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PNST Application Manual

PNST Administration
Kyushu Institute of Technology



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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/>

PNST2026 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. How to browse in private, please refer to the websites below: https://support.microsoft.com/en-us/microsoft-edge/browse-inprivate-in-microsoft-edge-cd2c9a48-0bc4-b98e-5e46-ac40c84e27e2 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". *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 (Email_A).</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. (PNST2026-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 "PNST2026-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. (PNST2026-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 "PNST2026-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. (PNST2026-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 "PNST2026-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: 30 November 2025, Sunday, 23:59 (Japan Standard Time)</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 (PNST2026-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	Visit the Referee report format DOWNLOAD Site and download it. *Email Verification is required. Receive a verification code from Microsoft Notifications <no-reply@notify.microsoft.com>.	
	URL	Refer to your Email_C
↓		
Step 3	Fill out a Referee report format.	
↓		
Step 4	Visit the Referee report UPLOAD Site *Email Verification is required. Receive a verification code from Microsoft Notifications <no-reply@notify.microsoft.com>.	
	URL	Refer to your Email_D
↓		
Step 5	Upload the referee report before the deadline.	
	Submission deadline: 30 November 2025, Sunday, 23:59 (Japan Standard Time)	
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 from 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

The screenshot shows a web browser window displaying the PNST Registration form. The form is titled "Registration for PNST2024" and includes instructions for new and existing users. It has a "Next" button at the bottom.

1. Subject: We accepted your registration for PNST.
This email includes:
- Your registration details and ID number
- URL to download the application formats
- URL to register your referees' name and email address

2. Subject: PNST Administration shared a folder with you
This email includes:
- URL for uploading application files
* To access the Application Files Upload site, you will be required to verify by your registered email address.

(For those who need to update the registered information)
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.

※メールアドレスの変更は行わない。やむを得ず変更が必要な場合は必ず登録後登録として登録してください。その場合、新しいID番号とアップロードサイトURLを通知するお知らせメールが送られます。この場合、必ず新しいID番号とアップロードサイトを指定して登録してください。古いID番号とアップロードサイトを指定して登録した場合、あなたの登録は受け付けられません。（受け付けられないことがわかります）

(注釈)
- 下欄は必須欄

* Required
Registration for PNST2024

1. Please select. *

☐ New Registration
☐ Update Registration

Next

This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of the form owner. Never give out your password.
Powered by Microsoft Forms
The owner of this form has not provided a privacy statement as to how they will use your response data. Do not provide personal or sensitive information.
/ 3/20/2024

Step 3: Receive Confirmation emails

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

Email_A)	Subject: We accepted your registration for PNST. (PNST2026-XXXX) From: ml_pnst.space <pnst.space@mail.kyutech.jp> This email includes: - 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 "PNST2026-XXXX" with you From: No-reply_PNST Administration <pa_faculty.space.clerk002@mail.kyutech.jp> This email includes: - URL for uploading application files

Step 4: Visit the Registration of your Referees

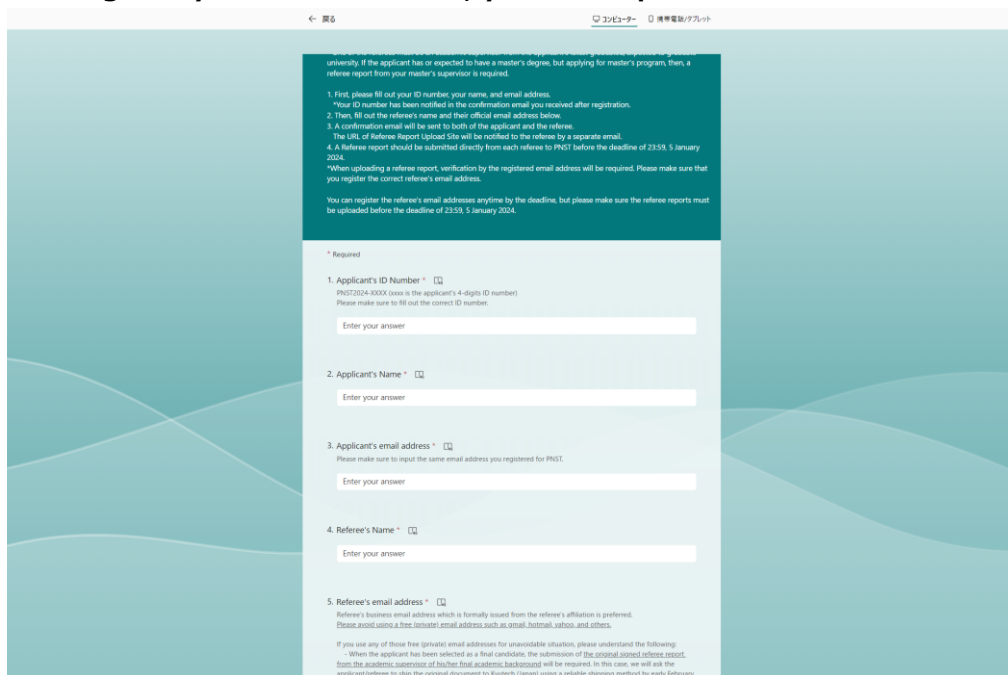
Applicants are required to register your referee on the designated form. The URL is notified on the Email_A.

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.**

The image shows a web browser window displaying a registration form for PNST. The form is titled "Referee Registration" and includes instructions for applicants. It contains five numbered fields: 1. Applicant's ID Number (with a note that PNST2024-XXXX is the applicant's 4-digit ID number), 2. Applicant's Name, 3. Applicant's email address (with a note to use the same email address registered for PNST), 4. Referee's Name, and 5. Referee's email address (with a note to use a business email address). The form is set against a light blue background with a subtle wave pattern.

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 (PNST2026-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

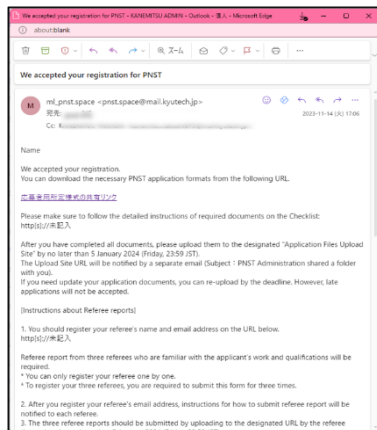
Step 6: Download the Application formats

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

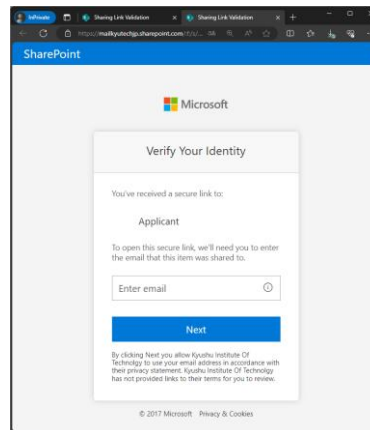
You will receive a verification email from Microsoft Notifications <no-reply@notify.microsoft.com>. Please enter your email address in the Microsoft Verification page and click on “Next”.

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

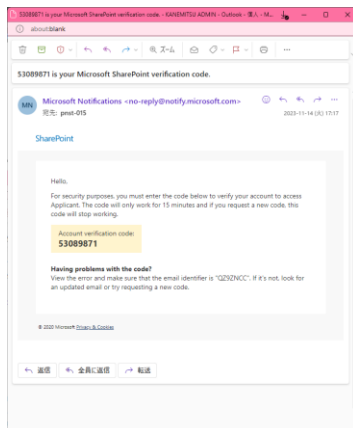
Email_A



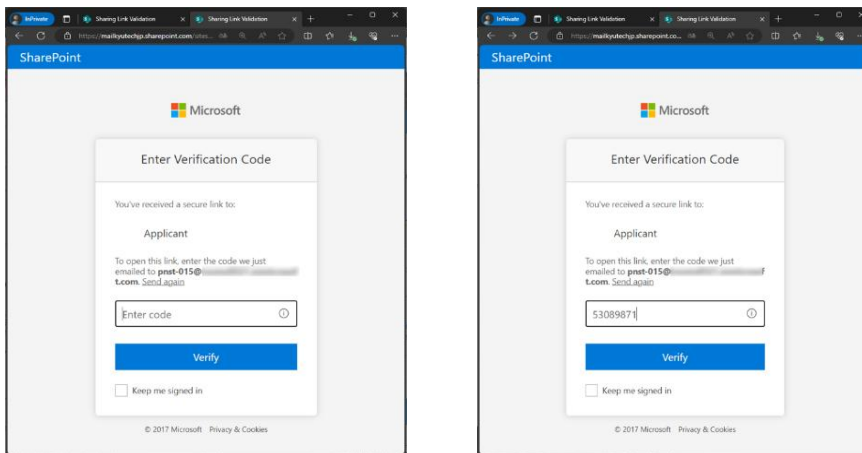
Microsoft Verification Webpage



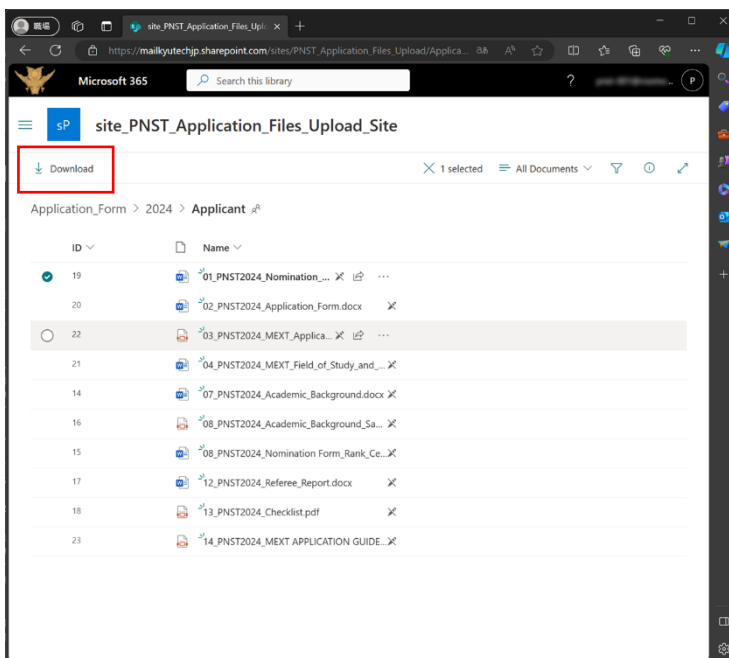
Once email verification is complete, a verification code will be sent to the applicant's email address.



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, 30 November 2025

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

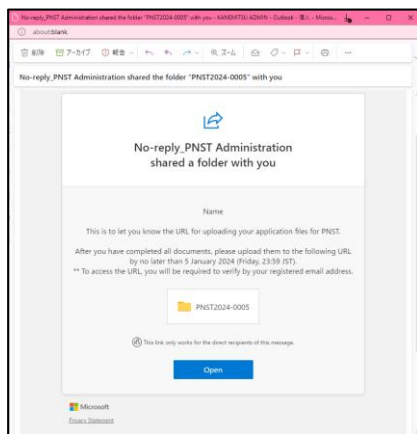
Subject: No-reply_PNST Administration shared the folder "PNST2026-XXXX" with you

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

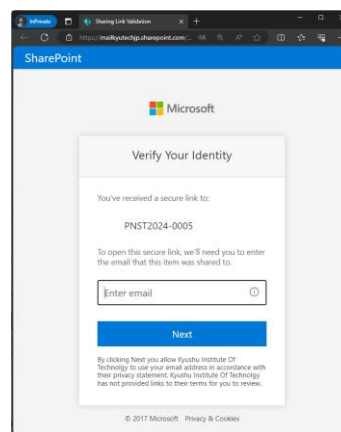
When accessing the URL, Email Verification is required. You will receive a verification email from Microsoft Notifications <no-reply@notify.microsoft.com>. Please enter your email address in the Microsoft Verification page and click on "Next".

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

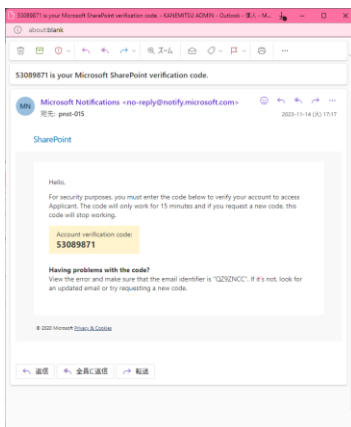
Email_B



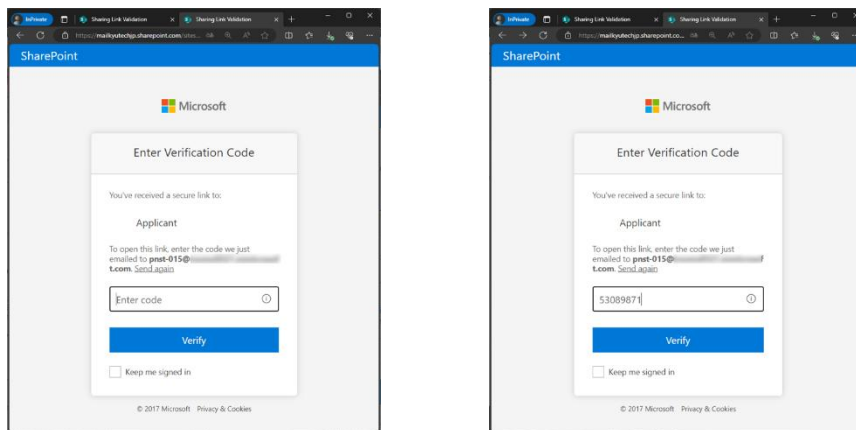
Microsoft Verification Webpage



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

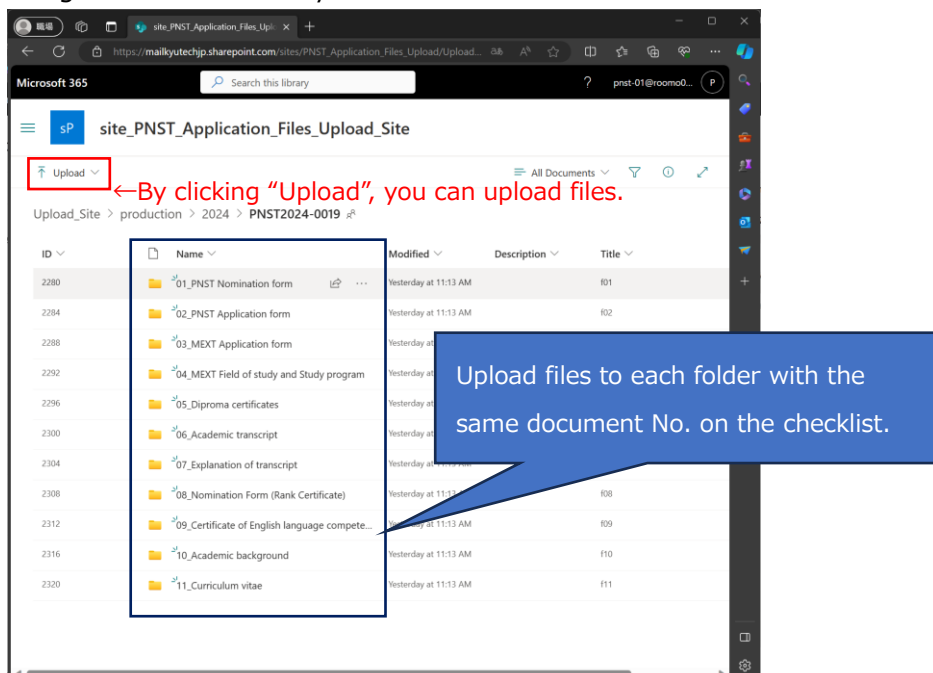


Please input the verification code on the Microsoft Verification webpage and click on “Verify”.



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.



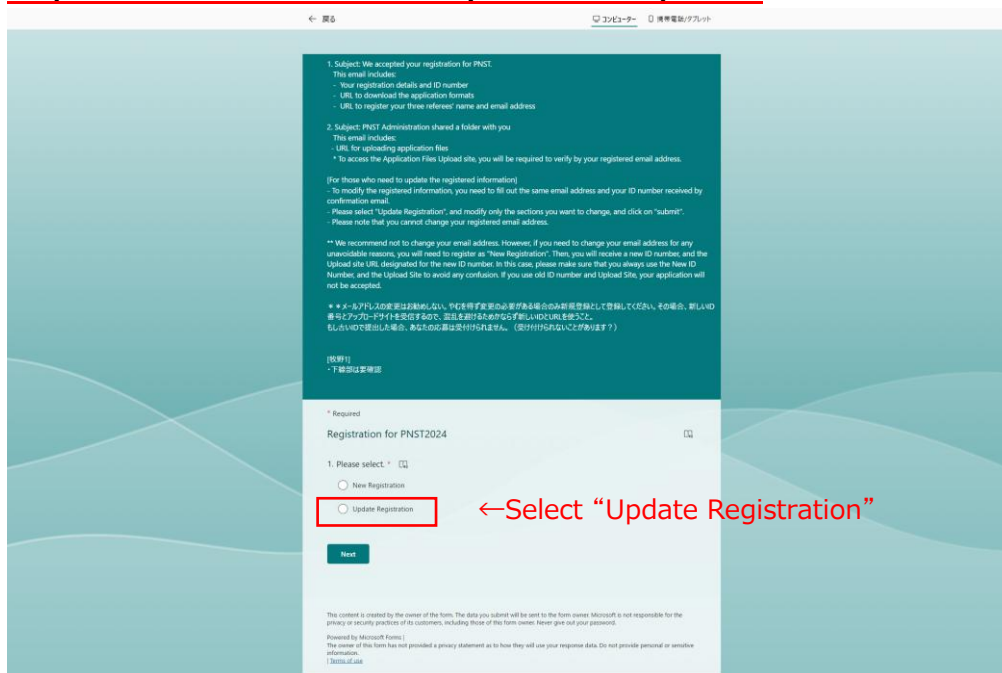
[For those who need to update the registered information]

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 shows a web form titled "Registration for PNST2024". It contains instructions for users who need to update their registered information. The form includes a section for "1. Please select" with two radio button options: "New Registration" and "Update Registration". The "Update Registration" option is selected and highlighted with a red box. A red arrow points to this box with the text "←Select 'Update Registration'". Below the options is a "Next" button. The form also includes a footer with a privacy statement and a note about Microsoft Forms.

Step 3' : Receive a Confirmation email

After submitting 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 (PNST2026-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

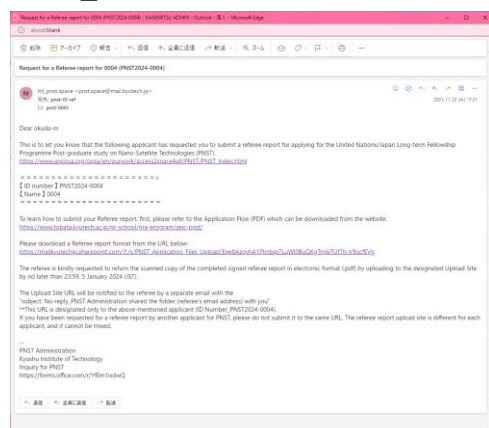
Referees are required to download a designated referee report format from the URL which is notified by Email_C.

When accessing the URL, Email Verification is required.

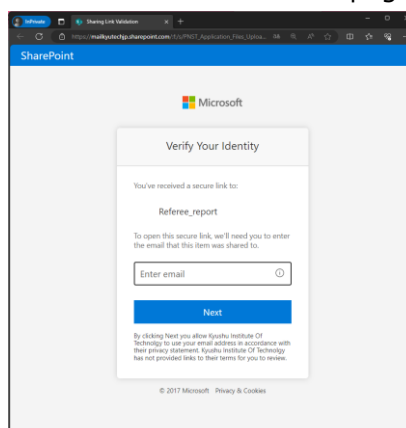
You will receive a verification email from Microsoft Notifications <no-reply@notify.microsoft.com>. Please enter your email address in the Microsoft Verification page and click on “Next”.

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

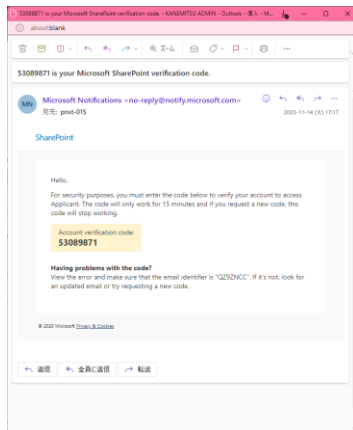
Email_C



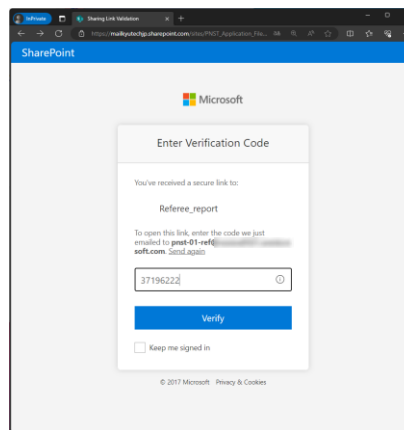
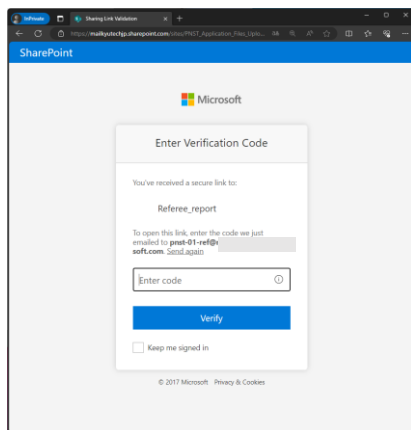
Microsoft Verification webpage



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.

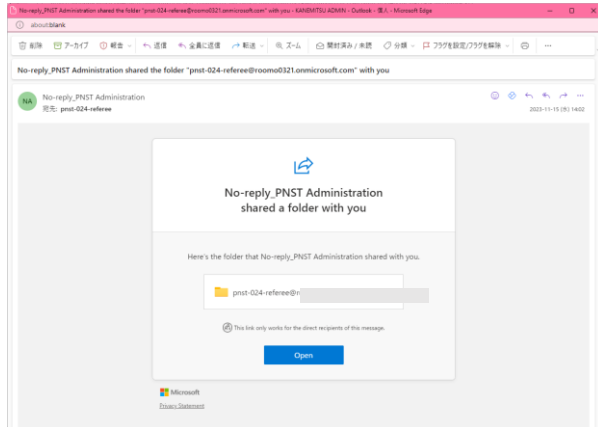
Submission deadline: 23:59 (Japan Standard Time), Sunday, 30 November 2025

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

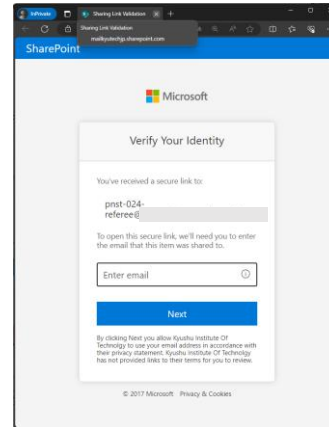
Microsoft Verification page and click on “Next”.

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

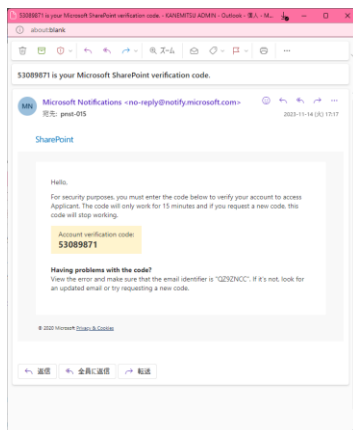
Email_D



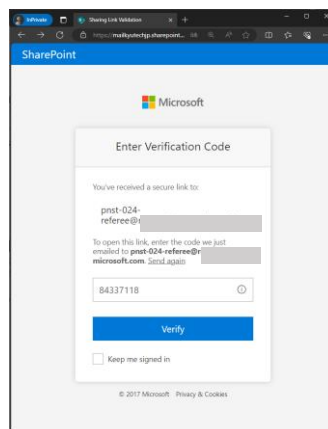
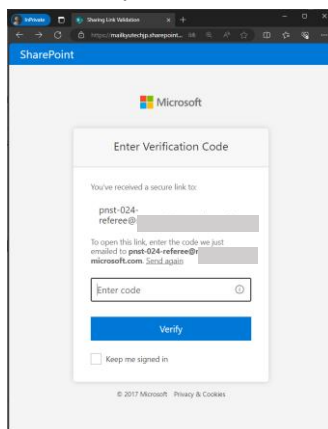
Microsoft Verification webpage



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

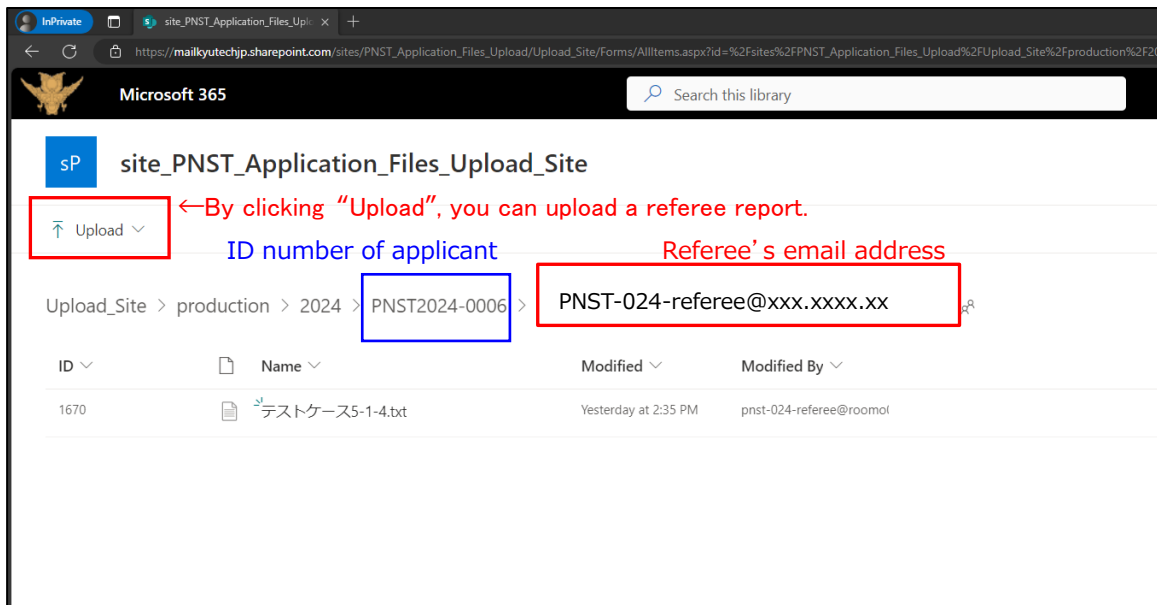


Please input the verification code on the Microsoft Verification webpage and click on “Verify”.



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>

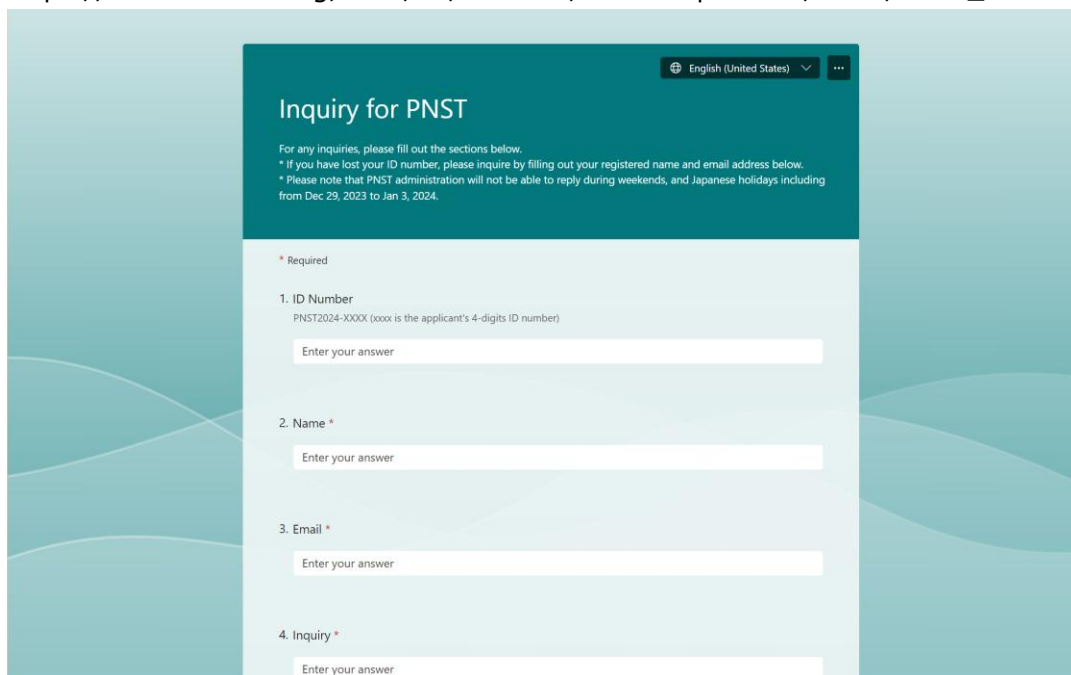
* If you have lost your ID number, please inquire by filling out your registered name and email address below.

* 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.

A screenshot of a web form titled "Inquiry for PNST". The form is set against a teal background with a white central panel. At the top right of the panel is a language dropdown menu showing "English (United States)". Below the title, there are three lines of instructions: "For any inquiries, please fill out the sections below.", "* 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 contains four numbered sections, each with a red asterisk indicating it is required. Section 1 is "ID Number" with a subtext "PNST2024-XXXX (xxxx is the applicant's 4-digits ID number)" and a text input field. Section 2 is "Name" with a text input field. Section 3 is "Email" with a text input field. Section 4 is "Inquiry" with a text input field. Each input field has the placeholder text "Enter your answer".