

# Training Program for Teachers of the Japanese Language Onsite Courses

## Application Instructions PART 1 [Common] (Basic Training/Japanese-Language/ Comprehensive Japanese Teaching Methods)

For Fiscal 2024-25 [NC- BT/JT/MT 2024]



JAPAN FOUNDATION  
国際交流基金

### 1. Program Outline

#### (1) Basic Training Program

This program is designed to provide young teachers of the Japanese language in overseas organizations who are early in their career with an opportunity to improve their Japanese-language skills, acquire the basic teaching methodologies, and deepen their knowledge of Japan. The training course will be conducted for approximately six months.

#### (2) Japanese-Language Program

This program is designed to provide teachers of the Japanese language with an opportunity to deepen their knowledge of Japan and to improve the Japanese-language skills necessary for a teacher of the Japanese language. The training course will be conducted for approximately six weeks. There will be no lessons on Japanese-language teaching methodologies or skills.

#### (3) Comprehensive Japanese Teaching Methods Program

This program is designed to provide teachers of the Japanese language, who have more than two years of experience in teaching the Japanese language, with an opportunity to improve their teaching methodologies and to cultivate their ability to understand other cultures. The training course will be conducted for approximately six weeks. There will be no lessons for improving Japanese-language skills.

- \* Course Venue: The Japan Foundation Japanese-Language Institute, Urawa (JFJLI, Urawa) (Saitama City, Saitama Prefecture)

### 2. Eligibility [Common to All Courses]

Overseas educational organizations that offer Japanese language education. Applications from individuals will not be accepted.

Participants must satisfy the following conditions. There are additional conditions for each training program. Please check the additional conditions in the individual application instructions.

- (1) Teachers of the Japanese language who have an employment relationship with the applying organization where it is agreed that they will continue to work after completing this program. Individuals who are not working at an overseas educational organization teaching the Japanese language or who are 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 (nine years of elementary and junior high school) in Japan;
- (4) Individuals who have no mental or physical conditions that would impede participation in the program;
- (5) Please check the individual application instructions for additional conditions regarding Japanese-language teaching experience, Japanese-language proficiency, and past participation in onsite Japanese-language training programs, etc.
- \* Please check the following websites for information on Japanese-language proficiency level.
  - Official website of the Japanese-Language Proficiency Test (JLPT)  
<https://www.jlpt.jp/e/about/levelsummary.html>
  - Official website of the JF Standard for Japanese-Language Education (JFS)  
[https://jfstandard.jp/pdf/1\\_global\\_scale\\_eng.pdf](https://jfstandard.jp/pdf/1_global_scale_eng.pdf)

### **3. Special Condition for Teachers of the Japanese-Language for Japanese Descendants**

- (1) Special conditions will be applied to the organizations and individuals which meet the following requirements.
  - 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).
  - Individuals who meet all of the following conditions are eligible to participate in the program:
    - a. Teachers of the Japanese language who have an employment relationship with the applying organization where it is agreed that they will continue to work after completing this program. Individuals who are not working at an overseas educational organization teaching the Japanese language or who are 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 generation).
- (2) If the above eligibility conditions are met, the following conditions will be applied:
  - a. Nationality: Individuals who are nationals of the countries in the qualified areas or Japanese nationals;
  - b. Individuals who have completed their compulsory education [nine years of elementary and junior high school] in Japan are also eligible;
  - c. Japanese-Language Teaching Experience: (only for the "Comprehensive Japanese Teaching Methods Program"): Individuals with more than one year of experience in teaching the Japanese language as of December 1, 2023 (teaching practice and private lessons not included).

#### 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 for the period necessary for participation in the program, 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.). The participants in the Basic Training Program will also be covered by National Health Insurance.
- (5) For those participants whose institution is located in the "Regions" (except for those mentioned in the "Exceptions") 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 the participant's home residence;
  - b. Airport tax, foreign travel tax;
  - c. Set amount of in-kind allowances (to cover expenses necessary for participation in the program).

These costs are in charge of those participants from the regions NOT mentioned in the "Regions", as well as those mentioned in the "Exceptions" in [Appendix].

[Appendix]

Region	Exceptions
Asia Pacific	South Korea, Hong Kong, Macau, Taiwan, Singapore, Brunei, Australia, Cook Islands and New Zealand
Central and South America	Antigua and Barbuda, Bahamas, Barbados, Saint Christopher and Nevis, and Trinidad and Tobago
East Europe	(No exceptions)
Middle East and North Africa	United Arab Emirates, Israel, Oman, Qatar, Kuwait, Saudi Arabia, and Bahrain
Africa	Seychelles

#### 5. Application Procedures

- (1) Application deadline  
November 30, 2023, 13:00 (Japan Standard Time)
- (2) How to apply
  - a. Download the application documents from the website below:  
<https://www.jpf.go.jp/e/program/japanese.html>
  - b. Complete the listed application documents for each program, following the Application Instructions and the Application Documents Completion Guide.
  - c. Upload your application documents to the Online Application Portal.

Online Application Portal: <https://www.apply.jpf.go.jp>

\* Visit the website to view the manual for this procedure.

(3) Notification of results

April 2024

(4) Points to note

- a. Candidates may simultaneously apply for multiple programs. However, candidates will only be allowed to participate in one program at most.
- b. We cannot respond to any inquiries about reasons for selection.

## 6. Terms of Agreement

By applying to our program the applicant will be deemed to have agreed to this statement:

(1) Obligations of participants

- a. 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;
- b. Not to take part in any activity that is not allowed under their visa status, nor be engaged in any job or work;
- c. To understand that they are invited as members of a group, and to attend every activity of the program, under the direction of JFJI, Urawa;
- d. Not to arrive in Japan before the beginning date of the training program;
- e. Not to go abroad nor return to their home country for the duration of the program (the participants in the Basic Training Program are allowed to return to their home country during the New Year season);
- f. To return to their home country as soon as the official period of the program expires, unless JFJI, Urawa permits an extension of stay in Japan beyond the program; and
- g. Not to be accompanied by their family members.

(2) Disclosure of information on the project

- a. If the project is selected, the information such as the name of the applicant/organization and the outline of the project will be made public in the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report, on the JF's website and in other public relations materials.
- b. When the JF receives a request for disclosure of information in accordance with the "Act on Access to Information Held by Incorporated Administrative Agencies" (Act No. 140 of 2001), application forms submitted to the JF, except for non-disclosure information stipulated in such act, will be disclosed.

(3) Handling of personal information

- a. Compliance with applicable laws

To the extent applicable, the Japan Foundation will comply with the "Act on the Protection of Personal Information" (Act No. 57 of 2003) (the "Act"), relevant cabinet and ministerial orders, various guidelines stipulated by the Personal Information Protection Commission or other organizations to which the Personal Information Protection Commission has delegated

authority, the "EU General Data Protection Regulation (the "GDPR")," the Personal Information Protection Law of the People's Republic of China and related laws and regulations (the "Chinese Laws"), and other laws and regulations in relation to protection of personal information in relevant countries and regions, etc., and when handling any personal information, the Japan Foundation will properly collect, use and control the same. For more information on the Japan Foundation's efforts to protect personal information (privacy policy), please visit the following websites:

(Related to the Act): (Japanese) <https://www.jpf.go.jp/j/privacy/>

(English) <https://www.jpf.go.jp/e/privacy/>

(Related to the GDPR): <https://www.jpf.go.jp/e/privacy/index.html#gdrp>

(Related to the Chinese Laws): [https://www.jpfbj.cn/jp/personal\\_information/](https://www.jpfbj.cn/jp/personal_information/)

b. Acquisition of personal information

The Japan Foundation may acquire the following personal information (the "Personal Information") from the applicants through the application forms, attachments, project reports, deliverables, etc. (the "Project Materials"). In addition, the Japan Foundation may acquire the applicants' Personal Information through publicly available websites.

[Basic information of applicants]

Name, date of birth, nationality, permanent residence, gender, place of employment, job and work duties, home address, postal code, telephone number (including mobile phone number), fax number, e-mail address, ID number, passport number, photographs taken during or prior to the program, etc.

[Information on applicants' educational background, career history and abilities]

Resume (including educational background and career history), major achievements, foreign language proficiency, overseas residence history, overseas residence plan, contact information during the residence period, etc.

[Sensitive data on applicants]

Personal data such as medical history, medical examination results, other health-related information and bank account information

c. Purposes of use and period of personal information

(a) Based on the consent of the applicant, the Japan Foundation will use the Personal Information acquired from the applicant for screening, notification of screening results, implementation of the project, post-evaluation, communication to successful applicants and for any and all other purposes for management of applicants and successful applicants (the "Purposes of Use").

(b) For the proper and smooth operation of the Japan Foundation projects, any information such as the applicants' names, genders, jobs, titles, affiliations, project periods, project content, etc. will be: posted on published materials, such as the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report and the Japan Foundation's website; used for preparation of statistics materials; and used for formulation of future Japan Foundation projects.

(c) In addition to the information specified in (b) above, the applicants' contact information

- (i.e., address, e-mail address and phone number) will be used to: request the applicants to answer questionnaires as follow-up to the project after completion thereof; provide a notice regarding other Japan Foundation projects; request the applicants to provide information for formulation of future Japan Foundation projects, and so on.
- (d) The Japan Foundation will handle the Personal Information of the applicants for the period necessary to achieve the Purposes of Use stated above.
- d. Provision of personal information
- (a) The Japan Foundation may provide the Personal Information acquired from the applicants to the following organizations, to the minimum extent necessary. The Japan Foundation will make sure that the recipients take measures to ensure the security of the Personal Information.
- i. The Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc. (for arrangement of visas, handling of security control, support for project implementation, etc.)
  - ii. Airlines, insurance companies and the agencies thereof, etc. (for procurement of overseas travel accident insurance, etc.)
  - iii. Evaluators such as outside experts, etc. (for screening, post-evaluation, etc.)
  - iv. News media and other organizations (for public relations for the projects)
  - v. Other organizations and individuals who receive the information as needed for the projects
- (b) The applicant's medical examination results and health information may be provided to medical institutions, medical professionals, insurance companies, organizations or individuals who provide cooperation for training (including host families) and relevant government agencies for immigration procedures, procurement of overseas travel insurance and claims therefor, and health care and safety control after entry into or departure from Japan.
- (c) The Personal Information acquired from the applicants may be used or provided for purposes other than those specified in the Purposes of Use, in accordance with Article 69, Paragraph 2 of the Act, such as providing such Personal Information for administrative organs, other incorporated administrative agencies, local public entities or local incorporated administrative agencies (the "Administrative Organs") as long as the Administrative Organs use the same within the scope necessary to conduct the affairs or services prescribed by applicable laws and regulations and where there is a reasonable ground for such use.
- e. Cross-border transfer of personal information
- (a) The Japan Foundation may handle the Personal Information acquired from the applicants by transferring the same to the base located in Japan (including the Japan Foundation headquarters) or other countries or regions for the Purposes of Use specified above. The Japan Foundation shall appropriately control the Personal Information in such countries or regions.
- (b) In addition to the case specified in the preceding paragraph, the Japan Foundation may

provide the Personal Information acquired from the applicants to necessary organizations or individuals in Japan or other countries or regions for the Purposes of Use specified above as needed for the projects, only when the conditions stipulated in laws and regulations are satisfied.

f. Security control of personal information

The Japan Foundation shall endeavor to prevent unauthorized access and leakage of the Personal Information of the applicants by way of taking appropriate security control measures and control means.

g. Rights pertaining to personal information of applicant

The applicant has the right to access his/her Personal Information, correct inaccurate Personal Information, suspend the use of the Personal Information, etc., to the extent that the Act, the GDPR, the Chinese Laws and other laws pertaining to protection of the Personal Information in the relevant country or region apply.

h. Filing of objections against handling of personal information

In the case where the applicant is dissatisfied with the handling of the Personal Information in the Japan Foundation, such applicant may state his/her objections to the Japan Foundation to the extent permitted by the applicable laws and regulations. In accordance with the applicable laws and regulations, the applicant may also file objections to the authority that has jurisdiction over protection of the Personal Information in the country to which the applicant belongs.

i. Personal information of persons involved in the project

The Personal Information of persons involved in the project other than the applicant, which is submitted by the applicant to the Japan Foundation, shall also be handled in the same manner as stipulated in a. to h. above, and therefore, the applicants should provide explanations in advance to the persons involved in the project and obtain their consent.

j. Contact information

Please use the contact details specified in "8. Contact" for any opinions, questions, etc. regarding any matters specified in this "Handling of personal information" section.

k. Revocation of consent

The applicant has the right to revoke his/her consent to any matters specified in this "Handling of personal information" section at any time. The revocation of consent does not affect the legality of the handling of the Personal Information prior to the revocation. In addition, when the applicant does not provide his/her consent or revokes his/her consent, such applicant may not be able to receive necessary information and/or services from the Japan Foundation.

(4) Response to the spread of infectious diseases

Depending on the state of the spread of infectious diseases, appropriate measures may be required when implementing the project in accordance with the regulations and instructions of the relevant authorities. These programs may be cancelled depending on the situation of infectious diseases cases, even after the selection. The contents and the participation requirements of the programs may be changed due to the same reason, even if the programs are duly implemented.

## 7. 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.

- (1) "The Intensive Training Program for Secondary School Teachers of the Japanese Language from the Republic of Korea"
- (2) "The Intensive Training Program for Secondary School Teachers of the Japanese Language from the People's Republic of China"
- (3) "The Intensive Training Program for Secondary School Teachers of the Japanese Language from the Philippines"

## 8. Contact

- (1) Overseas

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

If there are no Japan Foundation offices in your country/area, please contact the nearest Japanese diplomatic mission.

Japanese Diplomatic Missions: [https://www.mofa.go.jp/about/emb\\_cons/mofaserv.html](https://www.mofa.go.jp/about/emb_cons/mofaserv.html)

- (2) In Japan

Teachers Training Section, The Japan Foundation Japanese-Language Institute, Urawa

Tel. +81-(0)48-834-1182

E-mail: [urawakenshu@jpf.go.jp](mailto:urawakenshu@jpf.go.jp)

- (3) FAQ : [https://www.jpf.go.jp/j/urawa/trnng\\_t/life.html](https://www.jpf.go.jp/j/urawa/trnng_t/life.html)

- \* The Application Instructions PART 1 end here. Please see also the PART 2 for each training program. The Application Documents Completion Guide will follow.



# Application Documents Completion Guide

## 1. List of Application Documents

<input checked="" type="checkbox"/>	Document	Format Specified/Free	Required/ Optional
	Application Form	Specified (PDF)	Required
	Outline of the Institution	Specified (Word)	Required
	Institutional Information Materials (Introductory Brochure, etc.)	Free (PDF/Word)	Optional
	Candidate's Japanese Language Proficiency, Japanese Language Teaching Experience, etc.	Specified (Word)	Required
	Essay in Japanese	Specified (PDF)	Required
	Recommendation Form	Specified (PDF/Word)	Required

## 2. Application Form

- \* Please use Adobe Acrobat Reader to complete this form. Other applications may cause incompatibility issues.
- (1) Please use the name exactly as given in your passport. If your passport has not yet been issued, please use the name given in your public identification such as in your driver's license.
  - (2) The entire application form should be filled out in Japanese if there are no specific directions, such as "English" or "Original language." Applicants are strictly requested to fill out the application form alone and without assistance from others.