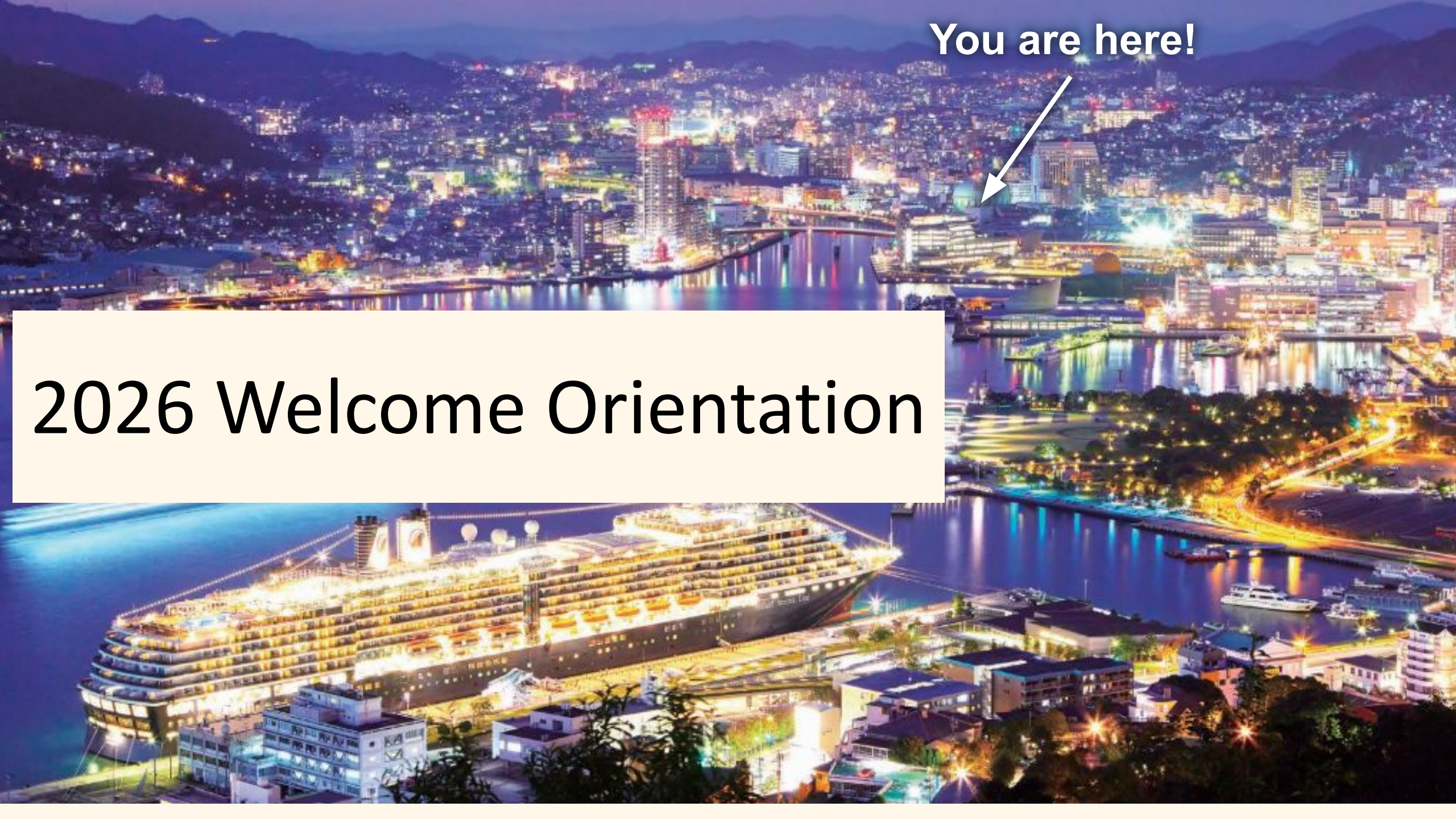


You are here!



2026 Welcome Orientation





What do the PAs do?

- Provide information or refer you to other resources
- Assist with communication and mediation
- Plan conferences: Welcome Orientation and SDC

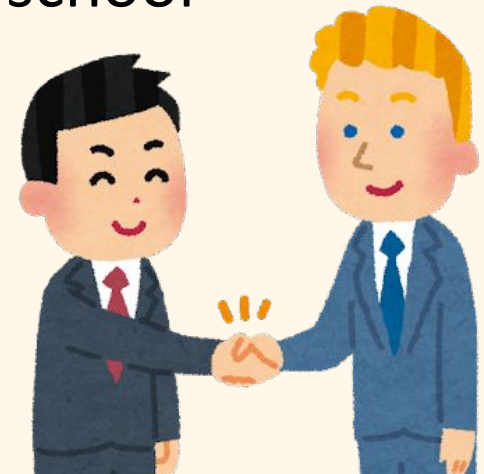
nagasaki.pa@gmail.com

⌘ Anything shared with the PAs remains confidential with the PAs ⌘

Workplace Relations

Ch. 2 & 3
(Pg. 17~ & 37~)

- You are employed by the Prefecture or your BOE
 - Contracts differ between COs, so you may have slightly different conditions than other ALTs for things like paid leave.
 - Read your contract!
- Ask your supervisor for help. They are your first line of communication. Part of their job is communicating with the school office and administration on your behalf.



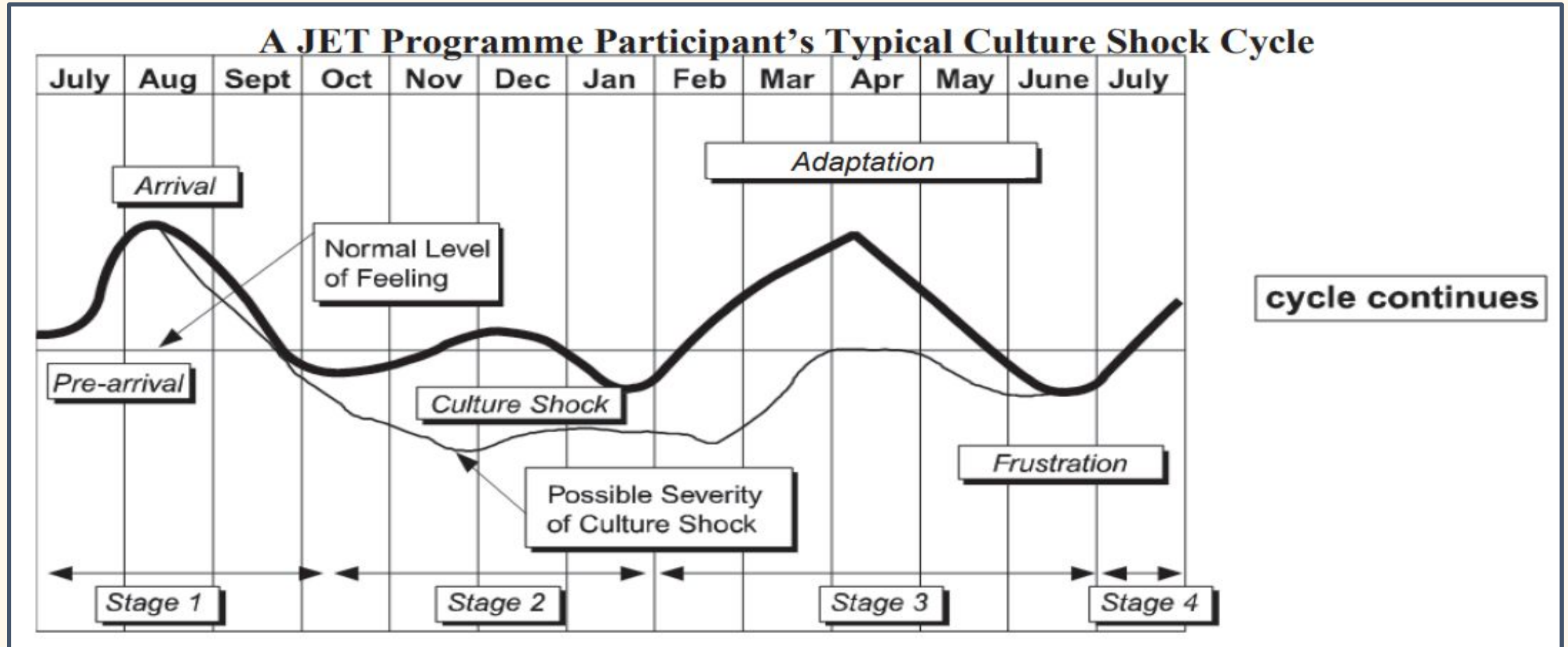
Workplace Difficulties

- Cultural differences and workplace expectations can lead to friction
 - Japanese communication style may be much more indirect
- You will make mistakes! It's okay. Be open to being wrong, apologizing if necessary, and moving on.
- Chapter 3 in GIH contains very useful information about Japanese workplace culture.

Nagasaki JET Website - "Japanese Workplace Etiquette"
<https://nagasakijet.com/japanese-workplace-etiquette/>

Culture Shock

Ch. 6.2
(Pg. 81)



Culture Shock

1. **Initial Euphoria:** Everything is new and exciting!
↓
2. **Irritation and Hostility:** Focus turns to the differences, may feel homesick and even feel a negative attitude towards Japan.
↓
3. **Gradual Adjustment:** Begin understanding the culture better..
↓
4. **Adaptation and Biculturalism:** You can enjoy the differences, and may experience reverse culture shock on return home. ↗

✂️ You may skip steps, and this process may repeat! ✂️

Reappointment

- JETs are NOT guaranteed reappointment – even for a second year.
- Maintaining a good relationship with your supervisor and co-workers is important.
 - Be proactive in asking for feedback.
 - Be engaged with the students and school and show interest in improving your work as an ALT.
- Reappointment deadlines will be set by contracting organizations and may be as early as October or early November.
- Treat reappointment decisions as final, and think about your decision ahead of time!

CO Intent to Reappoint/Participant Intent as to Reappointment
再任用意思通知兼意思確認調書

(For Contracting Organisation use 任用団体記入欄)

Date 日付: 2023 / 12 / 14	
JET No. : _____	
Name : _____	
We intend to reappoint you on the following conditions: 当団体は、以下の条件で、あなたの再任用を希望します。	
(1) Host Prefecture/Designated City 取りまとめ団体 : _____ Contracting Organisation 任用団体 : _____	Nagasaki Prefecture 長崎県 Nagasaki Prefecture 長崎県
(2) Job-Type 職種 : _____	ALT
(3) Term of Appointment 任期 : (standard 1 year reappointment 通常1年間の再任用) 2024 / 8 / 1 — 2025 / 3 / 31 2025 / 4 / 1 — 2025 / 7 / 31	
(4) The Terms and Conditions will for the most part be the same as in the 2022-2023 JET Programme year. その他任用規則等については、概ね令和4年度に準ずるものとする。	
Contracting Organisation : _____ 所屬部署 長崎県教育庁高校教育課	
Contracting Organisation Head : _____ 所屬長 課長	

(For JET Participant use) *Please indicate your intent by signing in the appropriate space below.

(JET参加者記入欄) ※いずれか一方を選択して、日付を記入し署名してください。

I wish to accept reappointment on the JET Programme. 私は、JETプログラムによる職について、引き続き就業する意思があります。
Date 日付: _____
Signature 署名: _____
I DO NOT wish to accept reappointment on the JET Programme for the following reason(s). 私は、JETプログラムによる職について、以下の理由により引き続き就業する意思がありません。
Reason(s) 理由: _____ _____ _____
Date 日付: _____
Signature 署名: _____

To Those Being Reappointed: The decision to reappoint you may be rescinded in the event you conduct acts inappropriate of a JET participant, or you do not fulfill the conditions required for reappointment.

【再任用が内定した方へ】次期任用開始日までに、再任用者として不適格とみなされる事実が判明した場合や、再任用の条件を満たさなくなった場合には、再任用内定を取り消すことがあります。

Emergency Action Plan (EAP)



Emergency Action Plan (EAP)

- The EAP flow:
 1. the PAs send an email to all ALTs.
 2. ALTs contact their Area Rep to confirm their safety.
 3. The area reps report that information to the PAs.
 4. **ALTs must also respond** to the CLAIR confirmation system.
- The PAs run a drill for the EAP every year. This is to simulate a real scenario and to make sure that we are able to contact all of our ALTs during an emergency.
- Please let your Area Rep know if you are leaving the country so they know you are not in danger in case of an emergency!

Travelling Abroad

Embarkation/Disembarkation Card for Special Re-entry Permit

外国人用 (再入国) 再入国入国記録 DISEMBARKATION CARD FOR REENTRANT ②

氏名 (漢字) 氏 名 男 ① 女 ②
Name Family Name Given Names Male Female

国籍・地域 生年月日 Day 日 Month 月 Year 年 航空機便名・船名
Nationality/Region Date of Birth Last flight No./Vessel

以下の質問について、該当するものに○を記入し、署名(特別永住者の方は署名のみ)して下さい。 Please check the applicable items and put your signature. (For special permanent resident, please put your signature only.)

1 あなたは、日本国又は日本国以外の国において、刑事事件で有罪判決を受けたことがありますか? Have you ever been found guilty in a criminal case in Japan or another country? ☐ はい Yes ☐ いいえ No

2 あなたは、現在、麻薬、大麻、あへん若しくは覚せい剤等の規制薬物又は銃砲、刀剣類若しくは火薬類を所持していますか? Do you presently have in your possession narcotics, marijuana, opium, stimulants, or other drugs, swords, explosives or other such items? ☐ はい Yes ☐ いいえ No

3 あなたは、現在、現金をいくら所持していますか? How much money in cash do you presently have in possession? (円, \$, W, 元, その他 Others ())

以上の記載内容は事実と相違ありません。
I hereby declare that the statement given above is true and accurate.

署名
Signature

再入国出国記録 EMBARKATION CARD FOR REENTRANT ①

出入国記録番号 区分
AAB 7076996 71

氏名 (漢字) 氏 名
Name Family Name Given Names

国籍・地域 生年月日 Day 日 Month 月 Year 年 男 ① 女 ②
Nationality/Region Date of Birth Male Female

主な渡航先国名 航空機便名・船名
Destination Flight No./Vessel

☒ みなし再入国許可による出国を希望します。 Departure with Special Re-entry Permission. (希望する場合は□にチェックしてください。)(Please check the box.)

署名
Signature

みなし再入国許可で再入国できる期間は出国の日から1年間又は在留期限までのいずれか短い期間です。(特別永住者は出国の日から2年間です。)(Special re-entry permission is valid for 1 year from the departure date or until expiry of the period of stay, whichever comes first. この期間を延長することはできません。This period of validity cannot be extended.)

官用欄
Official Use Only

KA7AAB707699671

- Fill out this form at the airport when you are leaving the country!
- It will make your re-entry process smoother

- Must return within one year of departure, and passport and residence card must still be valid

Travelling Abroad

- JET Accident Insurance also covers any accidents or illnesses while abroad.
- You must pay the costs out of pocket and then apply for a refund.
- Must apply within 30 days of the accident or at the beginning of the illness.



Nagasaki JET Website → “Useful Links”

Transfers

Ch. 2.2 & 2.4.2
(Pg. 21~ & 24~)

- Extremely rare and only granted in exceptional circumstances (e.g. marriage, medical requirements, primary carer) AND if a position is available.
- Deadline is usually the same as reappointment deadline.
- Apply through your supervisor!



Insurance

- All JET participants are covered by 4 types of insurances:
 - Health insurance
 - Pension insurance
 - Employment insurance
 - JET accident insurance

Taxes

Types of Japanese Taxes:

- Personal Income Tax
- (Municipal) Resident Tax
- Home Country Taxes

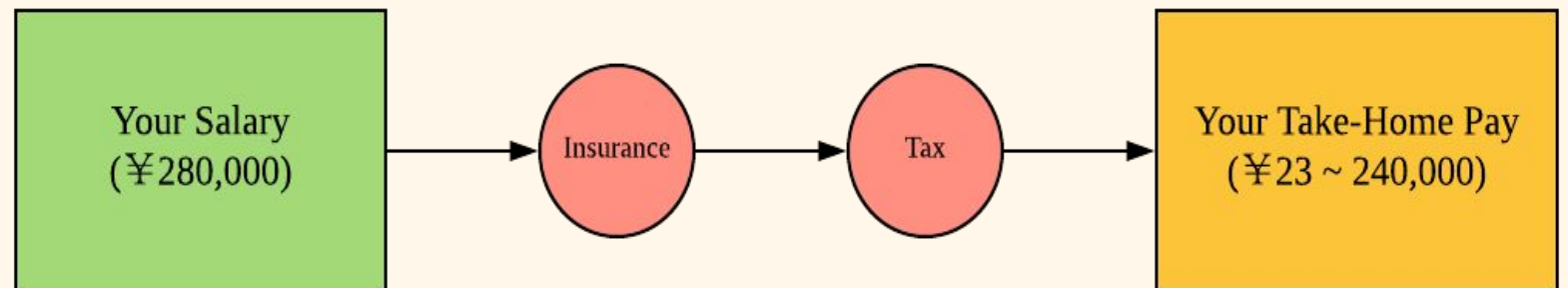
- Your taxes should be taken out of your pay slip by your school.
- Your tax requirements will differ based on your nationality and potentially other factors.
- Consult the GIH and your home country's tax guidelines regarding whether you need to pay taxes at home!

⌘We are NOT tax experts!⌘

Insurance and Taxes

Residence tax is calculated every June from income made in Japan from January to December of the previous year. So, starting June/July of 2027, your school should automatically be taking residence tax out of your pay slip.

報酬月額 (Remuneration)	通勤費用 (Commutation allowance)	[標準報酬月額] 合計 (Sum)	社会保険料 (Social Insurance)			雇用保険料 (Employment Insurance)	課税対象額 (Taxables)	所得税 (Income Tax)	市町村民税 (Resident Tax)	控除計 (Deduction (Sum))	差引支給額 (Take-home)
			健康保険	厚生年金保険	合計						
280,000円	0円 0円	[280,000円] 280,000円	14,168円	24,959円	39,127円	1,120円	239,753円	甲(0人) 6,210円	0円	46,457円	233,543円
280,000円	0円	280,000円	14,168円	24,959円	39,127円	1,120円	239,753円	6,210円	0円	46,457円	233,543円



Private and Public Conduct

- You are representing the JET community, your home country, and your CO.
- Be mindful of your interactions with students and do not engage with them inappropriately outside of the workplace.
 - Do not add or follow your students on social media.
 - Do not meet up with your students outside of school.



Zero Tolerance for Drink Driving

- Absolutely NO alcohol may be consumed before driving (applies to any kind of vehicle, including a bicycle)
- Severe penalties apply (civil and criminal), and it will reflect poorly on your school, BOE, and on JETs and ALTs in general.
- Make alternative plans (e.g. taxi, or a 'daiko service' that drives your car home for you)

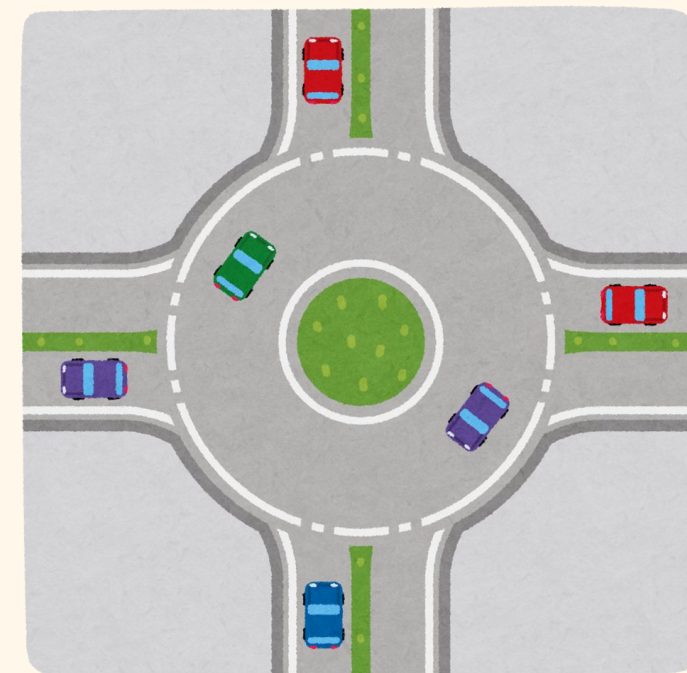


OR



How do I drive in Japan?

- You will need a Japanese driver's license or international driver's permit (IDP) to legally drive.
- IDPs are only valid for 1 year and **cannot be renewed from Japan.**
- If you don't have an IDP or stay longer than 1 year, you will need to convert your license.
 - This process may be quite lengthy, so start early to avoid being without a valid license
- Check out: <https://nagasakijet.com/driving/>



Mental Health Lifelines

List of Lifelines in Japan	https://www.inochinodenwa.org (Website in Japanese only)	
Tokyo English Lifeline (TELL)	9:00-23:00 Daily https://telljp.com/lifeline/	03-5774-0992
TELL Counselling (Tokyo)	By appointment https://www.telljp.com/counseling/	
AJET Peer Support Group	7 days a week, 20:00–7:00	050-5534-5566 Skype: 'AJETPSG' (English only) https://www.ajetpsg.com/

CLAIR Counselling Support

- CLAIR Counselling subsidy: 50% of costs
 - Can be used for counselling fees for institutions in Japan or abroad.
 - Up to ¥ 30,000 per fiscal year, only applicable for treatment that was not covered by Japanese National Health Insurance.
 - Must be applied for through your supervisor.
 - **DEADLINE is April 1st, 2027** for treatment costs from April 2026-March 2027
- CLAIR counselling via webmail and Skype
 - To obtain login details, consult latest CLAIR monthly newsletter or ask your supervisor.

Available Resources

- General Information Handbook
- Nagasaki JET Website
- Supervisor
- Fellow JETs
- Area Reps
- PAs
- AJET

