

# 2026 Training Program for Teachers of the Japanese Language in the U.S.



JAPAN FOUNDATION  
国際交流基金

## Application Instructions

### 1. Program Outline

This is a training program for teachers who teach Japanese in K-12 schools in the United States to improve their Japanese language skills.

#### (1) Duration

The 1st Group: June 5, 2026, to June 29, 2026 (25 days) (tentative)

Friday, June 5 Arrive in LA, Saturday, June 6 Orientation

Sunday, June 7 Leave LA, Monday, June 8 Arrive in Saitama

Tuesday, June 9, Opening Ceremony at JLI, Urawa

Tuesday, June 24, Closing Ceremony,

Thursday, June 25 through Saturday, June 27 Field Trip

Monday, June 29, Leave Japan

The 2nd Group: June 21, 2026, to July 15, 2026 (25 days) (tentative)

Sunday, June 21 Arrive in LA, Monday, June 22 Orientation

Tuesday, June 23 Leave LA, Wednesday, June 24 Arrive in Saitama

Thursday, June 25, Opening Ceremony at JLI, Urawa

Friday, July 10, Closing Ceremony,

Saturday, July 11 through Monday, July 13 Field Trip

Wednesday, July 15, Leave Japan

#### (2) Description of the Program

##### Japanese Language

Participants improve their proficiency using the Japanese language, which is necessary as teachers of Japanese language, through several language activities. Additionally, participants will develop their knowledge about Japanese language such as vocabulary and grammar.

##### Japanese Culture/Japanese Society

Participants will learn and experience Japanese culture and society that can be introduced to their Japanese-language classes through several ways such as lectures and workshops. In addition, field trip, visits to local schools and cultural demonstrations are planned.

#### (3) Location of the Program

The Japan Foundation, Los Angeles

The Japan Foundation, Japanese-Language Institute, Urawa

#### (4) Number of Participants (Tentative)

24 teachers per group

### 2. Eligibility

Teachers who teach Japanese in K-12 schools in the United States and meets all of the following requirements:

- (1) Teachers of the Japanese language who have employment relationship with K-12 schools in the United States and will continue to work there after completing this program. Individuals who are not working at K-12 schools 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) Japanese-language teaching experience: Individuals with more than six months of experience in teaching the Japanese language as of January 1, 2026 (private lessons and teaching practice not included);
- (6) Japanese-language proficiency: Individuals who have a proficiency in Japanese of either of the following at the time of application:
  - a. Level A2～B1 in the JF Standard for Japanese-Language Education (JFS), or the equivalent
  - b. Level N4 or N3 in the Japanese-Language Proficiency Test (JLPT), Level 3 or 2 in the old JLPT, or their equivalent (\*)  
\* 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 and write down the score in the designated column on the page 1 of the Form 2 "Candidate's Japanese Language Proficiency, Japanese Language Teaching Experience, etc.". Please note that applications without the test score filled in may not be accepted. Attaching the answer sheet itself is not required.
  - \* Please check the following websites for information on Japanese-language proficiency level.
    - Official website of the JF Standard for Japanese-Language Education (JFS)  
[https://www.jfstandard.jpj.go.jp/pdf/1\\_global\\_scale\\_eng.pdf](https://www.jfstandard.jpj.go.jp/pdf/1_global_scale_eng.pdf)
    - Official website of the Japanese-Language Proficiency Test (JLPT)  
<https://www.jlpt.jp/e/about/levelsummary.html>

### **3. 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.).

- (5) Round-trip air tickets (discount economy class) to and from the nearest international airport from the participant's home residence.
- (6) Airport tax, foreign travel tax.
- (7) Set amount of in-kind allowances (to cover expenses necessary for participation in the program).

#### **4. Application Procedures**

##### **(1) Application deadline**

Friday, January 30, 2026, 17:30 (Los Angeles Time)

There are two types of application documents: (1) and (2). For (1), please print it out, fill it in by hand, and submit it as a scanned PDF file. For (2), fill it in on the Word file and submit it in Word format via email to JFLA ([jflainfo@jpf.go.jp](mailto:jflainfo@jpf.go.jp)) by 17:30 PM (LA time) on January 30, 2026. Submissions by mail or fax will not be accepted.

##### **(2) Notification of results**

March 2026 for

##### **(3) Points to note**

- a. Submitted application documents will not be returned. Please make sure to keep a copy for yourself when submitting your application.
- b. If there are any changes to the information provided after submitting the application documents, please notify us promptly.
- c. Fill out the application form in Japanese, except for sections indicated to be in English. Also, when filling it out, do so on your own without assistance from others.
- d. We cannot respond to any inquiries about reasons for selection.

##### **(4) Selection Policy**

- a. During the screening process, the candidate's Japanese language proficiency, teaching experience, position (full-time/part-time, number of classes taught, number of learners), influence, etc. will be considered.
- b. Priority will be given to candidates who are 55 years old or younger as of April 1, 2026.

#### **5. Terms of Agreement**

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

##### **(1) Obligations of participants**

- a. To obey Japanese laws while staying in Japan
- b. To understand that they are invited as members of a group, to attend every activity of the program, under the direction of JFJLI, Urawa, and 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;
- c. Not to arrive in Japan before the beginning date of the training program;

- d. Not to go abroad nor return to their home country for the duration of the program);
- e. 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
- f. Not to be accompanied by their family members.

(2) Disclosure of information on the project

- a. If 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, in principle.

(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"), related Cabinet Orders and Ministerial Orders, and various guidelines established by the Personal Information Protection Commission and any agencies authorized by the said Commission, 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 "6. 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.

## **6. Contact**

The Japan Foundation, Los Angeles

5700 Wilshire blvd, Suite 100

Los Angeles, CA 90036

Telephone: 323.761.7510 x109

Email: [jflainfo@jpf.go.jp](mailto:jflainfo@jpf.go.jp)