Japanese language Program
for Teachers of the Japanese Language
Application Instructions

1. Objectives
This training program is designed to provide teachers of the Japanese language who are necessary to improve Japanese language skills which is necessary as teachers of Japanese language, with an opportunity to improve Japanese language skills and to deepen their knowledge of Japan.
There will be no lessons of Japanese language teaching methodology skill.
Special condition is set for this program aimed at Japanese language teachers of Japanese descendants who teach in Japanese language educational organizations for Japanese descendants in Central and South America. Please refer to “Special condition for Teachers of the Japanese-Language for Japanese descendants” (p.2).

2. Program Outline
   (1) Duration
       May 26, 2020 – July 9, 2020 (tentative)
   (2) Course Venue
       The Japan Foundation Japanese-Language Institute, Urawa (JFJLI, Urawa) (Saitama City, Saitama Prefecture)
   (3) Description of the Program
       <Japanese Language classes>
       Participants improve their proficiency using the Japanese language which is necessary as teachers of Japanese language through several language activities. Participants will do activities of “Speaking”, “Listening”, “Reading” and “Writing” concerning subjects such as “Eating habit”, “Shopping”, “Travel and Traffic”. Also, participants will organize knowledge about Japanese language such as vocabulary and grammar.
       <Japanese culture/Japanese Society>
       Participants will learn and experience Japanese culture and society that could be introduced to their Japanese language classes by several ways such as lectures and workshops.
       In addition, field trip, visits to local schools and cultural demonstration such as tea ceremony are planned.
   (4) Number of Participants
       Approximately 20 teachers

3. Eligibility
Overseas educational organizations that offer Japanese language education. Applications from individuals will not be accepted. The following individuals are eligible to participate in the program:
* Qualified Areas: Worldwide
   (1) Teachers who have an employment relationship with the applying organization where it is agreed that they will continue to work after completing this program. Individuals studying to become Japanese language teachers at the time of application are not eligible;
   (2) Individuals who are nationals of a country that has diplomatic relations with Japan;
       * Taiwanese are eligible to apply for this program.
   (3) Individuals who have not completed their compulsory education (9 years of elementary and junior high school) in Japan;
   (4) Higher priority will be given to individuals aged 55 or under as of December 1, 2019;
   (5) Individuals who have no mental or physical conditions that would impede participation in the program;
   (6) Individuals with more than six months of experience in teaching Japanese language as of December 1, 2019 (private lessons not included);
(7) Individuals who have a proficiency in Japanese as either of the following at the time of application:
   a. Level N4 or N5 in the Japanese-Language Proficiency Test (JLPT), Level 3 or 4 of the old JLPT, or their equivalent (*)
      Please view the official website of the JLPT [https://www.jlpt.jp/e/about/levelsummary.html] for a summary of linguistic competence required for each level of the JLPT.
   b. Level A2 in the JF Standard for Japanese-Language Education (JFS), or the equivalent
      Please view the official website of the JF Standard [https://jfstandard.jp/pdf/1_global_scale_eng.pdf] for a summary of the levels of the JF Standard;
(*) Candidates who have never taken the Japanese-Language Proficiency Test or the new Japanese-Language Proficiency Test are requested to answer the questions in the Japanese Proficiency Self-Check Test attached to the application form and to write down the test score in the designated column in the application. Please note that applications without the test score filled in may not be accepted.
* Those who have the proficiency in Japanese more than the level of [a.] or [b.] are not expected for this program.
(8) Individuals who have not previously participated in a Japanese language teacher training program conducted by the Japan Foundation or any other academic institutions in Japan for more than one month during the period from April 2014 to December 1, 2019.

[Special condition for Teachers of the Japanese-Language for Japanese descendants]
Special conditions will be applied to the organizations and Individuals which meet the following requirements.

<Eligibility>
Educational organizations for Japanese descendants that provide Japanese language education in qualified areas (Argentina, Bolivia, Brazil, Chile, Colombia, Cuba, Dominican Republic, Mexico, Paraguay, Peru, Uruguay, Venezuela).

The following individuals are eligible to participate in the program:

a. Teachers who have an employment relationship with the applying organization where it is agreed that they will continue to work after completing this program. Individuals studying to become Japanese language teachers at the time of application are not eligible;
   b. Individuals who are Japanese nationals or nationals of the countries in the qualified areas, and residents in the same country;
   c. Individuals who are Japanese emigrants or their offspring (in principle, up to the third generations);
   d. Higher priority will be given to individuals aged 55 or under as of December 1, 2019;
   e. Individuals who are free from any mental or physical disabilities that would impede participation in the program;
   f. Individuals with more than six months of experience in teaching the Japanese language as of December 1, 2019 (private lessons and teaching practice not included);
   g. Please check “3 Eligibility”(7) in page 2 for the Japanese proficiency. Individuals who have the proficiency in Japanese more than the level [a.] or [b.] are not expected for this program;
   h. Individuals who have not participated in a Japanese language teacher training program conducted by the Japan Foundation or any other academic institutions in Japan for more than one month during the period from April 2014 to December 1, 2019.
* Individuals who have completed their compulsory education (nine years of elementary and junior high school) in Japan are also eligible.

4. Benefits
(1) Accommodations (a single room for each participant) within JFJLI, Urawa. In the case of field trips, participants may be required to share a room.
(2) Meals during the program, partly in the form of cash allowances.
(3) Expenses necessary for participation in official curriculum, such as teaching materials (in kind).
(4) Overseas travel insurance with an upper limit on coverage (the insurance will cover the necessary expenses
for sickness and injury up to a limit on the policy. The insurance will not cover the expenses for a chronic or preexisting disease or injury contracted before arrival to Japan or dental care.

(5) For those participants whose institution is located in the regions listed in [Appendix] below, the Japan Foundation will provide the following:
   a. Round-trip air tickets (discount economy class) to and from the nearest international airport from home residence;
   b. Airport tax, foreign travel tax;
   c. Set amount of in-kind allowances (to cover expenses necessary for participation in the program).

<Appendix>

<table>
<thead>
<tr>
<th>Region</th>
<th>Exceptions</th>
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<tbody>
<tr>
<td>Asia Pacific</td>
<td>South Korea, Hong Kong, Macau, Taiwan, Singapore, Brunei, Australia, and New Zealand are considered exceptions.</td>
</tr>
<tr>
<td>Central and South America</td>
<td>Bahamas, Barbados, Saint Christopher and Nevis, and Trinidad and Tobago are considered exceptions.</td>
</tr>
<tr>
<td>East Europe</td>
<td>(No exceptions)</td>
</tr>
<tr>
<td>Middle East and Northern Africa</td>
<td>United Arab Emirates, Israel, Oman, Qatar, Kuwait, Saudi Arabia, and Bahrain are considered exceptions.</td>
</tr>
<tr>
<td>Africa</td>
<td>(No exceptions)</td>
</tr>
</tbody>
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* For those participants whose institution is not located in the regions listed above, have to bear these expenses.

5. Selection Policy

Screenings will be made in line with the following criteria: need for Japanese language teaching programs in candidate's region/country, application from the Sakura Network, candidate's Japanese language proficiency, teaching experience, teaching position (full-time or part-time) and influence in and out of the institution, etc.

* Please visit the following website for information on the Sakura Network.
https://www.jpf.go.jp/e/project/japanese/education/network/

6. Application Procedures

(1) Application Documents
   a. Please visit the following website to download the Application Forms.
      https://www.jpf.go.jp/e/program/list.html
   b. The application form consists of 10 pages. When applying, please submit the application form together with one copy collated and stapled, respectively. An application missing any of the required elements will be considered incomplete and therefore ineligible for consideration.
   c. When the organizations of the Sakura Network which candidates belong are not educational organizations that provide Japanese language (the Society for Teaching Japanese, the association of Japanese Language Teachers etc.), the documents that certify candidates belong to organizations of the Sakura Network should be attached with the application form. (The certifications should be issued by the organizations of the Sakura Network.)

(2) Application Deadline and Place for submission

Applications and supporting documents must be submitted to the nearest Japan Foundation office or Japanese diplomatic mission no later than December 2, 2019. In Taiwan, applications must be submitted to the Japan-Taiwan Exchange Association, Taipei office.

(3) Acknowledgement of receipt of the application

If an acknowledgement of receipt of the application is required, applicants should enclose a stamped, self-addressed postcard with the application, on which applicants should write as follows:
   “Name of the program: Japanese language Program for Teachers of the Japanese-Language. Please send acknowledgement of receipt of the application.”

The postcard will be returned with the signature of the officer-in-charge at the Japan Foundation overseas office or Japanese diplomatic mission to acknowledge receipt of the application. However, please note that a postcard that lacks the applicant’s name, address, the name of the program, or the necessary postage
stamp will not be returned.

(4) Points to be noted
   a. Application materials submitted by e-mail or by FAX will not be accepted.
   b. Once submitted, Applications and Supplementary Information shall not be returned. Please make sure to set aside a copy for yourself.
   c. In case there are changes to the information provided in the application materials after the submission, please submit the notification as soon as possible.
   d. For other points, please check “Instruction to Fill in the Application Forms” in page 6.

7. Notification of Results
   (1) Applications will be screened by JFJLI, Urawa, and decisions will be announced in March 2020.
   (2) Please understand that we cannot answer enquiries in regard to the reasons for our decisions.

8. Obligations
   The participants are required to adhere to the following:
   (1) To observe the laws of Japan during their stay in Japan;
   (2) To devote themselves to the program and not to make use of their stay in Japan for any other purposes, such as religious or political purposes;
   (3) To understand that they are invited as members of a group, and to attend every activity of the program, under the direction of JFJLI, Urawa;
   (4) Not to arrive in Japan before the beginning date of the training program;
   (5) Not to go abroad nor return to their home country for the duration of the program;
   (6) To return to their home country as soon as the official period of the program expires unless JFJLI, Urawa permits an extension of stay in Japan beyond the program; and
   (7) Not to be accompanied by their family members.

9. Disclosure of Information
   (1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant, project descriptions) will be made public in the Kokusai Koryu Kikin Jigyo Jisseki (Detailed Annual Reports of the Japan Foundation), on the Japan Foundation's website, and in other public-relations materials.
   (2) When a request for information based on the “Act on Access to Information Held by Independent Administrative Agencies” (Act No. 140 of 2001), is received, materials such as submitted application forms will be disclosed (unless stipulated by laws as not to be disclosed).

10. Handling of Personal Information
    Applicants are requested to inform all individuals whose personal information appears on the application materials of the following:
    (1) The Japan Foundation handles personal information appropriately and in accordance with the "Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc.” (Act No. 59 of 2003) and other applicable laws. Details of the Japan Foundation's privacy policy can be reviewed at the following website:
        https://www.jpf.go.jp/e/privacy
    (2) The Japan Foundation uses personal information on the application materials for screening, implementation, and evaluation procedures of the project. They may also be used for the following purpose:
        a. Details of participant’s information, such as name, gender, job and position, affiliation, project duration, and project description, etc. are published in the Program Guide, the Kokusai Koryu Kikin Jigyo Jisseki (Detailed Annual Reports of the Japan Foundation), the Annual Report, on the Japan Foundation's website, in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.
b. There may be cases in which these information are released to Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc. at the place where participant lives in order to applies for a visa.

c. There may also be cases in which copies of applications, including documents containing some personal information, are provided to outside consultants in order to facilitate the screening process and the evaluation of the results of projects. The Japan Foundation requests the consultants to take measures to ensure safety of the provided personal information.

d. There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on this form after the project has ended.

e. There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.

(3) There may be cases in which the project reports and other related publication are released to the public.

(4) Information is offered only to the extent necessary for the persons concerned who get cooperation to voyage arrangements or training programs (The insurance company and its agencies, airline companies, local governments, etc.)

(5) It is considered that by applying to this program, participants agree to the use of personal information for the above-mentioned policy.

11. Contact

(1) Division in charge
Teachers Training Section, JFJLI, Urawa  Tel. +81-(0)48-834-1182  Fax. +81-(0)48-834-1170
E-mail: urawakenshu@jpf.go.jp

(2) Application from Overseas
Prior to application, be sure to confirm the submission destination and qualification to the nearest Japan Foundation overseas offices. When there is no Japan Foundation overseas office in the applicant’s country, please contact the nearest Japanese diplomatic mission.

a. The Japan Foundation Overseas Offices: https://www.jpf.go.jp/e/world/index.html

12. Remarks
In addition to the above programs, the following training programs are provided. Applications of these programs are not open to public and participants are decided by the recommendation of the government, the Japan Foundation, and the Japanese diplomatic mission in the participants’ countries. Please contact the relevant Japan Foundation overseas office for details.


13. Attachments
Japanese Proficiency Self-Check Test
Instructions to Fill in the Application Forms

(1) Please use the name exactly as given in the passport. If the passport has not yet been issued, please use the name given in the public identification such as driver's license.

(2) Please type or write with a ballpoint pen in black ink, printing clearly in block letters.

(3) The entire application form should be filled out in Japanese if there are no specific directions, such as "in English" or "in Native Language." Applicants are strictly requested to fill out the application form alone without assistance from others.