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 the certifying officer∗.

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

03. **MEXT Application Form for Japanese Government (Monbukagakusho: 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 translation of these documents in English.

06. **Academic transcripts.** Scanned copies of the official academic transcripts indicating the subjects and examination grades (marks) received in each subject in undergraduate and higher courses and the official translation of these documents in English.

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 PNST Application Form.

08. **Diploma or certificate of English language competence.** This diploma/certificate shall be issued by an accredited language institution or by the local UNDP office upon satisfactory establishment of the applicant's English language competence.

09. **Educational 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.

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 employment or study supervisor of the applicant.

11. Referee report 1

12. Referee report 2

13. Referee report 3

NOTE: The application is only considered valid if all the information requested is provided.

Successfully selected applicants must submit the original certificates of graduation (diplomas) or expectation of graduation and original grade certificates (transcripts) and official translations into English to Kyutech by express mail after the final selection. Applicants must ensure the availability of those original documents. Photocopies are not acceptable and if selected candidates do not submit the original diplomas or graduation expectation plus, the original transcripts and official translations, eligibility will be revoked.

If you request so upon submission, the original documents will be returned to you after the application process is complete.

* 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.

Submission Instructions

When you submit the documents listed above, please name each file with the following style.

1. 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_2014.12.24

    When you request your referee to send a referee report, ensure that the naming style is followed. Each referee report must correspond to a different checklist number (11, 12 and 13).

2. If you need to send 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_2014.12.25
   <u>The important rule is to resend the files only when you change their content and change the file name date whenever you resend.</u>

3. **The programme is held 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.**