official Australian Government site in Japan

www.australia.or.jp/

Austrade

www.austrade.gov.au/

Aus Aid

www.ausaid.gov.au/

Australian Volunteers

www.australianvolunteers.com/

Australian Centre for International Agricultural Research www.aciar.gov.au
Gradlink (graduate careers & employment) www.gradlink.edu.au (job-seeking tips
on applic's & interview techniques)

United Kingdom

www.jobsearch.co.uk lists jobs of all kinds throughout the UK
www.britcoun.org offers British Council TEFL postings: TEFL diploma required for most positions.
<http://www.jac-recruitment.co.uk/> JAC Recruitment is an organization that recruits Japanese speakers for jobs in the UK and other places in Europe.

Ireland

www.exp.ie or try www.jobfinder.ie Irish Jobs Page is Ireland's leading recruitment site
<http://www.fas.ie/en/> FAS Irish Training and Emp. Auth offers information about living and working in Ireland.

New Zealand

NZ Ministry of Education (open to intl teachers) <http://www.teachnz.govt.nz/default.aspx>
Working in New Zealand www.workinginnewzealand.com
ANZ Chamber of Commerce www.anzccj.jp
Auckland's NZ-Japan Society <http://www.nzjapan.net/auckland/index.htm>
PO BOX 26-685 Epsom Auckland,
Email: Auckland@nzjapan.net
President: Mr. Stephen Duxfield (09) 636-1237
Japanese Society of Auckland www.jsa.org.nz
Level5, Sthn Cross Bldg,
Cnr Victoria & High Streets
Chairman: Mr. Kenji Azuma
(09) 366-4408 info@jsa.co.nz
Nippon NZ Friendship Association
PO Box 43 135, Orakei, Auckland
President: Mr. Robin de Clive Lowe (wife Toshiko) (
09) 528-4161
Kiwi Japan Culture Club
prid006@yahoo.com mob: 021-426-533 (Lee)
Methodist Aotea Chapel,
370 Queen Street Auckland
(meeting every Wed 5-8pm)
Japanese Club (Auckland University Students Association) ajsa2001@hotmail.com
Auckland Japanese Ladies Chrous Society hirano@xtra.co.nz Tomoko Hirano (09) 636-5835

United States

www.jobhuntersbible.com is a search site maintained by Richard Bolles (What Color Is Your Parachute?) Includes career profiles, personality tests and some great links.
www.privateschooljobs.com The Private School Employment Network, Maryland lists opportunities for mostly private American schools, but also has some references to international schools.
www.csa-teach.com Carney, Sandoe and Associates, Massachusetts, posts positions for independent and private schools in the US and internationally.
www.academploy.com Academic Employment Network, Maine posts jobs for teachers in the US and internationally.
www.cgcs.org Council Of Great City Schools, Washington, D.C. offers connection to schools in major cities in the US
www.asd.com American School Directory gives links to k-12 schools in the US
<http://www.usajobs.opm.gov/> The federal employment web site
www.careercity.com lists jobs, employers, CV writing advice and specific job info on job searching related to women.
www.careers.wsj.com has good links and lists American Online jobs.

www.teachforamerica.org Is a national corps of outstanding, recent college graduates of all academic majors who spend two years teaching in public schools.

www.americorps.org has many jobs related to education such as adult literacy.

<http://jobstar.org>

Federal Government Employment:

www.careers.state.gov/

www.fbi.gov/employment/employ.htm

Japan-related Employment Links

Japan America Society Resume Circulation Service http://www.us-japan.org/dc/other_service.php

Japanese Jobs

<http://japanesejobs.com>

National Association of Japan-America Society

www.us-japan.org

International Opportunities

The Council on International and Educational Exchange lists a variety of work, intern, volunteer and study abroad opportunities: www.ciee.org

JETAA Job Guide provides job related information for former JETs: www.cheno.com/job/links.

International job source is a comprehensive job search: www.jobsourcenet.com

ELT News: www.eltnews.com/home.shtml

Interac: www.interac.co.jp/recruit/

The Riley Guide: <http://www.rileyguide.com/>

Technical jobs worldwide: www.hotjobs.com

www.overseasjobs.com

The Assoc. of Boarding Schools (TABS) has international boarding school info: www.schools.com

Network of International Christian Schools lists opps for Christian teachers overseas: www.nics.org

Time Plan Education Group (UK-based) places teachers in UK schools, often for supply teaching:

www.timeplan.com

International School Services: www.iss.edu

European Council Of International Students: www.ecis.org

<http://www.iteachnet.org/> for qualified teachers

www.linguistic-funland.com has links to English as a Second Language jobs

International Study and Travel Center: www.istc.umn.edu

Aeonet for TEFL positions throughout the world: www.aeonet.com

International Volunteer Opportunities

These days volunteer organizations are becoming pickier about whom they recruit and solid qualifications are a must. Your JET experience will work to your advantage. Most contract periods run from anywhere between two months to two years, depending on the agency. Expect to fill out an extensive application form and go through several interviews just to volunteer!

Moreover, application processing can take up to 6 months, so apply early. On the positive side, volunteer work is a great experience. Also, you are never too old to volunteer, so if you think you are getting up there, you will probably find yourself working alongside people of all ages.

The Peace Corps

- www.peacecorps.gov/assignments/index.cfm
- United States Peace Corps operates TEFL and other programs all over the world. Volunteers are paid a stipend; receive airfare and accommodation upon completion of a 2year contract.
- Volunteers must be US citizens.

United Nations Development Programme

- One United Nations Plaza, New York, New York 10017 USA

UNDP Tokyo Office, UNU Bldg

- 8th Fl., 5-53 Jingumae, Shibuya-ku, Tokyo 150-0001 Japan TEL: 813-5467-4751

UN Capital Development Fund	www.uncdf.org
UN Development Fund for Women	www.unifem.org
United Nations Volunteers	www.unv.org
Employment	www.undp.org/jobs
International Volunteer Programs Association	http://volunteerinternational.org

Interaction

- www.interaction.org
- Largest alliance of US based international and humanitarian NGOs with a wide range of positions.

Idealist

- www.idealists.org
- A project of Action without Borders that provides information on volunteer opportunities and non-profit jobs.

World Teach

- Harvard Institute for International Development TEL: 617-495-5527
- 1 Eliot Street, Cambridge, MA 02138 USA www.worldteach.org
- A non-profit programme of Harvard University which places volunteers teaching English in developing countries where assistance is requested.

Service Civil International Workcamps

- Innisfree Village, Rt 2, Box 506 Crozet, VA 22932 <http://www.sciint.org/>
- 2-4 week terms or longer in Europe, Africa or Asia. Volunteers pay own expenses.

Global Citizens Network

- <http://www.globalcitizens.org/>
- Short term trips to work on small development projects. Group leaders often needed.

Visions in Action

- <http://www.visionsinaction.org/>
- 1 year terms in Africa. \$3400-4800 fee (includes airfare). Projects in urban organizations.

Global Routes

- 1814 7th St Suite A, Berkley, CA 94710 tel:510-848-4800 www.globalroutes.org
- Year-round group leaders needed for high school and college work camps in South America, Central America, Africa and Asia.

VSO

- VSO Inquiries Unit, 317 Putney Bridge Rd, London SW11 2PN, UK
- TEL: 0208-780-7500 (24hrs) enquiry@vso.org.uk, www.vso.org.uk
- VSO places 2000 volunteers in 59 countries in Asia, Africa, Central and Eastern Europe, the Pacific and Caribbean. Volunteers are paid a stipend; receive airfare, accommodation and a stipend upon completion of a 2 year contract. Volunteers must be Canadian or UK residents.

In Canada

- 135 Ridean St. Ottawa, ON K1N 9K7 Canada www.oneworld.net

Jet Alumni Associations: (p.320)

JETAA consists of former JET Programme participants and exists in Japan and overseas to provide a forum to share activities and experiences with other former JETs internationally.

URL: <http://www.jet.org>

There is an increasing diversity of participation on the JET, MEF and BETS Programmes. As of February 2002, there were over 13,000 members of JETAA registered with CLAIR. The purpose of JETAA is to provide support for people after leaving the JET Programme and to help them maintain contact with Japan, the JET Programme and other JET participants. This purpose is achieved through the three main avenues:

Employment Resources for Alumni

Some regional chapters organize an employment referral service, career fairs and maintain contacts with the Japanese business community, Chambers of Commerce and other business organizations.

Social Gatherings and Readjustment Assistance

Social gatherings are held at each chapter's discretion, often in conjunction with the local Embassy or Consulate-General of Japan and CLAIR offices overseas. As many alumni are interested in maintaining contact with Japan, these gatherings are often held at Japanese restaurants or local Japanese festivals. Many of these gatherings include members of the local Japanese community. They provide a supportive atmosphere for former JETs experiencing the readjustment process (reverse culture shock) in their home countries and an opportunity for networking.

Selection and Orientation for New JET Participants

Alumni assist the local Embassy or Consulate-General of Japan with the recruitment, selection process and pre-departure orientations of new JET participants. This enables past participants to reflect on their time spent in Japan and use their own experiences to provide guidance and knowledge to future JET participants. The cooperation of alumni in these areas is a great asset to the Embassies and Consulates-General.

Apply to join JETAA!

All JET participants returning to their home countries are encouraged to join JETAA. In the summer, CLAIR will send out membership forms to all returning JETs. Please take the time to fill out these forms and return them to CLAIR.

Former JET participants will then be eligible to receive the official CLAIR JETAA newsletter entitled *JET Streams* published once a year. Those interested in being a part of JETAA activities at home should also contact their local Alumni Association chapter. Each JETAA chapter, together with the Japanese Consulate, often hosts a "Welcome Back Reception" for returning JETs. The reception provides a great opportunity for former JETs to meet people and make contacts after coming home.

The JETAA Job Guide Website

This website <http://cheno.com/job/> is one which provides general information for JETs who are planning their careers or looking for employment. The website features the following:

- ◇ The JETAA Job Bank
Browse through a database filled with job opportunities and companies seeking former JETS.
- ◇ The JETAA Job E-mailing List
E-mail updates of websites and employment related notices.
- ◇ The JETAA Career Section
Consists of articles written by JET Alumni and industry experts offering specific career

advice.

The JETAA E-lists

- ✧ JET Mentor Network <http://cheno.com/mentor>
Professional networking to gather career information, find a foot hold for future employment or simply seek a” senpai’s” advice. Use this service to search a database of registered JET mentors.
- ✧ JETAA Web Tech jetaawebtech-subscribe@yahoogleroups.com
A forum for JETAA Webmasters and to promote JETAA through webpages and related technology.

Comprises of past and current Chapter Reps
- ✧ JETAA Job E-List jetaajobs-subscribe@yahoo.com, <http://groups.yahoo.com/group/jetaajob>
There are nearly 600 subscribers to this list to receive info about Japan-related jobs and skills garnered on the JET Programme.

Call CLAIR on TEL: 03-3591-5968 for your copy of “After JET – The Preparation Guide”

So You're Going Home

Coping in the last few months

The last two months here are going to be busy. With packing and preparing to leave, you might not have time to visit all those people and places if you leave it until the last minute. This is one of those things you don't want to procrastinate on. Needless to say, taxiing down the runway is not the best time to start saying goodbye.

Come to grips with leaving, think of ways to take what you love with you and say goodbye to the things you can't. Planning ahead can help make your transition back easier. You've been here for a long time. If you treat the leaving experience with the proper reverence, you'll feel better about doing it.

- Make a list of things you want to do before you leave Japan in order of priority.
- Give yourself a false deadline of 2 weeks to a month earlier, so that you will actually get everything done on time rather than panic when you realize you are unprepared. Try to leave the last month free of commitments.
- Be prepared for a rise in stress levels amongst follow leavers AND renewers.
- Take some time to reflect on your life in Japan. Preparing information for your successor will help you this. Take the time to explore your feelings about leaving Japan.

Are you optimistic or pessimistic about returning?

Are you excited about starting a new phase of your life?

Do you feel that your experience has been worthwhile and now it is time to move on?

Are you dreading your return home as your lifestyle in Japan is more satisfying than the one you left?

- Anticipate that you, your home and your friends have changed... or that they have maybe remained exactly the same. Expect things to seem foreign. Your attitude and opinions may have developed whilst in you were in Japan, so be aware that the same may not have happened to those at home. (See Reverse Culture Shock below.)
- You have a support network here in Japan – talk to your friends about what you are going through. The chances are that they are thinking similar things. You can always call your PA if you want to talk over anything, or you can call the JETline at CLAIR or the Peer Support Group.
- Remember you have at least 2 more months here – live in the now while preparing for your return.

Saying Goodbye

Most cultures do not train us to say good-bye so many of us have trouble with it. Here are some suggestions to ease this process. (This information comes from the PA Counseling Conference on Re-entry Shock, The 3rd year Returning JETs Conference, the General Information Handbook and the ideas of former JETs.)

- Start planning your goodbyes now! Make a list of the people who mean the most to you here and reflect on what kind of ongoing relationship you realistically plan/want to have with each.
- Say goodbye in a way that does your relationship justice. Some people avoid this difficult goodbye scenario completely – either by suddenly forming unrealistically strong bonds or

by alienating themselves. Don't make the same mistake!

- Be aware of the “we'll keep in touch” promise. Think beforehand of the people you actually want to stay in touch with. You dilute the promise by repeating it over and over to people you have no intention of keeping in touch with.
- The actual act of saying goodbye needn't be a long drawn-out scene. A simple Japanese phrase expressed from the heart will go a long way (see examples below). If there will be a farewell dinner/party, then this might be the opportunity to make a slightly longer speech.
- It is normal for people who are leaving to begin to withdraw from the people they are saying goodbye to. Keep this in mind when observing your own and your friends' behaviour.
- Remember that your students may want some kind of closure too. Preparing a farewell speech for them is a great way to leave them with a positive motivational message. Encourage them to continue and enjoy studying English, to chase their dreams and to look forward to welcoming the next ALT.

Goodbye Etiquette

While you have built up a close enough relationship with some of your Japanese colleagues and friends to give them a bear-hug goodbye, think twice before embracing your boss/kochou sensei. Public hugging may be awkward amongst people who are unaccustomed to that practice. In these situations a deep bow is the best solution.

If you wish to give thank you letters to people who have been particularly helpful to you, as just as in your home country, be discreet if you are not planning on giving a gift to everyone. It is a good idea to send these special people a note or a card from your home country so that they know you did not forget about them.

さようなら	sayōnara	goodbye
(どうも)ありがとうございます	(dōmo) arigatō gozaimasu	Thank you very much
X さん、大変お世話になりました。	X-san, taihen osewa ni narimashita	Ms. X, thank you so much for looking after me.

Writing Goodbye Letters in Japanese

As we're sure you're aware of, in Japanese culture, when anything starts or finished it is important to mark the occasion with some pomp and ceremony (think of how many nomikais, kangeikais, sobetsukais, not to mention nijikais, that you've been to since you got here????!!!).

For this reason thank you letters and goodbye letters really ought to be written, at least to your kocho senseis and your BOE, perhaps some other teachers and your landlord etc. would be pleased to receive one too though.

So, are you ready to show off your Japanese skills? Writing letters in Japanese can be a pain as most of the formal rules of traditional Japanese still apply. Here is a crash course just for you then – a model letter that you can base your own one on (Please see the next page). I've kept this one pretty simple so as not to scare any of you off. If you want something less simple the check out one of the many books available on Japanese letter writing. “Writing Letters in Japanese”, by Kikuko Tatematsu, Yoko Tateoka, Takashi Matsumoto and Tsukasa Sato, The Japan Times (1992) would be an excellent place to start.

So go and buy some of that lovely Japanese notepaper that you've been admiring for months on end and have a go. Your friends and colleagues will be delighted to see a Japanese letter written in your own hand.

Sample Letter

<p>拝啓</p> <p>暑い毎日が続いておりますが、先生はいかがお過ごしでいらっしやいますでしょうか。</p> <p>さて、私は去年より、○中学校で英語教師としてのしごとを続けてまいりました。</p> <p>これまで何かとお世話をいただきまして、本当にありがとうございます。帰国後はオクスフォード大学院で、更に勉強を続けることになっておりますが、今後ともよろしくご指導くださいますようお願い申し上げます。</p> <p>最後に先生の健康とご発展を祈り申し上げます。</p> <p style="text-align: right;">敬具</p>	<p>七月三十日</p> <p>トム・ジョーンズ</p> <p>知念聡子校長先生</p>	<p>追伸・帰国後の住所は次の通りです。</p> <p>25 Oxford Rd, Oxford, OXF 123, UK</p>
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It Means

It's still hot everyday at the moment. How are you faring in the continually hot weather?

Since last year I've been working here at ○ Junior High School as an English teacher. Thanks to all of you, the curriculum in now completed and I will shortly be returning to my home country.

I wish to thank you all for your great assistance up till now. After my return I am going to continue my studies at Oxford University, the post graduate section, I really hope you will continue to favor me with you guidance in the future.

I wish you continuing health and every success.

Regards,

Tom Jones. July, 30th

Mrs. Satoko Chinen

P.S. This will be my address after I return:

25 Oxford Rd, Oxford. OXF 123 UK

Re-entry Shock

Well folks this is it. Soon you'll be packing your bags, saying your good byes and heading out to new and different landscapes, far away from Mie. The difficulties inherent in leaving Japan are quite obvious. Saying goodbye to your favorite people and places, closing down your apartment and utilities, and figuring out what to do with all that stuff you've accumulated! With all the things to do here before you leave, it's no wonder JETs often arrive back in their home country, wide-eyed, jet lagged and very, very confused. "Where am I again? And where did all these 'gaijin' come from!"

Re-entry shock is something many JETs face to a varying degree upon returning home. Just as moving to Japan required serious adapting, going back may require some adaptation as well. Food's going to be different (this could be good or bad!), many of your friends will have changed, your country will have changed, you will have missed out on a year or more of development in your family, friends and home culture.

To some extent going home can feel like going to a foreign country all over again, except worse because you are not expecting it.

Just as you will have had to brace yourself for a period of psychological disorientation when you leave your home country, you should know that after your time abroad, you may also have to prepare yourself for a parallel period of readjustment when you return 'home.' Why? Simply because, if you have had a full experience living and learning overseas, you are likely to have changed while you have been away, so the place you return to may itself appear to have changed, as indeed it might have. Even though these changes are seldom huge, and may not be apparent to others, you are likely to be very aware of them, and this can be confusing, all the more so because it is unexpected.

Immediately after your return, you can probably expect to go through an initial stage of euphoria and excitement.

Most people are overwhelmed by the sheer joy of being back on their native turf. But as you try to settle back into your former routine, you may recognize that your overseas experience has changed some or many of your perceptions and assumptions, your ways of doing things, even what it means to 'be yourself.' You might have become, in a sense, a somewhat new person. After all, that is what education is all about! But this intellectual and personal growth means that you can expect a period of disorientation as you adjust to the "new" environment at home.

The re-adjustment period is usually rather short-lived, since 'home' will never be as "foreign" to you as the foreign environment you adjusted to overseas. Also, your experience of dealing successfully with culture shock abroad will have provided you with the psychological tools for dealing with the challenges of readjustment. Obviously, the more you have changed—often a by-product of the time you were away and how deeply you immersed yourself—the more difficult it will be to have things go back to a previous notion of normality. However, if you are aware of the changes (and seek to learn from them, smooth adaptation is more likely.

Preparation is always the best policy.

It's a good idea to do a bit of research on this before your encounter it. There's a lot of good reading on the Internet. Some suggest the more successful you were in adapting to your "new" culture, the harder a time you'll have re-adapting to your "old" culture. Also, when you are in an alien country, people are aware that you are from a different place and may tend to be more understanding of your actions. When you return home though, you will probably have changed and people won't necessarily be expecting that or be accepting of it.

It's also recommended that you do a bit of reading up on your hometown. Check out your local newspapers on line. Look at the local news and see what has changed while you've been away. If you are going some place new, read up on that as well. The Internet, for all its sins, is full of information, so you should be able to find out almost everything that's been happening lately, wherever you're headed. This helps a lot, especially to fill those empty spaces in conversation with friends you can't

seem to relate to anymore!

Also, consider keeping your friends and family informed of what's going on in your life in the months before you leave. Some JETs write email journals and send them to their friends. That way, even though your friends and family cannot be here in person, they can be here in spirit and have some idea of how you've changed and what you've been through before you get back. That way, when you discuss your experiences with them, they have some frame of reference.

Psychologists recommend saying goodbye to your favorite places

Mie has been home to us for some time. We've found cool places that have made it special. We know the good places to eat. There's that favorite bar you like to hang out in. We have our rituals that have helped us to be comfortable while living here in Mie. Those places where you always hung out were important to you for a reason and, just like with people, it can be important to get closure.

Psychologists also recommend writing things down. It sounds trite I know but sometimes the process of writing helps you feel better. Write down things you miss about home, even down to the foods and keep this list in a safe place for later reference. Then make another list of things you list about Japan and things you think you might miss. If you start to feel homesick for Japan when you get home, get out your home country list and remember all the things you missed about it while you were away.

In a questionnaire given by CLAIR every year to JET Alumni, many state they no longer feel they have a lot in common with people back home. This is a symptom of reverse culture shock.

Everybody will inevitably ask, "So how was Japan?" Can you encompass your entire JET experience in a 10-second reply?

Many JETs say even close friends and family aren't so interested in what happened "over there", and family members who went through tough times back home during the JET's absence can sometimes harbor unconscious resentment towards the JET for leaving. When asked about Japan, the JET gets half a minute into talking about it before the listener's eyes glaze over. Many listeners can't relate, even if they're really close. Most people want to hear, "It was great!" and then be done with it, while you want to share what you have been through and how you have grown.

It seems people who've lived abroad make the best listeners for ex-JETs.

It would be a good idea in many ways to join the JETAA or a similar intercultural exchange-related organization in your local area (volunteer for a student exchange program for instance) in order to find people who can relate to what you have been through. Or keep in touch with friends you made here. In those first few months home, you may really need an understanding ear to scream into.

Remembering what it was like for you to have been a 'foreigner' should inspire you to try to get to know the international students on your campus or others from 'minority' backgrounds, who may themselves be feeling some of the same social dislocation and alienation you once felt when you were overseas. The key is to build on the cross-cultural coping skills you now possess and to find conscious ways of integrating your new 'self' into your evolving personal and academic life, not seeing it as a 'dream' or something irrelevant to your future.

Another point alumni warn about is *your old friends might now seem to be very boring!* The fact that they may seem to have not changed at all can be frustrating when you have changed so much. You may end up feeling like you have grown past them. These feelings are completely natural though and are symptomatic of re-entry shock. It's possible you might find yourself hanging out with different people and aspiring to do different things, and in doing so you may grow apart from some of the people who were your friends before you came to Japan. Then again, this may not happen at all – many people find they fit right back in with no problems.

**Be patient about it and take things slowly.
Remember that it will take time to adapt and reintegrate.**

There are many manifestations of reverse culture shock. Some JETs might experience all of them, while others may have no problems at all. Almost all JET alumni say it really helps to plan for the near future so you have meaningful goals to work towards when you get back. If you have something to aim for then it will help you to fit into your new life and quickly adapt. For more information on how past JETs dealt with returning home please check out the “Advice for Leaving JET and Returning Home” section.

Tips for dealing with the re-entry process

- Allow yourself time to re-adjust, re-learn, and re-adapt to your life here
- Seek support networks by meeting with students with similar interests and befriending international students
- Recognize personal growth and identify positive changes by journal writing, submitting articles and photos to contests, speaking to community groups, and volunteering with international groups
- Incorporate your experience into your academic work by tailoring writing, research, and presentation topics toward your experience

- Keep up your language skills by continuing course work, meeting international students, and keeping in touch with friends abroad
- Read internationally minded publications like the Economist or foreign newspapers
- Volunteer with internationally-minded organizations
- Volunteer to tutor refugees and immigrants English language skills
- Continue a habit picked up while abroad, such as afternoon tea, walks through the park, or chatting with friends at a coffee house

Advice: Leaving JET and Returning Home

What was good about leaving JET?

Going back home, seeing old family and friends, catching up with everyone. The Pubs too, they are the best. Getting a large fruity tax rebate 6 months down the line is nice too!

Seeing family and friends again was great and having access to all my old familiar stuff (food, routine, fitness, recreation, clothes, shopping) felt good!

You are free to do whatever you want. You can finally move on and do new things. Also seeing friends and family after so long was really nice.

Leaving and coming home, not missing the job, finding clothes that fit, having those odd flashes where you start grinning like an idiot because you are happy to be home. Listening to people talking in English around you. Realizing how you have changed and how much you learned from the JET experience.

What was bad about leaving JET?

I guess I wished I had stayed another year. Life in Japan is so much easier than trying to get into the UK job market. And after a month back home, I was tired of it already!

I miss the carefree camaraderie of my school. I never thought I felt a part there but I still miss it. I miss the fresh air, warm seas, heat, laughing with/at my kids and...THE MONEY! Good god I miss that!

Saying good-bye to a great experience and people and family and friends that you had gotten to know and love. This was definitely the hardest bit.

Most salaries are lower and living costs are more expensive than in Mie.

The job rejection letters. Missing the people that you left behind. That one, old, dear friendship that is different and you realize that your time in Japan probably cost you that friendship. Missing tofu chanpuru. Being back in a closed off, non-multicultural boring place.

What were you glad you did?

I made plans and dates to catch up with all the people I wanted to before I left. It takes a long time, so I'm glad I started early. I'm also glad I got organized what I wanted to do when I got back home. I began studying right after the summer. That kept me from getting lost in the transition of it all.

The goodbyes were pretty exhausting and went on longer than I thought possible. I was glad I started those early.

I'm glad I knew the tax back system inside and out. We ran into a few glitches but since I knew it so well, it worked out fine. I'm really glad I picked a responsible and reliable tax representative, but even she got confused with all the paperwork. I'm glad I knew it myself.

Saying good-bye to everything and everybody. That was really important and made me feel like that part of my life was really over. Closure.

What do you wish you had done differently in your preparations to leave?

I ended getting zero money from my predecessor for my car and the stuff in my apartment. So, I've become a bit cynical about this but try and make arrangements where some of the money can be paid to you up front. Make sure to send photos so they know what they are buying and if you don't receive a down payment by X day, start selling your stuff to other ALTs on island. If you trust them too much, you may get screwed like me. Another option would be to assign someone you know who is staying behind to make sure that your predecessor pays by collecting money from them and sending it home to you. I should've done that.

Also a note for Brits, there are stringent weight limits on baggage so don't get caught trying to bring too much home. My friend was made to empty her wallet and give all the money she had to get her too plentiful bags home. **SEND STUFF HOME EARLY!** Save yourself the airport headache.

I forgot to send a copy of my passport to prove that I had left the country but that was only a minor hitch. I got the 80% tax refund in January and the 20% in April. **KEEP TRACK OF YOUR SCHOOLS ADDRESSES AND FAX NUMBERS!** You will probably need to contact them in sorting out the tax stuff.

I wanted to get out **FAST!** I wish I had taken more time in the preparation to leave. It would have made the closure more complete. I should have also done more regarding a job when I got home. I should have done more research on that.

Did you experience any re-entry shock? If so what was it like?

No re-entry shock but if you go back without any plans of what to do, the job market gives you a slap in the face. JET tends to lend too much weight to "transferable skills" that you may have learned while on the program. In reality it's different. People here are not going to over praise you, as they tend to do in Japan. Be realistic about what you can do.

I had a few pangs of "man I could have stayed another year." That was pretty hard sometimes but then a lot of good things started happening at home and it balanced its self out.

I didn't really experience any, but then I was REALLY ready to get home!

I experience a lot of re-entry shock. Most striking was meeting friends once again and realizing the extent to which their lives and mine had diverged. Even through email and mail contact, we were not able to keep up to date with each other. I was really out of the loop and that was really hard. I also had to guard against Japan talk. People don't want to hear about Japan, they are not interested in more than a few short stories. Take a **SMALL** photo album with you to friends and family, if they want to see more, bring out the big ones. I also found people to be rude and macho and boorish. I felt so out of place in clubs, it was funny. Also, the size of meals really got me! I eventually started ordering child meals wherever I went, but not before gaining 15 pounds! I found that the country I had so longed to come back and be a part of, was not suited to me anymore. It was a bit disturbing.

Do you have an advice for people preparing to leave?

Get help writing your farewell speech. It may be the last thing people hear you say. Leave a good impression.

Make sure you have your tax stuff sorted out with your supervisor or tax rep. If they've never done it, they will be very confused and it takes awhile to get all the forms done.

Don't give up on your schools, do your best to still get involved. Some of my best memories come from those last few months. Don't pack your suitcases two months in advance and watch the calendar. Your home country is NOT as great as you remember it to be.

Make sure to have a plan or focus for your life when you return home to help carry you through the rough, re-entry shock times. If you don't have this, you can feel quite lost.

Make sure you have plenty of time to meet with your coordinator so they know what needs to be done way ahead of time. Write a list for them, things they need to do by what date to make sure they are on the ball. They are really busy and often they don't know how to do things. Start this AT LEAST a month before you leave.

Prepare now, getting rid of cars and stuff is always more difficult than you think! Get to know your Tax Back system really well. Choose a representative that you KNOW will do a good job and who you can contact from overseas. Maybe a teacher who will be at your old school for at least another year would be good. Don't expect career options to be suddenly open to you because you speak a little Japanese. Most places want certification. Expect the best but plan for the worst. I made copies of EVERYTHING and kept track of everything. Things went wrong and I was able to figure it out and fix them.

Establish a relationship with your successor. Giving mine the odd tip via email made me feel like my 3 years of accumulated experience wasn't a waste. He was also a great way to deal with things I couldn't, i.e. supervisor tax stuff.

Get an idea of what you want to do when you get home, school? Work? Nothing? Having a plan helps! Also, start sending stuff home in boxes! Don't wait till the end and have to lug it home with you on the plane...it's a pain and it costs a lot!

Be prepared to miss Mie. You will!

We wish you all the best of luck!! Ben and Molly