

## FY2016 Internship Application Guidelines

Japan Aerospace Exploration Agency (JAXA) offers an internship program in FY2016 as follows:

### 1. Theme, Period and Requirements of Internship

See the "**2016 Internship Items to be assigned**" list for details.

### 2. How to Apply

1) Select the theme you want to undertake from the "**2016 Internship Items to be assigned**" list.

2) Fill in the required items in the **JAXA Internship Application Form**.

3) e-mail the completed form and your CV to: [internship@jaxa.jp](mailto:internship@jaxa.jp)

Note: Make sure that all required items are filled out. If not, the application may not be accepted.

### 3. Deadline

April 28<sup>th</sup>, 2016 (Japan time)

### 4. Inquiries

If you have any inquiries, please contact: [internship@jaxa.jp](mailto:internship@jaxa.jp)

### 5. Acceptance of Interns

JAXA accepts an applicant only if he/she meets the conditions required of an intern at JAXA in terms of the theme(s) to be pursued during the internship, work conditions, and the period of internship. There will be the selection, if the number of applicants exceeds the limit for one theme.

### 6. Memorandum of Understanding between the university/school and JAXA

In accordance with JAXA's Regulation Concerning the Acceptance of Internship, the university or the school sending an intern to JAXA shall sign a memorandum of understanding in the JAXA format, concerning the terms and conditions of the internship.

## 7. Required documents before starting the internship

Accepted interns shall send the following required documents to JAXA, well in advance of starting his/her internship.

- The evidence of an insurance coverage which covers the activities of JAXA internship (e.g. a copy of an insurance policy)
- Letter of oath (in the format specified by JAXA)
- A copy of your passport.

## 8. Important Notices

- JAXA shall bear no expenses related to the internship, including travel, accommodations and food costs.
- No compensation, such as wages, shall be paid to an intern.
- An intern shall take measures to ensure that the intern procures and maintains appropriate insurance coverage for payment and compensation for losses, damages or injuries that he/she may suffer or that may be caused by him/her to JAXA and its staff during the period of his/her internship.
- An intern shall comply with JAXA's rules and regulations, and follow directions provided by a JAXA director in charge or supervisor.
- The internship program does not lead to regular employment by JAXA.
- Submitted documents are not returned to an applicant.

## 9. Purposes of Using Personal Information

All personal information submitted to JAXA as part of internship application requirements shall be used exclusively for the process of acceptance, and the selection of interns. JAXA shall assume responsibilities to dispose of all personal information after the selection, or the end of internship.