CHECKLIST
United Nations/Japan Long-term Fellowship Programme
"Post-graduate study on Nano-Satellite Technologies (PNST)"

The following documents except referee reports should be submitted by the deadline at the web address that is in the confirmation e-mail you will receive after registering for the programme, as indicated in the information note:

Check List No.

01. **PNST Nomination Form.** Duly completed by the applicant and certified on behalf of the nominating institution by <u>the certifying officer</u>.*

 * The certifying officer shall not be lower in rank than the Head of the applicant's Department, Institution or Ministry. For the case of a university, the certifying officer shall be a Dean or higher. The certifying officer attests to the bona fide status of the applicant in his/her institution.
 This rule is applied to all the other certificates.

02. **PNST Application Form.** Duly completed by the applicant.

03. **MEXT Application Form for Japanese Government (Ministry of Education, Culture, Sports, Science and Technology: MEXT) Scholarship.** Duly completed by the applicant.

04. **MEXT Form Field of Study and Research Plan.** Duly completed by the applicant.

05. **Diploma certificates.** Scanned copies of the official education certificate(s) of Bachelor, Master or higher degree(s) and the official certified translation of these documents in English. If the applicant has not received the degree, and is expected to receive the Bachelor or Master degree by September 2021, he/she should submit the certificate of expected graduation/degree conferment signed and stamped by a Dean or higher official.

06. **Academic transcripts.** Scanned copies of the official academic transcripts in in English. The transcripts should be indicating the subjects, examination grades (marks) received in each subject, GPA (Grade Point Average), class levels, and actual rank among the class of the major department.

07. **Explanation of transcript.** Explain how to read the transcript if it is judged by alphabet (GPA undetermined) and submit official information how to read the transcript. Include on or attach description to your Academic transcripts.

Example:

A Excellent	B Very Good	C Good	D Satisfactory	F Fail
100~90	89~80	79~70	69~60	59~0
4	3	2	1	0

08. Certificate of English language competence. All the candidates must submit one of the followings:

(1) Scanned copy of the official score certificate of English test which is approved by CEFR (Common European Framework of Reference for Languages) with the level of B2, C1, or C2. For the details of CEFR, please see Wikipedia: https://en.wikipedia.org/wiki/Common_European_Framework_of_Reference_for_Languages

(2) Scanned copy of an official certificate letter that your bachelor degree education (if you apply for Master's Program) or your Master degree education (if you apply for Doctoral Program) was conducted entirely (this means 100 percent) in English. The letter should be stamped and signed by Dean of your department or an official of higher rank of your university.

(3) Submission of (1) or (2) is strongly recommended, but in case you cannot submit either (1) or (2), you can submit other objective evidence of your English proficiency. However, your evidence might not be acceptable to MEXT (which is Japan's Ministry of Education).

09. Academic background. Answer the questions to explain the regular educational system in your country or the countries in which you attended school. This includes the normal age at which school is attended, and from which month to which month (including long holidays) school takes to complete. The years should be exact. A separate sample sheet is given as an example. Please read it carefully and answer the questions. On that sheet there is also a sample for the MEXT application form. Before filling in the MEXT application form, please read the sample carefully and fill the MEXT application form properly.

10. Curriculum vitae. Signed and dated by applicant.

11. Referee report 1

12. Referee report 2

13. Referee report 3

The Referee reports must be sent by email to the Post-graduate study on Nano-Satellite Technologies (PNST) (pnst@space-kyutech.net) email address by the referees themselves before the deadline. Three referee reports are required and one of the referees should be the applicant's study supervisor from his/her bachelor (for master applicants) or master (for doctoral applicants) university. If the applicant is currently employed, one of the referees should be the employer of the applicant. **The referee reports are very important for the selection process, and it is the applicant's responsibility to confirm if all the three referee reports have been submitted to PNST Administrative office before the deadline, 23:00 24 January, 2021 (JST).**

Submission Instructions

1. For file a name, do not use any non-English characters. Moreover, each character must be a one-byte type of character. As well, do not use spaces in your file names as the file server will not handle such data correctly. Use "_" (under bar) or "-" (hyphen) instead.

2. When you submit the documents listed above, please name each file with the following style.
   There is a number corresponding to each checklist item. Name each file with the checklist number, your name, and the date (the order is year, month, day), as shown below.
   Sample: 01_Tom_Smith_2019.12.24

3. If you need to send revised files, please do so through the same uploading website before the deadline. When you name the revised files, please change the date only. Also, please do not resend the original version of the file that has not been revised.
   Sample: 01_Tom_Smith_2019.12.25
   The important rule is to resend the files only when you change their content and change the file name date whenever you resend.

4. When you request your referee to send a referee report, ensure that the file must be named as the following style. Each referee report must correspond to a different checklist number (11, 12 and 13).
   ID number (where xxxx is the applicant's 4-digit ID number.)_applicant's name_referee report_11
   PNST2021-XXXX_Tom_SMITH_referee report_11
   PNST2021-XXXX_Tom_SMITH_referee report_12
   PNST2021-XXXX_Tom_SMITH_referee report_13

5. **The programme is conducted in English. All documents must be written in English and if your certificate or transcript is written in another language, the document must be translated officially into English by an institute and both the original language and translated English certificate must be submitted.**

NOTE:
   The application is only considered valid if all the information requested is provided.
Successfully selected applicants must submit all the original documents and certificates (Checklist No. 01, 03, 05, 06, 07, and 08) to Kyutech by express mail (such as DHL, FedEx) after the final selection. Applicants must ensure the availability of those original documents. Photocopies are not acceptable and if selected candidates do not submit those original documents, eligibility will be revoked.
If you request so upon submission, the original certificates (only 05 and 06) will be returned to you after the application process is complete.