

## 2025 Japan Exchange and Teaching (JET) Programme

### - Reference letter guidelines for referees -

The JET Desk at the Embassy of Japan in Ireland thanks you kindly for providing a reference for the candidate's application to the 2025 JET Programme. To ensure that your reference is counted towards the candidate's application, we request that you adhere to the following guidelines:

- References are highly confidential and at no time should any JET applicant view the letters of recommendation him/herself. **Please send your reference letter directly to the JET Desk** at [jetapplication@ir.mofa.go.jp](mailto:jetapplication@ir.mofa.go.jp)
- References must be written in either English or Japanese.
- Please indicate the **extent of your contact** with the applicant and include any information that might assist us in evaluating the applicant's **ability to adjust and adapt** to a foreign culture. Also, please comment specifically on the applicant's ability to **work with people**, **quality of work**, and **career aspirations** that may motivate the applicant to participate in the JET Programme.
- References must be original copies and must include a hand-signed signature, verified digital signatures can also be accepted. References written as the body of an email will not be accepted.
- References must be on headed paper. If headed paper is not available, we request that you inform us at the time of submission.
- References must be dated.
- Please include full contact details as we may contact you to clarify some contents of the reference letter.

We request that your reference letter be submitted by email to [jetapplication@ir.mofa.go.jp](mailto:jetapplication@ir.mofa.go.jp) by the deadline of 23:59, **Friday, 6 December 2024**.

If you have any questions about the JET Programme or submission procedure, please do not hesitate to contact us at: [jet@ir.mofa.go.jp](mailto:jet@ir.mofa.go.jp)