[For applicants] IST-RA 2021 Applications

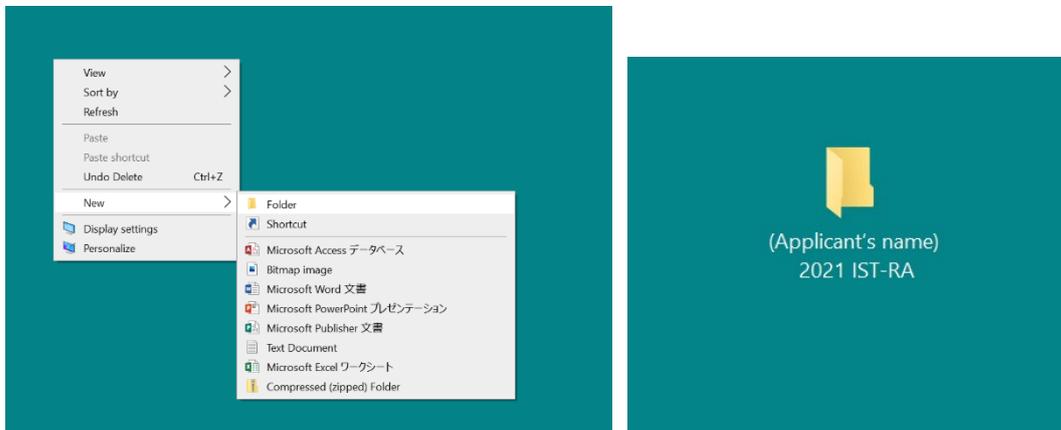**Manual for Uploading Application Documents**

*Instructions for **uploading** the **evaluation form** filled in by your **prospective academic supervisor (evaluator)** are separate, and can be found at the end of this manual.

*Upload your documents using a stable network connection to avoid any issues.

*The explanation screens may appear slightly different on different devices and versions.

*If you are unable to properly compress and upload the folder using the method below, you may upload the application documents one-by-one rather than all in one folder.

・Create a new folder, and name it "(Applicant's name) 2021 IST-RA."

・Put all of your application documents, excluding the evaluation form (to be filled in and uploaded by your evaluator) into the folder that you have created.
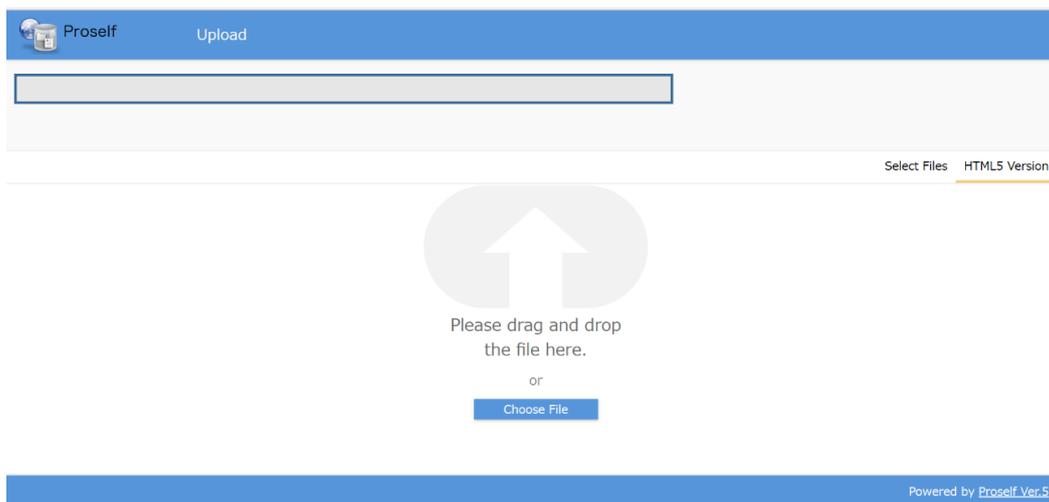
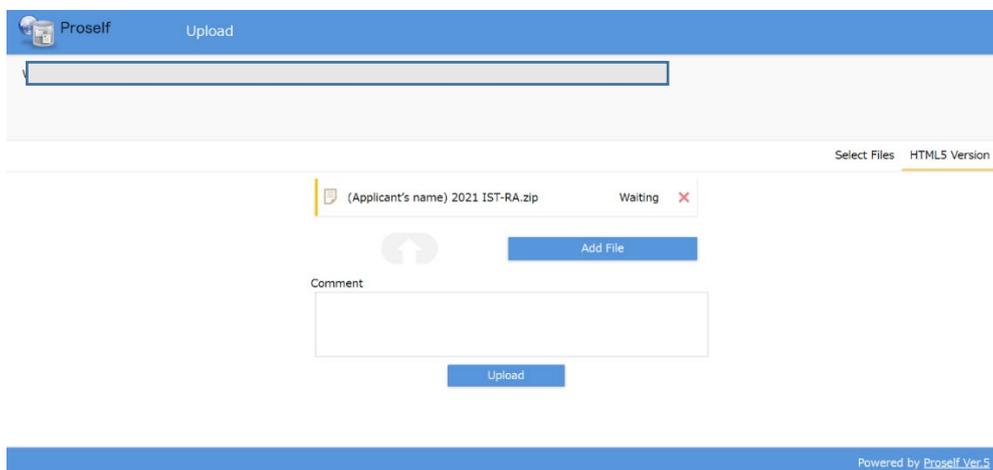 (*See the explanation at the end for **the way to upload the evaluation form** written by the **evaluator**.)
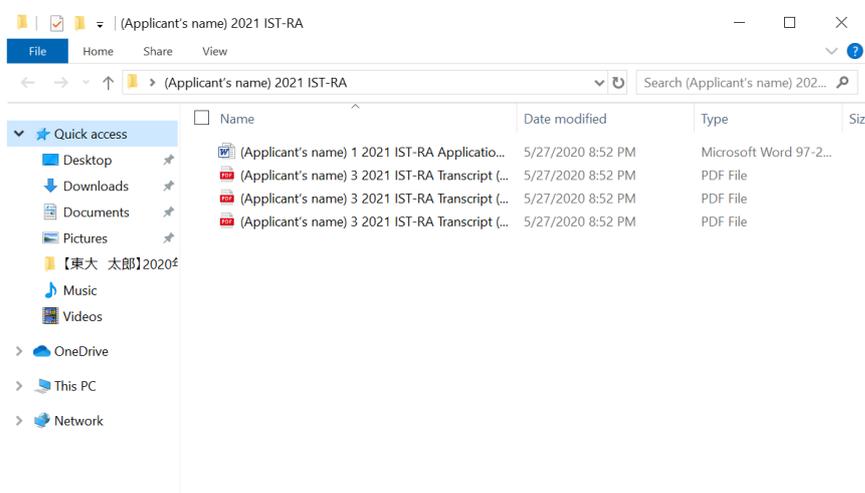
・Right click the folder → Send to → Compressed (zipped) folder.
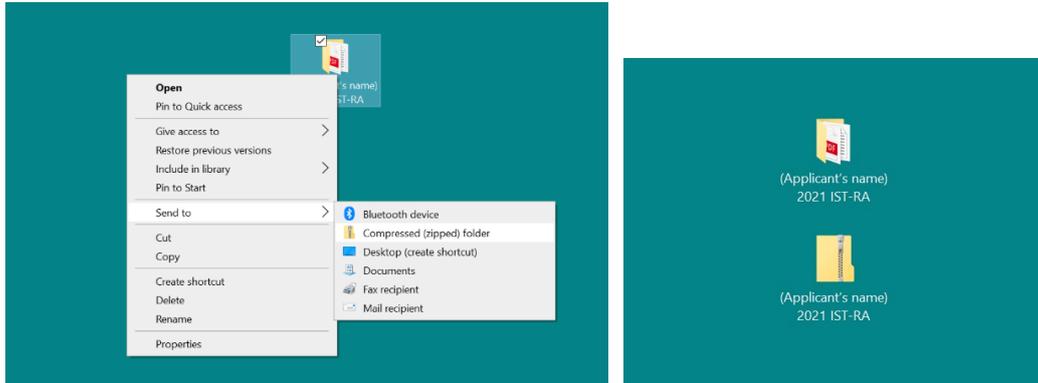
・Click the upload URL for your designated department → the screen below will appear.

・Drag and drop the compressed folder (or use "Select file") and click on the blue "upload" button.

(Please don't enter anything into the comment box

unless there is something that requires special mention.)

・Finally, once the screen below appears, click the blue "close" button. The upload is now complete. (The screen will return to the upload screen after you have clicked "close," but don't worry about it.)

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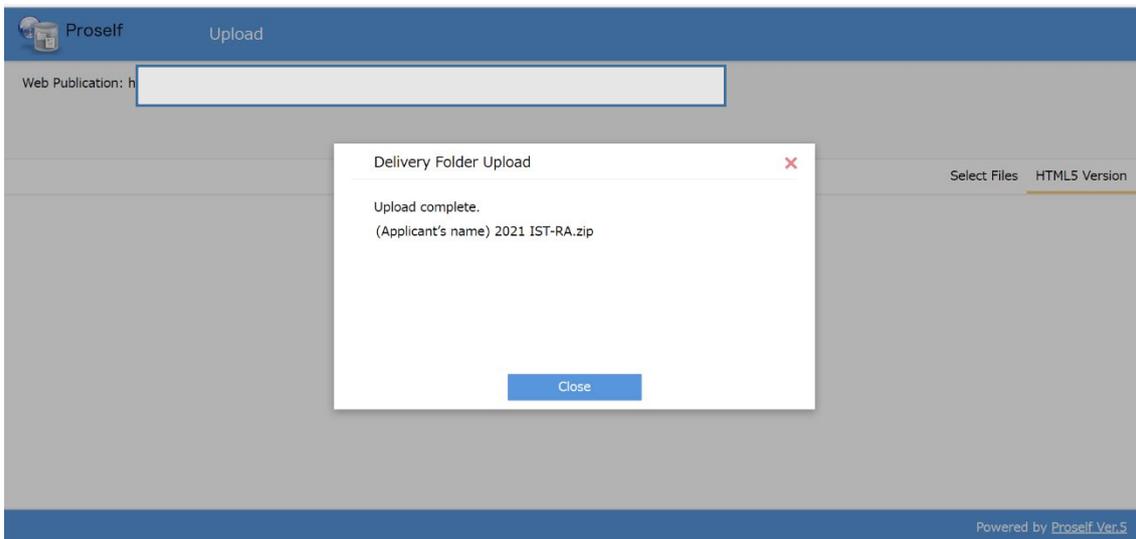
*You will not receive an e-mail notification after you have completed your upload.

***If you wish to re-upload**, for example in the unlikely event that there is an issue with an uploaded document:
・You **cannot delete or edit documents** once they are uploaded,
so you should re-upload the folder containing all your documents.
In this case, you should title the folder "**Resubmission (Applicant's name) 2021 IST-RA.**"
・In principle, only one upload will be accepted. You should only re-submit your folder if there is no other choice.

*Once you have successfully uploaded your documents, access the **Upload Completion Notification URL** (provided in the Application Guidelines), and register your name, your affiliated (desired) department, and e-mail address.
(You will not receive an e-mail notification immediately after completing your registration via the Upload Completion Notification URL. An e-mail confirming receipt of the application documents will be sent to the e-mail address given between **the end of the application period and June 30 (Tuesday).)**

[For evaluators (prospective academic supervisor of the applicant)]
IST-RA 2021 Applications
Manual for Uploading Evaluation Form

*Once you have received a request from an applicant (student),
please fill in the evaluation form in the manner specified.
*Please **be careful to ensure that the applicant does not see** the content of the evaluation form.
*Please **stamp or sign** the completed evaluation form before you **scan it**, then refer to the manual
below to upload the scanned evaluation form.
*Please upload your document using a stable network connection to avoid any issues.
*The explanation screens may appear slightly different on different devices and versions.

・Give the stamped/signed and scanned evaluation form the title: "**(Applicant's name) 2 2021 IST-RA Evaluation Form** ."
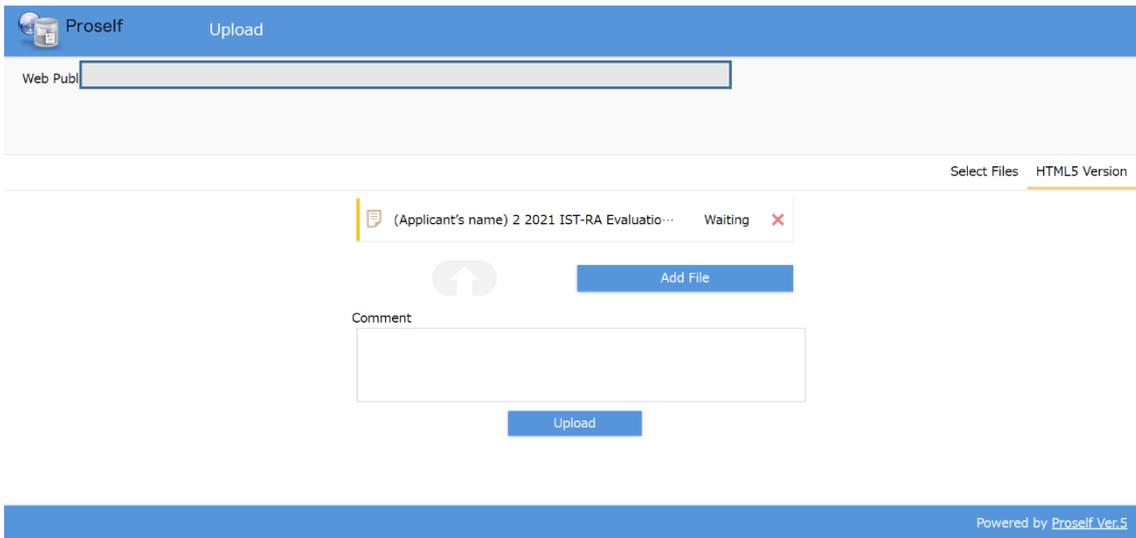

・Click the upload URL for the designated department → the screen below will appear.
   *The URL for the applicant's affiliated department. If the applicant is not currently enrolled anywhere, use the URL for the department they wish to enter.
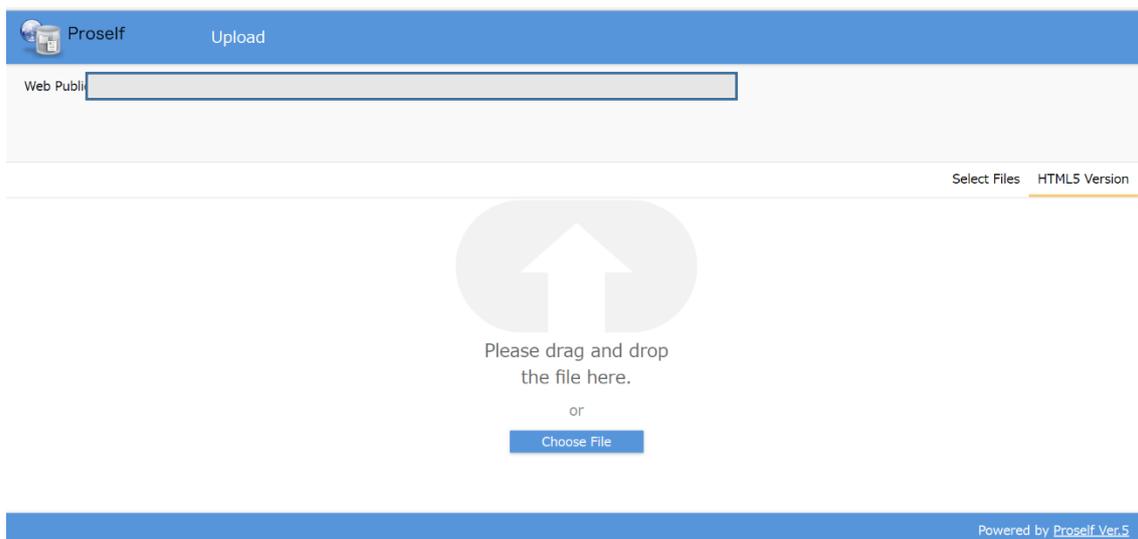
・ Drag and drop the scanned evaluation form (or use "Select file") and click on the blue "upload" button.

(You do not need to enter anything into the comment box unless there is something that requires special mention.)

・ Finally, once the screen below appears, click the blue "close" button. The upload is now complete. (The screen will return to the upload screen after you have clicked "close," but don't worry about it.)

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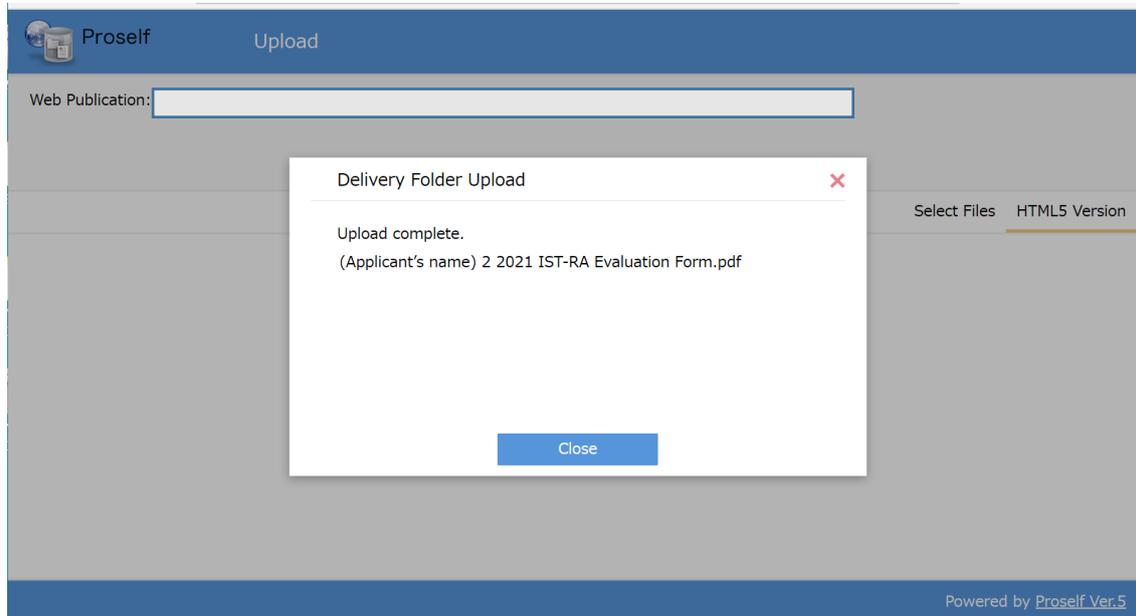
*You will not receive an e-mail notification after you have completed your upload.

***If you wish to re-upload**, for example in the unlikely event that there is an issue with the uploaded evaluation form:

・As you **cannot delete or edit documents** once they are uploaded, please re-upload the revised evaluation form.

In this case, you should title the file "**(Applicant's name) 2 2021 IST-RA Evaluation Form.**"

・In principle, only one upload will be accepted. You should only re-submit the evaluation form if there is no other choice.

*Once the evaluation form has been successfully uploaded, **please inform the applicant promptly**.