

FY2021 Internship Application Guidelines

Application guidelines for Japan Aerospace Exploration Agency (JAXA) FY2021 internship program would be as follows.

1. Theme, Number of Interns and Duration

Please refer to “FY 2021 List of Internship Theme” for details regarding internship themes, brief description, number of interns, internship duration, location and other items.

2. Application Procedures

Please select desired theme from listings on “FY 2021 List of Internship Theme”. Complete all required items on “Internship Applicant CV”, and clearly fill contact method (telephone, fax, email address) of person in charge (career counsellor, research advisor or equivalent) in your university. The actual application will be made by the department that is responsible for career counselling in your university. Each university or school shall be responsible for application for every student enrolled on such university/school, create “List of Applicants”, attach “Internship Application Letter” and “Internship Applicant CV”. The person in charge in the university will be required to send above 3 documents to us via email. Please note that you can only apply for maximum of two internship themes.

- ※1) Prospective students will be required to contact department responsible for career counselling in his/her own school by his/herself. If such department does not exist, please contact us via contact method listed on item no.3 below
- ※2) Please note that all items on “Internship Applicant CV”, “List of Applicants”, “Internship Application Letter”, must be fully completed (Please use formal name of the university i.e. “National University Corporation The University of AAA”). Incomplete application documents may result in rejection of application.
- ※3) As participation in internship will require signing MOU between JAXA and university, please completely fill the contact method for person in charge in the university. In most cases, we would not be able to make modifications on terms and conditions listed on the MOU.

3. Contact

〒101-8008 Kanda Surugadai 4-6, Chiyoda Ward, Tokyo Ochanomizu Sola City
Japan Aerospace Exploration Agency (JAXA)
Human Resources Department, Personnel Division, Internship section
E-mail: internship@ml.jaxa.jp

4. Deadline

Must arrive to JAXA by Wednesday, April 28th, 2021

(Please note that your university or school may have earlier deadline than above date)

5. Notification of Acceptance/Rejection

An email containing notification of acceptance/rejection will be sent to person in charge of career counselling in your university/school by **【June 4th, 2021】**.

Only applicants who can commit and suitable with internship theme, terms and conditions, duration and other items will be accepted. If there are more applicants than available opportunity, applicant will be screened based on submitted documents. Please note that the notification acceptance/rejection timing might vary due to screening process or other factors.

6. Procedures after Acceptance Notification

As per JAXA regulations, JAXA and your university will conclude an MOU regarding the internship. Prospective interns will be required to prepare documents listed below.

- Written Pledge (format prepared by JAXA)
- Proof of student internship liability insurance (a copy of insurance policy would be sufficient)
 - ※If the internship is conducted remotely/online, insurance is not mandatory.
- A copy of your student ID (this document is required to create your JAXA security card)
 - ※Not required if the internship is conducted remotely/online
- Contact form for person in charge (use Excel file prepared by JAXA)

7. Important Notices

- JAXA shall bear no expenses related to internship including but not limited to travel, accommodations, food expenses and other items.
- No compensation, such as salary, shall be paid to the intern.
- The intern will be required to procure and maintain an appropriate insurance such as Personal Accident Insurance for Student Pursuing Education and Research during duration of internship. The intern will be required to submit proof of insurance prior to start of internship (if the internship is conducted remotely/online, insurance is not mandatory).
- The intern shall comply with JAXA's rules and regulations, and follow directions provided by a JAXA personnel in charge or supervisor.
- The internship program does not lead to regular employment by JAXA.
- Please note that submitted documents will not be returned to applicant.

8. Regarding Usage of Personal Information

All personal information submitted to JAXA as part of internship application requirements shall be used exclusively for the process of acceptance and screening of interns. JAXA shall assume responsibilities to dispose all personal information after screening process. JAXA shall also assume responsibilities to dispose all personal information received from accepted students after end of the internship

【Appendix】Admission Process Flow

