

CHECKLIST

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

First, please make sure to read **the Application Flow (PDF)** which can be downloaded from the website: <https://www.tobata.kyutech.ac.jp/gr-school/gra-program/seic-pnst/>

The following documents except referee reports should be submitted by **the deadline: 30 November 2025, Sunday, 23:59 (JST)** 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.

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.

Check
List
No.

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

* 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 Field of Study and Research Plan. Duly completed by the applicant. Both Master and Doctoral applicants should submit this document. Note that the desire to undertake a satellite project constitutes a project activity, not a research work. In particular, Doctoral applicants must propose a detailed research plan with a novelty by identifying a problem to be solved through the investigation with previous research.

* The new 2026 version of document No.03 and 04 are expected to be released by MEXT in November 2025. Please submit the 2025 version of these documents for now. Once you are selected as a final candidate, we will request you to replace them with the 2026 versions.

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 2026, 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 of your final education, and the official certified English translation. If the applicant already has (or expect to receive) a master's degree, but intend to apply for Master's Program, then he/she must submit both bachelor's and master's transcripts. 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. Scanned copies of the official information issued from your university about how to read the transcript, and how to calculate CGPA (See as in 08. MEXT Grade Conversion Chart). Include on or attach description to your Academic transcripts. It must be issued officially from your university. Only explanation by applicant will not be acceptable.

08. Nomination Form (Rank Certificate).

To be eligible for the MEXT scholarship for graduate students, you need to have a Grade Point Average (GPA) of 2.30 on a 3.00 scale over in the latest academic record of study and be expected to maintain the equivalent level during the scholarship period. Using the MEXT specified grade conversion chart and GPA calculation formula below, please check your eligibility. (If you are currently a student, you may use academic record of your current course. If you have already graduated, you may use the most recent academic record.) The GPA will be calculated again once the application documents are received by the PNST Administration.

If your university's grading system does not fit on the MEXT Grade Conversion Chart, you must submit the Rank Certificate that certify your overall rank in the graduating course was in the top 30%, signed by the dean or higher rank official of your most recent attended university.

<MEXT Grade Conversion Chart>

Grading System	Grades				
Type 1 4-point scale		Excellent	Good	Satisfactory	Fail
Type 2 4-point scale		A	B	C	F
Type 3 4-point scale		100~80	79~70	69~60	59~0
Type 4 5-point scale	S	A	B	C	F
Type 5 5-point scale	A	B	C	D	F
Type 6 5-point scale	100~90	89~80	79~70	69~60	59~0
Grade Points	3	3	2	1	0

<MEXT GPA Calculation Formula>

(Total credits of GP3 subject x 3) + (Total credits of GP2 subject x 2) + (Total credits of GP1 subject x 1) + (Total credits of GP0 subject x 0)

Total number of credits for all registered courses

<Notes>

- 1) If the courses do not go by the credit system, replace the "number of credits" with "number of courses" registered.
- 2) If you have transferred from one university to other one, calculate GPA based on the courses after transferred in the new university.
- 3) The courses whose grades do not fit the evaluation scale (such as "Pass/Fail," "Certified", or "Approved") must be excluded.

09. Certificate of English language competence. All the candidates must submit one of the following:

- (1) Scanned copy of your official English test score certificate. The test must be approved by CEFR (Common European Framework of Reference for Languages) and indicate a level of B2, C1, or C2. Only English tests that can assess your English level in all four language skills---speaking, writing, reading and listening---are acceptable. (e.g. TOEFL iBT, IELTS, Duolingo, etc.) Please note that your scores must meet the CEFR B2 level or higher in each of the four skills individually.

For the details of CEFR, please see Wikipedia:

https://en.wikipedia.org/wiki/Common_European_Framework_of_Reference_for_Languages

**Only English tests taken within two years of the official announcement date of the MEXT scholarship (expected in November) are acceptable. The exact validity period will be notified to all registered applicants by email after the official announcement.*

- (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; such as publication in English, a certificate of English proficiency issued from your university, or a certificate you have finished an English course with good score (equivalent to CEFR B2 or higher), etc. However, your evidence might not be acceptable to MEXT (which is Japan's Ministry of Education).

10. 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.

11. Curriculum vitae. Signed and dated by applicant.

12. Referee report 1, 2 and 3

First, you are required to register your referee's name and email address on the designated URL. Then, a confirmation email will be sent to you and your referee. The Referee reports must be sent by uploading to the designated URL by the referees themselves before the deadline. The uploading site URL will be notified in the confirmation email from PNST to the referee only. **Three referee reports are required** and one of the referees should be the applicant's academic supervisor from his/her bachelor (for master applicants) or master (for doctoral applicants) university.

**If the applicant has a master degree, but applying for master's program, then we need a referee report from your master's supervisor.*

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, 23:59, 30 November 2025 (JST).

Submission Instructions **(For all application documents No.01 to No.12)**

1. For file a name, do not use any non-English characters. Moreover, each character must be a one-byte type of character. Also, 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. The file format should be GIF, JPG, JPEG, PNG, PDF, DOC, DOCX, XLS, XLSX, and the file size should be less than 5MB. **Do not submit as compressed files such as ZIP.**
3. 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 and your name as shown below.
Sample: **01_Tom_Smith**
4. After you have completed all documents, please upload them to the designated “Application Files Upload Site” by no later than 30 November 2025 (Sunday, 23:59 JST).
On the Upload Site, you will find eleven folders corresponding to each item listed in the Checklist document. Please ensure that each application file is uploaded to the folder that matches its Checklist number.
5. If you need to update your application documents, you can re-upload by the deadline. However, please note we will refer to only the latest uploaded documents.
Please do not re-upload the original version of the file that has not been revised. Re-upload only when you have made any updates to your application documents.

Important Notice Regarding Application Validity and Document Submission

To ensure your application is considered valid, **all required information must be provided**. Applicants who are successfully selected must submit the following **original documents and certificates via express mail (e.g., DHL, FedEx) to Kyutech after the final selection**:

- **Checklist No. 01, 05, 06, 07, 08, and 09**
- An **original signed referee report** from the academic supervisor of your most recent academic background (*if applicable; see details on the referee registration site*)

Please note:

For the Checklist No. 05 and 06, notarized copies are also acceptable. However, you must submit the original notarized documents with the official stamp. Photocopies or scanned versions of the notarized documents will not be accepted. **Failure to submit the original documents will result in a revocation of eligibility.**

The submitted application documents will not be returned. However, if requested at the time of submission, the following original certificates may be returned after the application process is complete:

No. 05: Diploma certificates

No. 06: Academic transcripts