

## FY2011 Internship Application Guidelines

Japan Aerospace Exploration Agency (JAXA) offers an internship program in FY2011 as follows:

### 1. Item(s) to be Assigned During Internship/Number of Interns to be Accepted/Period of Internship

See "Item(s) to be Assigned by an Intern During the FY2011 Internship" for details of the following items: items to be assigned by an intern during the internship, an overview of our internship program, the JAXA office to which an intern will be assigned, and period of the internship.

### 2. How to Apply

Select the theme you want to undertake from among those listed in "Item(s) to be Assigned by an Intern During the FY2011 Internship" and fill in the required items in the **JAXA Internship Application Form**, and e-mail the completed form to the address below.

Note: (1) Make sure that all required items are filled out. If an item is left blank, we may not accept the application.

### 3. Deadline

May 25, 2011

### 4. Address for Application and Inquiries

Email address: [internship@jaxa.jp](mailto:internship@jaxa.jp)

### 5. Notification of Acceptance

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. If the number of applicants exceeds the number to be accepted for the same theme, we will carefully screen the applicants to assign the theme to student(s).

### 6. Procedures Following Notification of Acceptance

In accordance with the Regulation Concerning the Acceptance of Internship, a university or school sending an intern to JAXA shall sign a memorandum of

understanding that is entered into between the university/school and JAXA, concerning the terms and conditions of the internship. The required documents are:

- Letter of oath (in the format specified by JAXA)
- Document evidencing an insurance coverage (e.g. a copy of an insurance policy)

Note: A photocopy of pages of the student's passport may be required in some cases.

#### 7. 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.

#### 8. Purposes of Using Personal Information

All personal information submitted to JAXA as part of internship application requirements shall be used exclusively for use in intern screening and accepting students as an intern. JAXA shall assume responsibilities to dispose of all personal information, except that of accepted students, after screening.