

# 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.\*

\* 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 (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 (for the latest two years) 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. 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](https://en.wikipedia.org/wiki/Common_European_Framework_of_Reference_for_Languages)

**NOTE: With new MEXT (Japanese government) requirement, English test scores are valid for two years from the date MEXT officially started the scholarship announcement. Specifically, only English test taken after November 29th, 2017 is acceptable for PNST2020.**

(2) Scanned copy of an official certificate letter that your bachelor degree education (if you apply for Master course) or your Master degree education (if you apply for Doctor course) 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](mailto: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. **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 19 January, 2020 (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. 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).

e.g.)

ID name\_name\_referee report\_11

pnst2020-0001\_Tom\_SMITH\_referee report\_11

pnst2020-0001\_Tom\_SMITH\_referee report\_12

pnst2020-0001\_Tom\_SMITH\_referee report\_13

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\_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.**

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 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 will be returned to you after the application process is complete.