

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: 23:59, 5 January 2024 (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 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 2024, 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 currently a student, you may use the 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>

$(\text{Total credits of GP3 subject} \times 3) + (\text{Total credits of GP2 subject} \times 2) + (\text{Total credits of GP1 subject} \times 1) + (\text{Total credits of GP0 subject} \times 0)$

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 the official score certificate of English test (that can assess your English level in all four language skills – speaking, writing, reading and listening) 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

*Only English test taken within two years from the MEXT official announcement date about the scholarship (that means only a test taken after November 14, 2021) is acceptable.

(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, 5 January 2024 (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. 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. 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, your name, and the date (the order is year, month, day) as shown below.

Sample: 01_Tom_Smith_2023.12.25

4. 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_2024.1.2

The important rule is to resend the files only when you change their content and change the file name date whenever you resend.

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, 05, 06, 07, 08, and 09) and an original signed referee report* from the academic supervisor of his/her final academic background 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.

Application documents submitted are not returnable to applicants. If you request so upon submission, the original certificates (only 05. Diploma certificates and 06. Academic transcripts) will be returned to you after the application process is complete.

*Applicable person only. See the details on the Registration site of your referee.