

Updated: August 2024

PNST Application Manual

PNST Administration
Kyushu Institute of Technology



Table of Contents

PNST Application Flow..... pages 1-2

1. For Applicants page 3

Step 1-3 Registrtaion for PNST..... page 3

Step 4-5 Registration of your Referees..... page4

Step 6 Download the Application formats..... pages 5-6

Step 7-9 How to upload the Application files.....pages 6-8

[For those who need to update the registered informaiton]

Step 1'-3'..... page 9

2. For Referees

Step 1 Receive Confirmation Emails..... page 10

Step 2 Download the Referee report format..... pages 10-11

Step 3-5 How to upload the Referee report..... pages 11-13

3. For Applicants and Referees

When you have any inquiries..... page 14

PNST Application Flow

First, please see the Application Flow which can be downloaded from the URL:

<https://www.tobata.kyutech.ac.jp/gr-school/gra-program/seic-pnst/>

PNST2025 Application Flow					
1. Applicants					
<p>If you have any trouble accessing the download & upload site, please try using the "in-private mode" of your browser.</p> <p>How to browse in private, please refer to the websites below:</p> <p>(Microsoft support website) https://support.microsoft.com/en-us/microsoft-edge/browse-inprivate-in-microsoft-edge-cd2c9a48-0bc4-b98e-5e46-ac40c84e27e2 (Google support website) https://support.google.com/chrome/answer/95464?hl=en</p>					
Step 1	<p>Visit the PNST Registration website</p> <p>URL: https://www.unoosa.org/oosa/en/ourwork/access2space4all/PNST/PNST_Rounds.html</p> <p>*The URL for registration can be found in the section "APPLICATION DOCUMENTS".</p> <p>*If you need to update your registered information, you can do so from the same URL by filling out the same email address and ID number received by the confirmation email.</p>				
Step 2	<p>Complete the form and submit</p> <p>You will receive two confirmation emails within 30 minutes. If you do not receive emails within 30 minutes, check your junk email box. If you still cannot find emails, please contact us from the Inquiry form.</p>				
Step 3	<p>Receive two confirmation emails</p> <table border="1"> <tr> <td>Email_A)</td><td> <p>Subject: We accepted your registration for PNST. (PNST2025-XXXX)</p> <p>From: ml_pnst.space <pnst.space@mail.kyutech.jp></p> <p>This email includes:</p> <ul style="list-style-type: none"> - Your registration details and ID number - URL to download the application formats - URL to register your referees' name and email address </td></tr> <tr> <td>Email_B)</td><td> <p>Subject: No-reply_PNST Administration shared the folder "PNST2025-XXXX" with you</p> <p>From: No-reply_PNST Administration <pa_faculty.space.clerk002@mail.kyutech.jp></p> <p>This email includes:</p> <ul style="list-style-type: none"> - URL for uploading application files </td></tr> </table>	Email_A)	<p>Subject: We accepted your registration for PNST. (PNST2025-XXXX)</p> <p>From: ml_pnst.space <pnst.space@mail.kyutech.jp></p> <p>This email includes:</p> <ul style="list-style-type: none"> - Your registration details and ID number - URL to download the application formats - URL to register your referees' name and email address 	Email_B)	<p>Subject: No-reply_PNST Administration shared the folder "PNST2025-XXXX" with you</p> <p>From: No-reply_PNST Administration <pa_faculty.space.clerk002@mail.kyutech.jp></p> <p>This email includes:</p> <ul style="list-style-type: none"> - URL for uploading application files
Email_A)	<p>Subject: We accepted your registration for PNST. (PNST2025-XXXX)</p> <p>From: ml_pnst.space <pnst.space@mail.kyutech.jp></p> <p>This email includes:</p> <ul style="list-style-type: none"> - Your registration details and ID number - URL to download the application formats - URL to register your referees' name and email address 				
Email_B)	<p>Subject: No-reply_PNST Administration shared the folder "PNST2025-XXXX" with you</p> <p>From: No-reply_PNST Administration <pa_faculty.space.clerk002@mail.kyutech.jp></p> <p>This email includes:</p> <ul style="list-style-type: none"> - URL for uploading application files 				
Step 4	<p>Visit the Registration of your Referees</p> <p>URL Refer to your Email_A</p>				
Step 5	<p>Complete the form and submit it THREE times.</p> <p>*To register your three referees, you are required to submit this form for three times. ==>Applicant will also receive a confirmation Email C.</p>				
Step 6	<p>Visit the Application formats DOWNLOAD Site and download them.</p> <p>*Email Verification is required. Receive a verification code from Microsoft Notifications <no-reply@notify.microsoft.com>.</p> <p>URL Refer to your Email_A</p>				
Step 7	<p>Complete all the Application documents followed by the instructions on the Checklist.</p>				
Step 8	<p>Visit the Application files UPLOAD Site</p> <p>*Email Verification is required. Receive a verification code from Microsoft Notifications <no-reply@notify.microsoft.com>.</p> <p>URL Refer to your Email_B</p>				
Step 9	<p>Upload your application documents before the deadline.</p> <p>Submission deadline: 23:59 (Japan Standard Time), Sunday 1 December, 2024</p>				

2. Referees	
Step 1	Referees will receive two confirmation emails. (Applicants will receive only Email C.)
	Email_C) Subject: Request for a Referee report for Applicant's name (PNST2025-XXXX) From: ml_pnst.space <pnst.space@mail.kyutech.jp>
	This email includes: - Applicant's name and PNST ID number - URL to download a Referee report format - Referee report submission instruction
	Email_D) Subject: No-reply_PNST Administration shared the folder "referee's email address" with you From: No-reply_PNST Administration <pa_faculty.space.clerk002@mail.kyutech.jp>
	This email includes: - URL for uploading Referee Report for the designated ID number's
↓	
Step 2	Visit the Referee report format DOWNLOAD Site and download it. <i>*Email Verification is required. Receive a verification code from Microsoft Notifications <no-reply@notify.microsoft.com>.</i>
	URL Refer to your Email_C
↓	
Step 3	Fill out a Referee report format.
↓	
Step 4	Visit the Referee report UPLOAD Site <i>*Email Verification is required. Receive a verification code from Microsoft Notifications <no-reply@notify.microsoft.com>.</i>
	URL Refer to your Email_D
↓	
Step 5	Upload the referee report before the deadline.
	Submission deadline: 23:59 (Japan Standard Time), Sunday 1 December, 2024
Frequent Asked Questions (FAQ) about Application Flow for PNST	
Q1:	I have not received confirmation emails within 30 minutes after registration.
A1:	First, please make sure your email server settings to be able to receive emails from PNST Administration: ml_pnst.space <pnst.space@mail.kyutech.jp>, No-reply_PNST Administration <pa_faculty.space.clerk002@mail.kyutech.jp>, and from Microsoft Notifications <no-reply@notify.microsoft.com> for the email verification. Check if you have received those emails in your junk email box. If not, please contact us from the Inquiry URL.
Q2:	I have received Email A (or Email C), but I cannot access to the download & upload sites.
A2:	If you have multiple email accounts and are logged into your browser with a different email address than the one you registered for PNST, you will not be able to access the download & upload sites from that browser. Please log-out from the different email account on the browser, and try again. Or, please use "in-private mode" of your browser. (*See the support websites indicated on the page top.)
	In case your school or company are using Microsoft Office 365 account, you may not be able to access the download & upload sites. In such a case, please use "in-private mode" of your browser. (*See the support websites indicated on the page top.)
Inquiry URL: https://forms.office.com/r/YfEm1isdwQ	
Before sending your inquiry, please check the above FAQ. Also regarding the general questions about PNST, please refer to the Frequently Asked Questions (FAQ) on the UNOOSA website: https://www.unoosa.org/oosa/en/ourwork/access2space4all/PNST/PNST_Rounds.html	

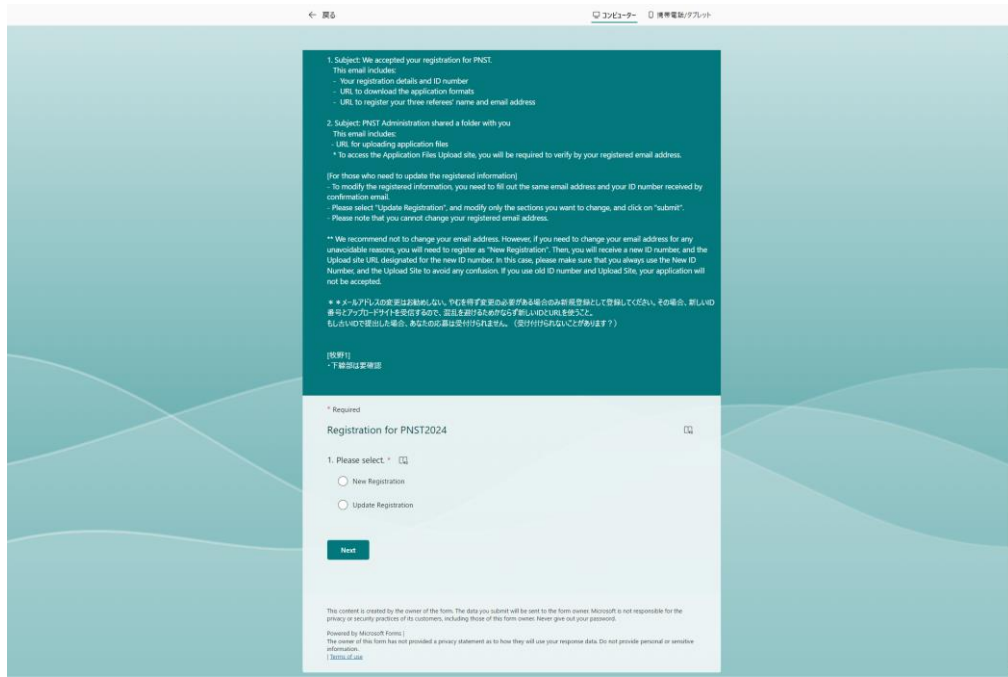
1. For Applicants

Step 1: Visit the PNST Registration website

https://www.unoosa.org/oosa/en/ourwork/access2space4all/PNST/PNST_Rounds.html

*The URL for registration can be found in the section "APPLICATION DOCUMENTS".

Step 2: Fill out and submit the form



Step 3: Receive Confirmation emails

After submit the form, you will receive two confirmation emails within 30 minutes.

Email_A)	Subject: We accepted your registration for PNST. (PNST2025-XXXX) From: ml_pnst.space <pnst.space@mail.kyutech.jp>
	This email includes: <ul style="list-style-type: none">- Your registration details and ID number- URL to download the application formats- URL to register your referees' name and email address
Email_B)	Subject: No-reply_PNST Administration shared the folder "PNST2025-XXXX" with you From: No-reply_PNST Administration <pa_faculty.space.clerk002@mail.kyutech.jp>
	This email includes: <ul style="list-style-type: none">- URL for uploading application files

Step 4: Visit the Registration of your Referees

Applicants are required to register your referee on the designated form. The URL is notified on the Email_A.

Step 5: Fill out and submit the form

To apply for PNST, a referee report from three referees who are familiar with the applicant's work and qualifications will be required.

* **You can only register your referee one by one.**

* **To register your three referees, you are required to submit this form for three times.**

Referee Registration

1. First, please fill out your ID number, your name, and email address.
*Your ID number has been notified in the confirmation email you received after registration.
2. Then, fill out the referee's name and their official email address below.
3. A confirmation email will be sent to both of the applicant and the referee.
The URL of Referee Report Upload Site will be notified to the referee by a separate email.
4. A Referee report should be submitted directly from each referee to PNST before the deadline of 23:59, 5 January 2024.
*When uploading a referee report, verification by the registered email address will be required. Please make sure that you register the correct referee's email address.
You can register the referee's email addresses anytime by the deadline, but please make sure the referee reports must be uploaded before the deadline of 23:59, 5 January 2024.

* Required

1. Applicant's ID Number * []
PNST2024-XXXX (xxxx is the applicant's 4-digits ID number)
Please make sure to fill out the correct ID number.
Enter your answer

2. Applicant's Name * []
Enter your answer

3. Applicant's email address * []
Please make sure to input the same email address you registered for PNST.
Enter your answer

4. Referee's Name * []
Enter your answer

5. Referee's email address * []
Referee's business email address which is formally issued from the referee's affiliation is preferred.
Please avoid using a free Internet email address such as gmail, hotmail, yahoo, and others.
If you use any of those free (private) email addresses for unavoidable situation, please understand the following:
When the applicant has been selected as a final candidate, the submission of the original signed referee report, from the academic supervisor of teacher final academic background will be required. In this case, we will ask the applicant/referee to ship the original document to Kyutech (Japan) using a reliable shipping method by early February.

After submitting the form, you will receive a confirmation email within 30 minutes.

Applicants will receive only Email_C.

Email_C)	Subject: Request for a Referee report for Applicant's name (PNST2025-XXXX) From: ml_pnst.space <pnst.space@mail.kyutech.jp>
	This email includes: <ul style="list-style-type: none">- Applicant's name and PNST ID number- URL to download a Referee report format- Referee report submission instruction

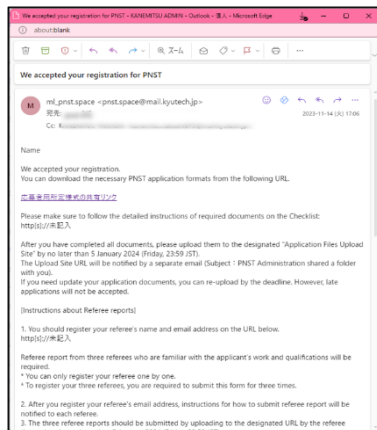
Step 6: Download the Application formats

Applicants should download the application formats from the URL which is notified by Email_A. When accessing the URL, Email Verification is required.

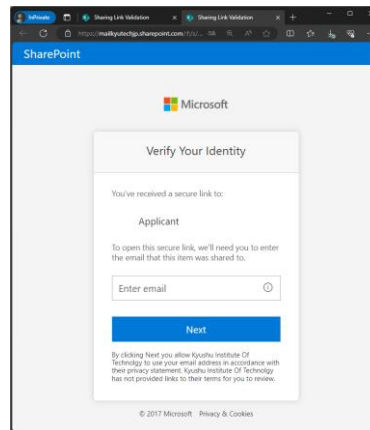
You will receive a verification email from Microsoft Notifications <no-reply@notify.microsoft.com>. Please enter your email address in the Microsoft Verification page, and click on "Next".

*NOTE: It must be the same email address you registered for PNST.

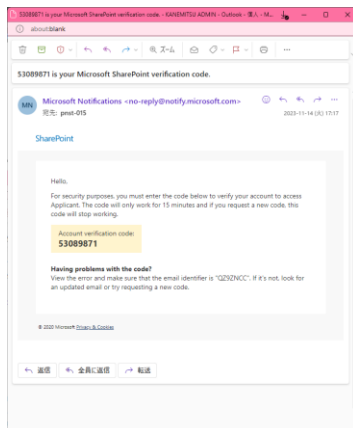
Email_A



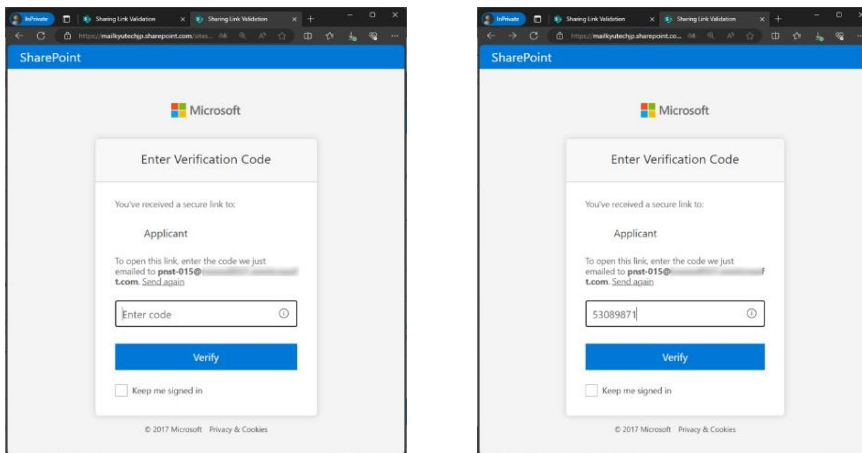
Microsoft Verification Webpage



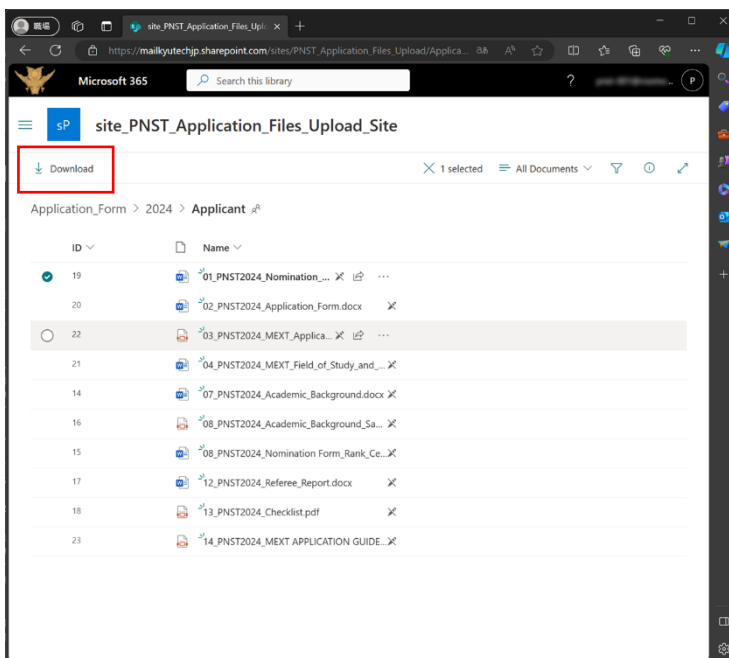
Once email verification is complete, a verification code will be sent to the applicant's email address.



Please input the verification code on the Microsoft Verification webpage, and click on “Verify”.



After verification is completed, you will be allowed to access the application formats download site. The site will be shown as below. Select all 10 documents, and click on “Download”.



Step 7: Complete all the Application documents followed by the instructions on the Checklist.

Step 8: Visit the Application files UPLOAD Site

Step 9: Upload your application documents before the deadline.

Submission deadline: 23:59 (Japan Standard Time), Sunday, 1 December 2024

Applicants will receive URL for uploading application files in the Email_B.

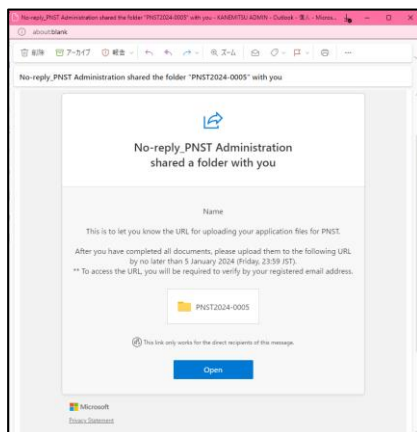
Subject: No-reply_PNST Administration shared the folder "PNST2025-XXXX" with you

From: No-reply_PNST Administration pa_faculty.space.clerk002@mail.kyutech.jp

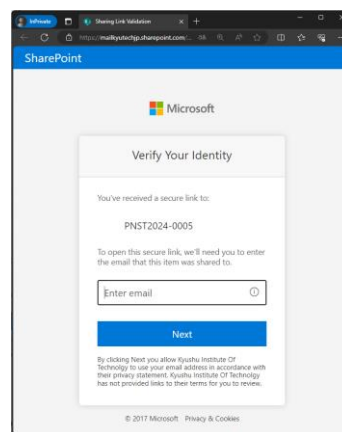
When accessing the URL, Email Verification is required. You will receive a verification email from Microsoft Notifications <no-reply@notify.microsoft.com>. Please enter your email address in the Microsoft Verification page, and click on "Next".

*NOTE: It must be the same email address you registered for PNST.

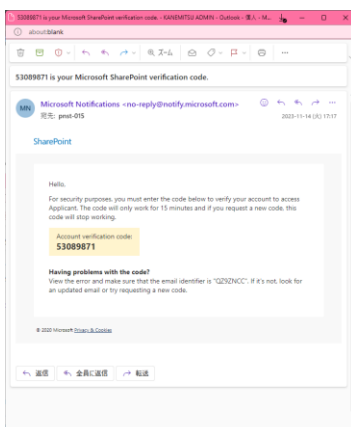
Email_B



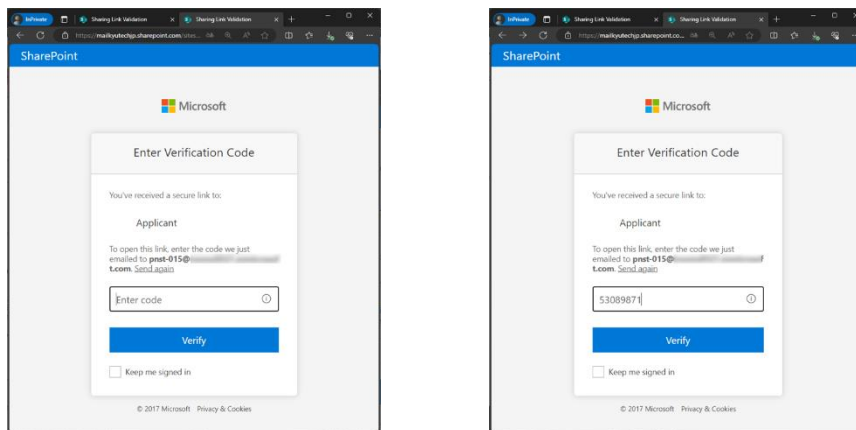
Microsoft Verification Webpage



Once email verification is complete, a verification code will be sent to the applicant's email address.

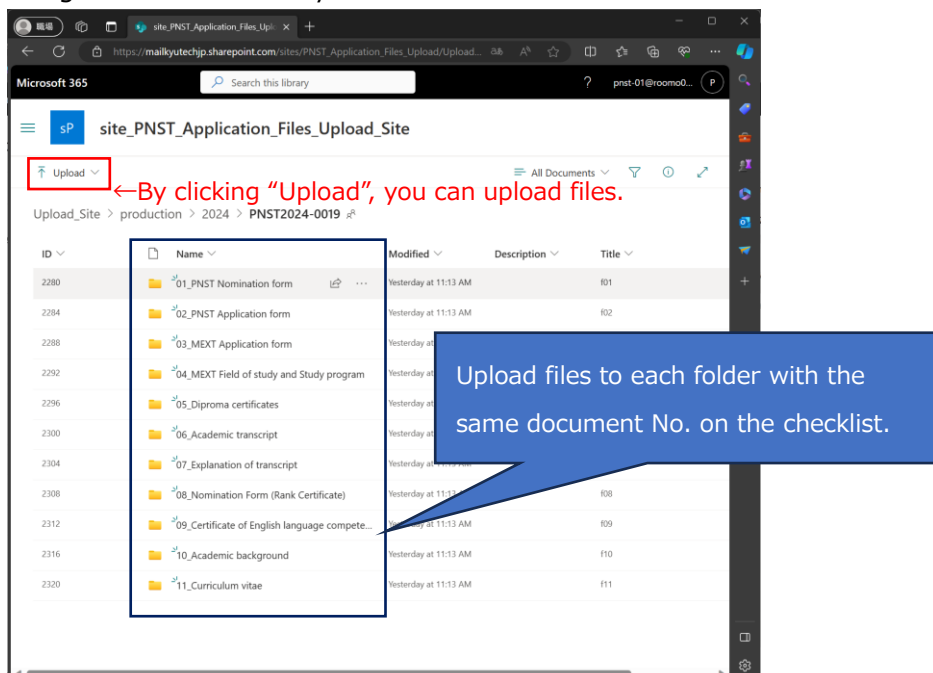


Please input the verification code on the Microsoft Verification webpage, and click on “Verify”.



After verification is completed, you will be allowed to access the folders for uploading your application files.

The site will be shown as below. You will see eleven folders to upload your application files. Please make sure to upload each application file, equivalent to the Checklist document No, to the designated folder one by one.



[For those who need to update the registered information]

Step 1' : Visit the PNST Registration website

- To modify the registered information, you need to fill out the same email address and your ID number received by confirmation email. - **Please select "Update Registration", and modify only the sections you want to change**, and click on "submit". - **Please note that you cannot change your registered email address.**

**** We recommend not to change your email address. However, if you need to change your email address for any unavoidable reasons, you will need to register as "New Registration". Then, you will receive a new ID number, and the Upload site URL designated for the new ID number. In this case, please make sure that you always use the New ID Number, and the Upload Site to avoid any confusion. If you use old ID number and Upload Site, your application will not be accepted.**

Step 2' : Fill out the information you want to update.

The screenshot displays a web form titled "Registration for PNST2024". At the top, there is a detailed instruction block in Japanese. Below this, a section titled "1. Please select." contains two radio button options: "New Registration" and "Update Registration". The "Update Registration" option is selected and highlighted with a red rectangular box. A red arrow points from the text "←Select 'Update Registration'" to this box. Below the radio buttons is a "Next" button. At the bottom of the form, there is a small disclaimer and a note about the form being powered by Microsoft Forms.

Step 3' : Receive a Confirmation email

After submit the form, you will receive a confirmation email within 30 minutes.

For Update Registration, you will receive only Email_A.

2. For Referees

Step 1: Receive Confirmation Emails

Once applicants registered their referees, referees will receive the two confirmation emails.

Email_C)	Subject: Request for a Referee report for Applicant's name (PNST2025-XXXX) From: ml_pnst.space <pnst.space@mail.kyutech.jp>
	This email includes: <ul style="list-style-type: none">- Applicant's name and PNST ID number- URL to download a Referee report format- Referee report submission instruction
Email_D)	Subject: No-reply_PNST Administration shared the folder "referee's email address" with you From: No-reply_PNST Administration <pa_faculty.space.clerk002@mail.kyutech.jp>
	This email includes: <ul style="list-style-type: none">- URL for uploading Referee Report for the designated ID number's

Step 2: Download the Referee report format

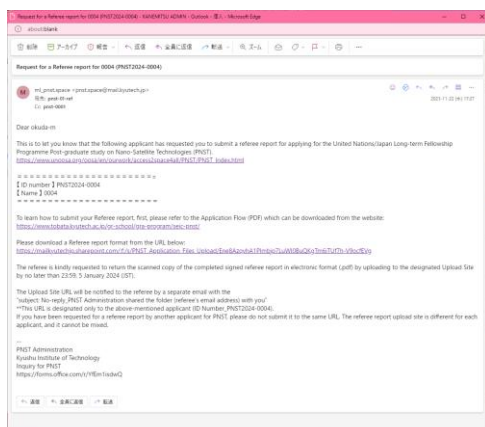
Referees are required to download a designated referee report format from the URL which is notified by Email_C.

When accessing the URL, Email Verification is required.

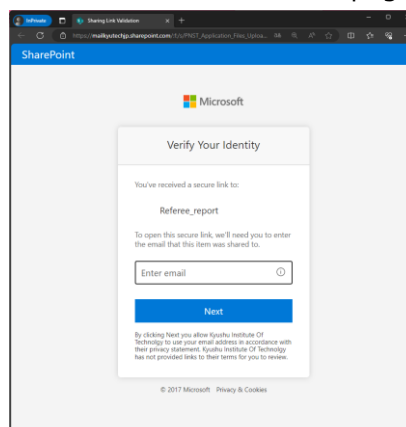
You will receive a verification email from Microsoft Notifications <no-reply@notify.microsoft.com>. Please enter your email address in the Microsoft Verification page, and click on "Next".

*NOTE: It must be the same email address you received Email_C.

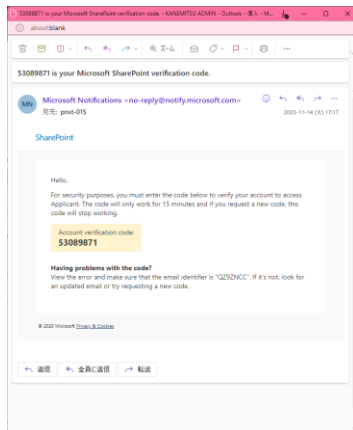
Email_C



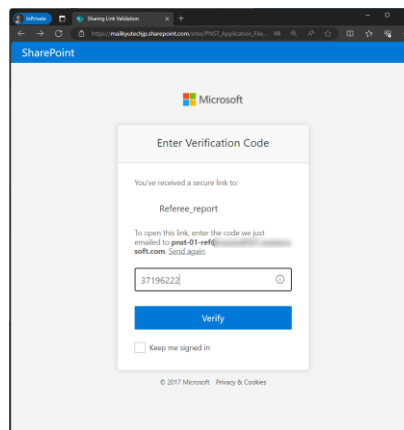
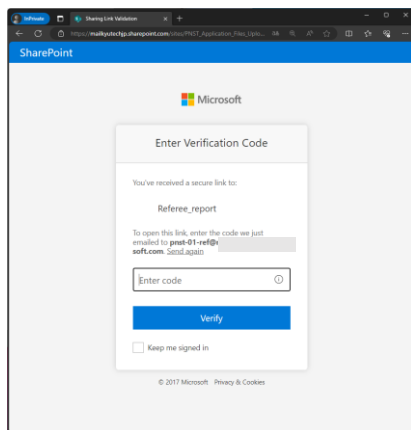
Microsoft Verification webpage



Once email verification is complete, a verification code will be sent to the applicant's email address.



Please input the verification code on the Microsoft Verification webpage, and click on "Verify".



After verification is completed, you will be allowed to access the format download site.

Please select the referee report format, and click on "Download".

Step 3: Fill out a Referee report format.

Step 4: Visit the Referee report UPLOAD Site

Referees will receive the URL for uploading referee report in the Email_D.

Subject: No-reply_PNST Administration shared the folder "referee's email address" with you

From: No-reply_PNST Administration pa_faculty.space.clerk002@mail.kyutech.jp

Step 5: Upload the Referee report before the deadline.

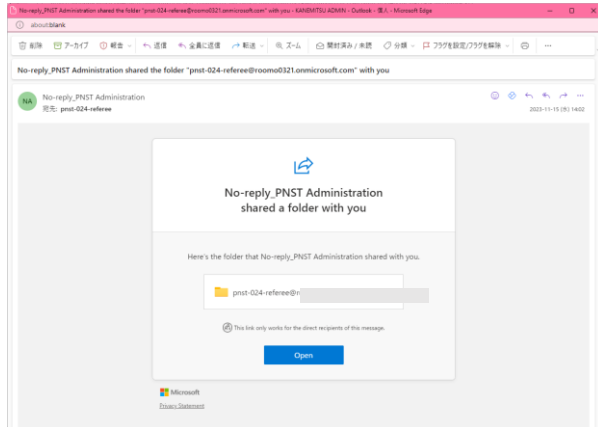
Submission deadline: 23:59 (Japan Standard Time), Sunday, 1 December 2024

When accessing the URL, Email Verification is required. You will receive a verification email from Microsoft Notifications <no-reply@notify.microsoft.com>. Please enter your email address in the

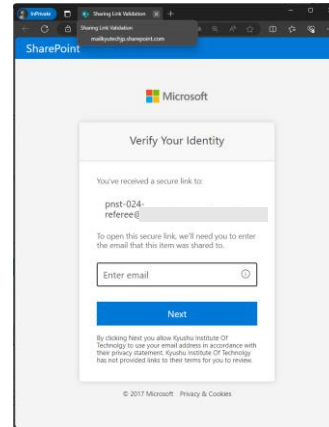
Microsoft Verification page, and click on “Next”.

*NOTE: It must be the same email address you registered for PNST.

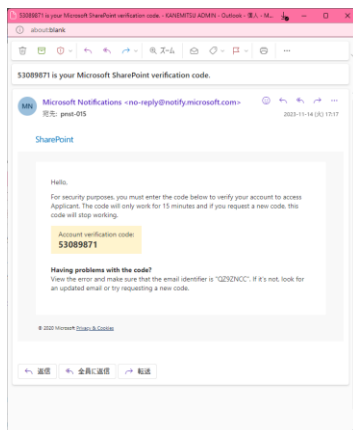
Email_D



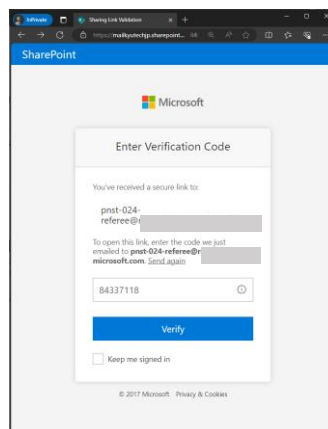
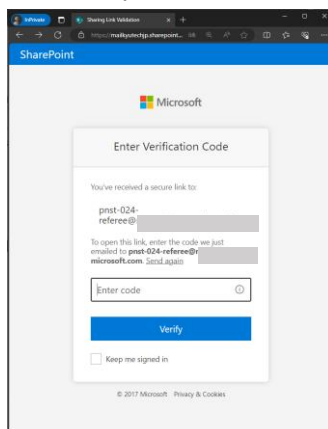
Microsoft Verification webpage



Once email verification is complete, a verification code will be sent to the applicant's email address.

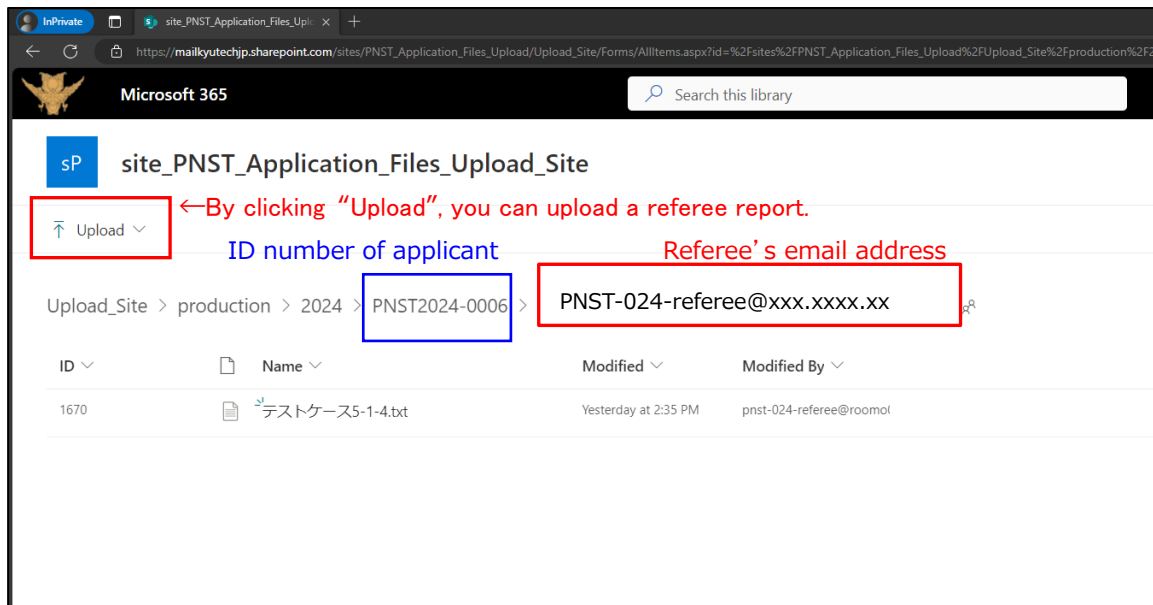


Please input the verification code on the Microsoft Verification webpage, and click on “Verify”.



After verification is completed, you will be allowed to access the folders for uploading a referee report.

The site will be shown as below. You will see a folder to upload a referee report for the specific PNST applicant.



3. For Applicants and Referees

You can send any inquiries by filling out the form:

PNST Inquiry URL: <https://forms.office.com/r/YfEm1isdwQ>

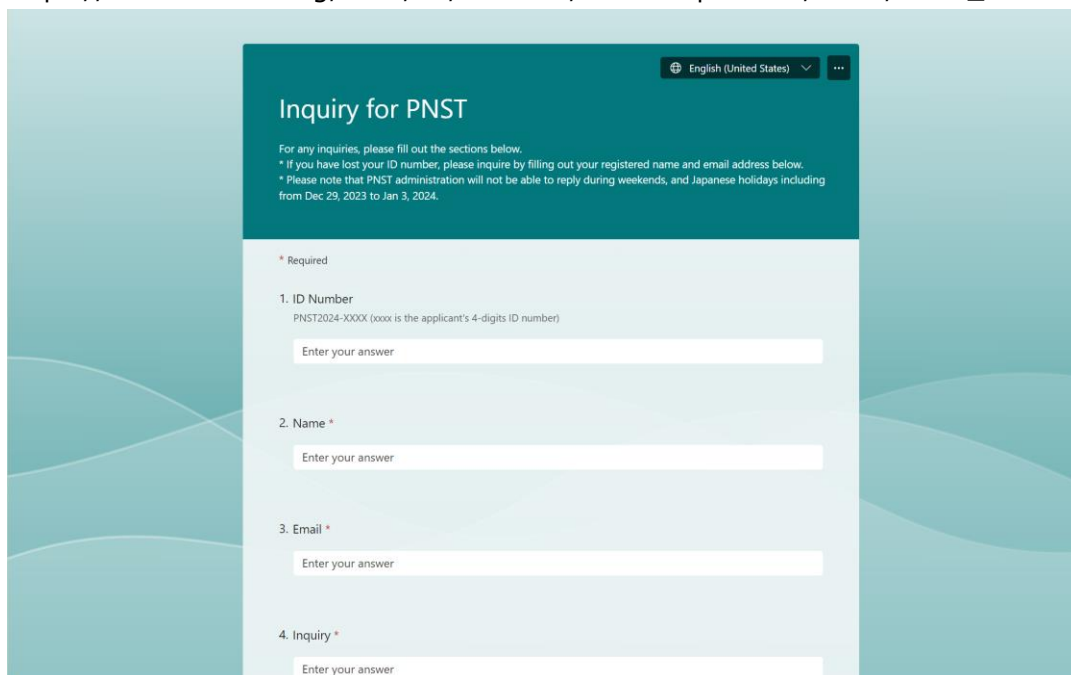
* If you have lost your ID number, please inquire by filling out your registered name and email address below.

* Please note that PNST administration will not be able to reply during weekends, and Japanese holidays.

Before sending your inquiry...

Regarding the questions about application process, first, please check the PNST Application Manual and FAQ on the Application Flow. Regarding the general questions about PNST, please also refer to the Frequently Asked Questions (FAQ) on the UNOOSA website:

https://www.unoosa.org/oosa/en/ourwork/access2space4all/PNST/PNST_Rounds.html.



The image shows a screenshot of a web form titled "Inquiry for PNST". The form is set against a teal background with a white header. In the top right corner of the header, there is a language dropdown menu showing "English (United States)" and a menu icon. Below the title, there is a block of text providing instructions: "For any inquiries, please fill out the sections below." followed by two bullet points: "* If you have lost your ID number, please inquire by filling out your registered name and email address below." and "* Please note that PNST administration will not be able to reply during weekends, and Japanese holidays including from Dec 29, 2023 to Jan 3, 2024." The form itself consists of four numbered sections, each with a label and a text input field. Section 1 is "1. ID Number" with a subtext "PNST2024-XXXX (xxxx is the applicant's 4-digits ID number)" and an input field labeled "Enter your answer". Section 2 is "2. Name *" with an input field labeled "Enter your answer". Section 3 is "3. Email *" with an input field labeled "Enter your answer". Section 4 is "4. Inquiry *" with an input field labeled "Enter your answer". A small asterisk and the word "Required" are positioned above the first input field.