

2017 Academic Year

Tokyo University of the Arts
Graduate School of Fine Arts

Global Art Practice MFA Program

Guidance for Prospective Students

October 2016

Tokyo University of the Arts

12-8 Ueno Koen, Taito-ku, Tokyo 110-8714

Table of contents

1. Graduate School of Fine Arts admissions policy	1
2. Number of students admitted	1
3. Eligibility to apply.....	1
4. Standard timeframe for completing the program	2
5. Offices and faculty advisors	2
6. Application procedures	2
7. Submitting your portfolio and other materials	12
8. Screening examination content, date, and time.....	12
9. Location of entrance examinations	14
10. Announcement of successful applicants	14
11. Admission procedures.....	15
12. Disclosure of information on entrance examinations.....	15
13. Handling of personal information	16
* University campuses (Ueno and Toride)	18
* Portfolio Submission Form	
* Request for Release of Graduate School Entrance Examination Results for the 2016 Academic Year, Tokyo University of the Arts (Application Form)	

1. Graduate School of Fine Arts admissions policy

The Graduate School of Fine Arts has produced leading artists, researchers, and educators in each period in every field of artistic endeavor.

The Graduate School seeks to impart to students the creativity established through years of its traditions, thereby preparing them to serve as professionals of keen originality capable of assuming leading roles in this time of change. It is our hope that students studying in the Graduate School will master the techniques and knowledge accumulated in its history and to improve and build on them to contribute broadly to world culture and society.

Based on this educational philosophy, the Graduate School seeks applicants with the capacity to enrich the world of art based on a cosmopolitan perspective and thoroughgoing, independent-minded study.

2. Number of students admitted to Global Art Practice 18 students

3. Eligibility to apply

Applicants to the Graduate School of Fine Arts (MFA Program) must meet one of the following requirements:

1. Has graduated (or is expected to graduate before entering the Graduate School) from a university in Japan, as stipulated in Article 83 of the School Education Act (Act No. 26 of 1947).
2. Possesses a bachelor's degree (or expects to obtain such degree before entering the Graduate School) as stipulated in Article 104, Paragraph 4 (National Institution for Academic Degrees and University Evaluation) of the School Education Act (Act No. 26 of 1947).
3. Has completed (or expects to complete before entering the Graduate School) a 16-year program of school education in a foreign country.
4. Has completed (or expects to complete before entering the Graduate School) in Japan a 16-year program of school education through a distance-learning course offered by a foreign school.
5. Has completed (or expects to complete before entering the Graduate School) in Japan a foreign university program specified separately by the Minister of Education, Culture, Sports, Science and Technology of Japan and offered by an educational facility operated as part of the educational system of the foreign country in question (subject to the condition that students completing such program are considered to have completed a 16-year program of school education in the foreign country in question).
6. Has completed, on or after the date specified by the Minister of Education, Culture, Sports, Science and Technology of Japan, a specialized program at an advanced vocational school, which is specified separately by the Minister (subject to the condition that the program requires at least four years to complete and satisfies other criteria specified by the Minister).
7. Other persons deemed eligible by the Minister of Education, Culture, Sports, Science and Technology of Japan
8. Possesses a degree equivalent to a bachelor's degree by completing a program at a foreign school, which requires more than 3 years of study. The school must be properly acknowledged by a certified personnel of the government or other appropriate institutions in the foreign country, or is specified separately by the Minister of Education, Culture, Sports, Science and Technology of Japan. Students can also complete such program in Japan through a distance-learning course offered by a foreign school, or complete the program at an educational institution acknowledged in the school education system of a foreign country, if it is designated as in no.7.
9. Other persons who do not fulfill any of the requirements listed above, and are deemed eligible by the Graduate School through an individual entrance qualification exam for having sufficient or better academic ability than a college graduate, who have turned 22 or older.

Note: If one does not fulfill any of the requirements listed from 1 to 8 and wishes to apply with the eligibility no.9, then please get the application form in advance from the Educational Affairs Section, Faculty of Fine Arts and submit the application documents by October 14, 2016, by registered mail. The application documents will be kept on hold until the end of the individual entrance qualification exam, and the results will be announced directly to the person. If certified as a candidate for the exam, complete the application procedure by the deadline specified by the Graduate School.

4. Standard timeframe for completing the program Two years

5. Offices and faculty advisors

Note: The professor with a star(*) indicates that the person will retire at the end of March 2018. The list below shows names of professors currently working at the program, as of June 2016. The new list for the fiscal year of 2017 will be announced on the school website as soon as personnel changes in the teaching staff are made:

<http://admissions.geidai.ac.jp/postgraduate/fine-arts/application/>

Major	Research field	Office	Faculty advisors
Global Art Practice	Global Art Practice	Global Art Practice	*Prof. Ritsuko Taho
			Prof. O Jun
			Prof. Shinji Ohmaki
			Prof. Tsuyoshi Ozawa
			Assoc. Prof. Shihoko Iida
			Lecturer Hidenori Sonobe

6. Application procedures

Application procedures and methods

Starting from 2017 entrance examinations, Tokyo University of the Arts has changed its application procedures to an online application form. The procedures and instructions to apply are as follows. Follow instructions under 1 and 2 before the designated deadline and send application documents listed under 3 to our office before the submission deadline. The application procedure will be complete upon receiving all documents sufficiently and confirming the applicant's eligibility to apply. Upon receipt of the application, the applicant may print out an examination ticket through the online application site.

1	Register for a web application (For details, see page 5)	Go to the University website's admission information site and access the online application site. Enter the required fields and register as an applicant.
2	Remit screening fee (For details, see page 6)	After completing 1, follow the instructions on the online application site to remit the screening fee.
3	Mail application documents (For details, see page 8)	After completing 2, print out the application documents from the online application site and the University admission information site. Mail them to the University along with other necessary forms.
4	Print examination ticket (For details, see page 11)	Once the applicant is deemed qualified and the application is received, he or she may print out an examination ticket. Be sure to print it and bring it to the examination.

Application Period

Registration period for online applications and remittance period for screening fees:

Begins at 10 a.m. on Tuesday, November 22th and ends at 11:59 p.m. on Monday, November 28th, 2016.

Deadline for submitting application documents:

Must be received by 4 p.m. on Wednesday, November 30th, 2016.

Notes on applying

- The online application procedure will NOT be complete by registering through the online application site. Applicants are required to remit the screening fee (see page 6) before the payment deadline and mail application documents (see page 8) before the submission deadline to the University by registered mail, DHL or EMS.
- After verifying that the academic history and other information in the submitted application meet the requirements to apply and the application is received, you will be able to print your examination ticket through the online application site (see page 11).
- If some of the application documents are missing or incomplete, applications may be denied.

[: Application documents cannot be revised for any reason after receipt.](#)

[Preliminary consultations for applicants with disabilities]

If an applicant requires special accommodations for examination or enrollment, please consult the Educational Affairs Section of the Faculty of Fine Arts in advance. The applicant should write the major and research field he or she wishes to apply for, the type and degree of disability, the kind of accommodations necessary for examination or enrollment and attach a medical certificate or a copy of a disability certificate and mail it to the University by Wednesday, November 2nd, 2016, by registered mail.

Please also promptly consult the Educational Affairs Section of the Faculty of Fine Arts if an applicant is injured in an accident after the application deadline.

Submit to: Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714

TEL: 050-5525-2122 Email: gap.exam@ml.geidai.ac.jp

Notice:

- Please consult the University as early as possible since prior consultation responses may require 1-2 months of time.
- Please be aware that the University may not be able to guarantee responding to all requested accommodations upon prior consultation.

○For questions regarding navigating the online application site or remitting the screening fee, please contact:

DISCO Corporation, Learning and Education Support Center

Phone: 0120-202-079 (available on weekdays from 10 a.m. to 6 p.m., closed on weekends and holidays including New Year's Eve/New Year's day. Available only in Japanese.)

E-Mail : cvs-web@disc.co.jp(available in English.)

We do not accept questions regarding the admission process.


○For questions regarding the entrance examinations, please contact:

Educational Affairs Section, Tokyo University of the Arts Faculty of Fine Arts

Phone: 050-5525-2122 (available only in Japanese on weekdays from 9 p.m. to 5 p.m., closed on weekends, holidays, summer holiday period, and New Year's Eve/New Year's day)

Please have the applicant him or herself contact the office whenever possible.

If you need to communicate in English, please email us at: gap.exam@ml.geidai.ac.jp

Please check the following before starting your online application:	
Check your computer operating system requirements	<p>Please start the online application under the following system requirements:</p> <p>【Web browser】</p> <ul style="list-style-type: none">• Microsoft Internet Explorer 8 or later• Google Chrome 43 or later• Mozilla Firefox 38 or later• Apple Safari 8 or later <p>【PC】</p> <ul style="list-style-type: none">• Microsoft Windows Vista/7/8/10• Apple Mac OS X 10.8-11 <p>※ Smartphones and tablets are not recommended.</p>
Set up your email	<p>The following four emails will be sent to the registered email address:</p> <ol style="list-style-type: none">① Test email upon registering to the online application② Automatic reply email upon completing registration to apply③ Automatic reply email upon completing remittance for screening fee④ Notification email to obtain an examination ticket <p>All emails will be sent from no-reply@e-apply.jp. Please enable your account to receive messages from this address in advance.</p>
Prepare an ID photo	<p>You must provide 1 ID photo (up to 2MB). The color photograph should show the top half of your body, facing forward, without a hat, and should have been taken within the previous three months.</p> <p>※ The submitted photograph should be longer in length than width (preferably with a 4:3 length-to-width ratio).</p> <p>※ Use the right picture as reference.</p> <p><Examples of unacceptable photos></p> <p>Unacceptable photos may be blurry, contain a dark background, have the person looking sideways, include multiple people, be edited, etc.</p> 

Documents proving your eligibility to apply	Using page 8 as a reference, prepare necessary submission documents before the submission deadline. Prepare diplomas and other documents certifying your academic history before registering for the online application.
Prepare an envelope	Prepare a K2-sized envelope (240 mm x 332 mm) to submit the application documents.
Prepare printer paper	Print all documents from the online application site on size A4 white printer paper.

1 Registering for the Online Application

Access the online application via our University admission information homepage during the registration period. Click on "Apply to the Faculty of Fine Arts/Graduate School of Fine Arts" and fill out the required fields to register and apply. Please read through the instructions for using the online application at the bottom of the homepage before beginning the process.

How to apply
Go to the online application site (http://e-apply.jp/e/geidai-net/) ▼ Click the red button on the homepage, "Start Application for Fine Arts" ▼
<p>Registering to apply Fill out the fields and register to apply</p> <ul style="list-style-type: none"> - Choosing the applicant's choice of program, major, and research field - Applicant information <p>Please note the following two points. *Confirm receipt of the test email: click the "Send a test mail" button and make sure you can receive the email with the registered email address (see page 4). *Upload photo: prepare a color photograph (see page 4), and upload to the page. ▼</p>
<p>Confirm registration The information entered will appear on the confirmation page. Make sure there are no content errors, and click "Submit." ▼</p>
<p>Registration complete When the screen shows your receipt number, your registration is complete. Please proceed to the payment process. You will need your receipt number for verifying your application information, remitting the screening fee, and printing application documents.</p>

※ When you complete registration for the online application process, you will receive a notification email sent to your registered email address. Your receipt number is included in that email, so please save it until your examination process is complete.

[Notes on registering for the online application]

- The receipt number you are given upon completing the online application process differs from your applicant ID.
- Please note that if the screening fee is not remitted by 23:59 p.m. within four days (including the registration day) of completing registration for the online application, registration will be cancelled and all information will be deleted.
- Once completed, information filled out for registration cannot be edited or changed. Make sure that the information you entered is correct. If you find any errors before proceeding to the payment page, please go back to the beginning and start over with the registration process.
- If the submitted photograph is deemed unacceptable, you may be asked to resubmit.

2 Remitting the screening fee

Remit the screening fee after completing registration for the online application as indicated in 1. After completing registration for the online application, please follow either ① or ② to remit the screening fee.

- ① Click "Pay the Entrance Examination Screening Fee" after completing registration for the online application.
- ② Login from "Confirm Application/Print Application Form for Fine Arts" on the online application site homepage. Then click on "Pay the Entrance Examination Screening Fee."

Select the remittance method and remit the screening fee during the designated period.

Screening fee	Remittance period
36,000 yen	<ul style="list-style-type: none">• From Tuesday, November 22th to 23:59 p.m. on Monday, November 28th, 2016• Within the above period, remit the screening fee by 23:59 p.m. within four days after completing registration for the online application, including the day you completed registration. (However, if the day you completed registration is fewer than four days before the remittance period deadline, the remittance period deadline overrides the former date.)

※You may have to pay a separate transfer charge depending on your payment method.

Payment method	Accepted institutions
Convenience store	Seven-Eleven / Lawson, Ministop (Loppi) / Family Mart (FamiPort)/ Circle K Sunkus (K Station) / Daily Yamazaki, Three F / Seicomart (Club Station)
Credit card	MUFGCARD / DC / UFJ / NICOS / VISA / Master Card / JCB / AMERICAN EXPRESS
Post office, Bank ATM	Pay-easy compatible ATM
Net Banking	Pay-easy compatible Net Banking / Japan Net Bank / Rakuten Bank

China UnionPay Card	China UnionPay Online Payment (ChinaPay)
------------------------	--

※Once the screening fee payment is complete, a payment confirmation email will be sent to the registered email address.

[Notes on the screening fee]

- For more details and notes on the remittance process, please reference "Payment method" on the online application homepage.
- You cannot remit the screening fee after the remittance period.
- If the remittance is incomplete by the deadline, please note that your online registration information will be deleted.
- You cannot print out required documents for your application from the online application site without remitting the screening fee.
- Japanese government-funded international students are not required to remit the screening fee. However, they must submit their Japanese Government Scholarship for Foreign Students Certificate issued by their current universities, along with the application documents indicated in **3** (see page 8) to the University.
- If paying with a credit card, please use a valid one. The cardholder does not have to be the applicant him or herself.
- If you cannot pay with a credit card, try a different card or choose another payment method.

[Screening fee waiver system]

We will waive screening fees for applicants affected by the Great East Japan Earthquake of March 11, 2011 and the Kumamoto Earthquake of April 2016 to ensure that they have equal opportunity for education. For details of the waiver application period and related matters, check the University's website (<http://admissions.geidai.ac.jp/>).

① Documents to be submitted:

- ◇ Screening Fee Waiver Application Form (specific form assigned by the University)
- ◇ A copy of your Disaster Victim Certificate (issued by your municipality)

② Notes:

- ◇ Please start registering for the online application after receiving a decision on your waiver application.

Contact : 12-8 Ueno Koen, Taito-ku, Tokyo, 110-8714, JAPAN

Tokyo University of the Arts, Student Affairs Section

TEL : 050-5525-2075 / FAX : 03-5685-7763 (available only in Japanese)

If you need to communicate in English, please email us at: nyuusi-k@ml.geidai.ac.jp

[Refunds]

We will not return the screening fee transferred after we receive your application form for any reason other than below:

- If you remitted the screening fee, submitted application documents but your application was not received.
- If you remitted the screening fee but did not submit application documents.

In either case above, request a refund as follows:

Use the University's designated Screening Fee Refund Request Form (by downloading and printing it from our admission information site) to fill out and sign the required fields and mail it to the following address:

Mailing Address : 12-8 Ueno Koen, Taito-ku, Tokyo, 110-8714, JAPAN

Tokyo University of the Arts

Accounting Section of the Strategic Planning Division

[Notes]

- * Remittance fee transfer charges that occur upon transacting will not be refunded.
- * Remittance charges will be deducted from the amount returned to the applicant.
- * Remittance of refunds normally takes about one month following receipt of the refund request form.

3 Mailing the required documents

Mail the required documents after remitting the screening fee as indicated in **2**. Print out the Envelope Address Sheet and other relevant documents from the online application site. Tape this Envelope Address Sheet onto the envelope, insert all application documents and mail the envelope to the University by registered mail, DHL or EMS by the submission deadline.

Application Documents	Instructions	Submitter	Remarks
Documents proving eligibility to apply	Prepare the following two documents to prove your eligibility to apply: ① University academic transcripts ② Diploma (or certificate of anticipated graduation)	All applicants	This is not required for applicants who are graduates of or current students at the Faculty of Fine Arts of the Tokyo University of the Arts or Japanese government-funded international students. Non-regular students such as postgraduates must submit the form. The date of issuance does not matter.

Application Form	Print the form from the online application site.	All applicants	※ Please use the exact name as indicated in your family register. Your current address can be the address you are residing in when filling out the application. If your current address is outside of Japan, indicate your Status of Residence.
ID Photo			
Personal statement	Download the designated template sheet from our admission information site, fill out the required fields and submit.		※Accepted only in English or Japanese. If these documents are written in English, attach a Japanese translated version whenever possible.
Letters of recommendations	Submit two recommendations from persons who have instructed you or are able to evaluate your past research or creative work.		
Address labels for sending admission procedure documents	Print the labels through the online application site.		※These address labels are used to send admission procedure documents to final successful applicants. Enter the mailing address for admission procedure documents on both labels ① and ②
Certificate of English language ability	Submit certified scores from one of the following exams: TOEFL (iBT), TOEIC (TOEIC Listening & Reading Test or Speaking & Writing Test only. L&R Test is recommended.), or IELTS (Academic Module)	Non-native English speakers	※The exam must have been taken on or after October 1, 2015.
Notes 1~3	If you fall under <Notes 1~3>, prepare the necessary documents.	If applicable	

<Notes>

1. International students who are residents of Japan must submit their Certificates of Residence (showing their visa status and period of residence) issued by the heads of their municipal governments or copies of their Certificates of Alien Registration. (This is not required for applicants who are current students of the Tokyo University of the Arts or Japanese government-funded international students at the University.)
2. In addition to the documents under 1 above, Japanese government-funded international students must submit Japanese Government Scholarship for Foreign Students Certificates issued by their current universities (showing their enrolment status and enrollment period).
3. If the family name shown on your certificates or other documents differs from your current family name, attach a certificate or other documentation of your name change (such as an official partial copy of a family register).

Prepare the following to mail application documents:	
Envelope	Prepare a K2-sized envelope (240mm x 332 mm)
Envelope Address Sheet	Print from the online application site (Automatically printed along with your application)

Submit application documents to :

Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts
12-8 Ueno Koen, Taito-ku, Tokyo 110-8714

[Notes on application documents]

- Only application documents mailed within the submission period will be accepted. Documents will not be accepted if brought to the University in person. No application documents received after the submission deadline will be accepted for any reason.
- The University cannot respond to inquiries regarding the receipt of mailed application documents.
- If you completed four years of university education at two or more schools (e.g., because you transferred), submit transcripts for all schools attended.
- Be sure to attach Japanese or English translations of any documents written in other foreign languages. It is recommended to attach Japanese translations to documents written in English as well. You may translate such documents yourself. The translations do not need to be certified by any public translation agency.
- Do not submit any documents not specified by the Graduate School.
- Remove any certificates or other documents from the envelopes in which they were originally issued. (You do not need to submit the envelopes.)
- The University does not return submitted documents unless specified. Be sure to attach a note indicating so if you would like the original returned to you after you submit the original of a certificate or other document that cannot be reissued.
- All applicants must send their application documents individually. If documents for more than one applicant are submitted in one envelope, they will not be considered for admission.
- You may be asked to submit other certificates or documentation as necessary.

4 Printing your examination ticket

Your examination ticket will be available to print from the online application site upon receipt of your application. A notification email will be sent to your registered email address. Be sure to print it out on an A4-sized paper and bring it with you to the examination. Please note that the University will not issue your examination ticket.

•Printing period

You will be able to print your examination ticket after 4 p.m., Thursday, December 22nd, 2016

[Notes on your examination ticket]

•Be sure to check that the written information is correct upon printing your examination ticket. If the information on the examination ticket differs from that of the online application site, please contact the Educational Affairs Section by January 6th. (You can reference your registered information by clicking “Conform Application/Print Application Form for Fine Arts”.)

•Please contact the Educational Affairs Section if you are unable to print out your examination ticket when the printing period begins.

•Your registration number upon registering for the online application differs from your examination number.

•Your examination ticket will be required on the day of examination. Your registration number for online application or any other information cannot be used to substitute for this requirement.

•Please note that if you change your email address after completing registration, you will not be able to receive the email issuing your examination ticket.

Contact: Tokyo University of the Arts, Faculty of Fine Arts, Educational Affairs Section

Phone: 050-5525-2122 (available only in Japanese on weekdays from 9 p.m. to 5 p.m., closed on weekends, holidays, summer holiday period, and New Year's Eve/New Year's day)

Please have the applicant him or herself contact the office whenever possible.

If you need to communicate in English, please email us at: gap.exam@ml.geidai.ac.jp

7. Submitting your portfolio

Submit your portfolio and other materials as outlined below.

1. See “Screening examination content and methods” on page 13 concerning content, standards, and other details of the portfolio and other materials to be submitted.
2. When submitting these materials, attach the Portfolio Submission Form (for Attachment) to each work and other materials submitted and submit the Portfolio Submission Form (for Submission) to the specified section. (Enclose the Portfolio Submission Form [for Submission] if sending materials by mail.)
 - * The Portfolio Submission Form is used mainly to certify that the portfolio belongs to an examinee and to prevent cases of mistaken attribution or identity. If you are unable to obtain certification from your faculty advisor in the space for certification, obtain certification from another party not related to you. In addition, attach one sheet to each item in the portfolio unless there are specific reasons for not doing so.
3. Once submitted, portfolios will not be returned.
4. Materials that can cause safety and sanitary concerns will not be accepted.

Research field	Date, time, and location of submission
Global Art Practice	Must be received during the following period: Monday, January 16 to 16:00 p.m. on Tuesday, January 24, 2017. Send by registered mail, with “GAP Portfolio Enclosed” written on the envelope in red ink. You can NOT bring in the portfolio in person. * Follow the instructions on page 13 for your portfolio. Submit to: Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714 JAPAN

8. Screening examination content, date, and time

We decide whether to admit a student based on comprehensive evaluations that include assessments of academic abilities by the Graduate School and review of documents submitted by the applicant.

Applicants who fail to complete or submit even one of the assigned examinations will be ruled ineligible for admission. Note that screening fees will not be returned (even if the applicant shows up for the examination on the wrong date).

Use of mobile phones and other electronic devices with photographic and communication functions is prohibited on campus. Such items will be held for you by the University during the examinations.

Major	Research field	Date and time		Screening examination content and methods
Global Art Practice	Global Art Practice	<p>First exam Monday, January 16 – 4:00 pm Friday, January 24 (Must be received by the University during this period: see page 12) Send by registered mail with “GAP Portfolio Enclosed” written on the envelope in red ink. The portfolio will not be accepted if brought to the University in person.</p> <p>Submit to: Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714</p>		<p>Portfolio submission</p> <ol style="list-style-type: none"> Send by registered mail with “GAP Portfolio Enclosed” written on the envelope in red ink. The portfolio will not be accepted if brought to the University in person. The portfolio should be compiled on no larger than a size A4 sheet and no longer than 20 pages. Submit a single portfolio. Actual works will not be accepted as a portfolio One supplemental material(optional) You may submit only one of the three following supplemental materials in addition to the portfolio. Clearly indicate your examinee no. on each of the supplemental materials. <ol style="list-style-type: none"> Video <ul style="list-style-type: none"> Limit playback time to three minutes. Submit video in .mov file format at a resolution of no more than 1920 x 1080 pixels. Submit video files on a DVD-R disk or on a flash memory storage device such as USB stick or SD card. You can also upload the files to the Web services such as YouTube or Vimeo. If you choose this option, submit the URLs on paper. Audio <ul style="list-style-type: none"> Limit playback time to three minutes. Submit audio on an audio CD or on a flash memory storage device such as USB stick or SD card. You can also upload the files to the Web services such as YouTube or Vimeo. If you choose this option, submit the URLs on paper. Printed materials (up to three essays or other printed materials) <ul style="list-style-type: none"> Submit printed materials such as written works and essays. If submitting an excerpt from a book, submit a copy of the relevant excerpt, or use bookmarks or similar means to clearly indicate the excerpt being submitted. Self-introductory video (optional) Self-introductory video <ul style="list-style-type: none"> Limit playback time to two minutes. Submit video in .mov file format at a resolution of no more than 1920 x 1080 pixels. In the video, the applicant should face front to the camera and introduce oneself, as well as motivation for applying and his/her field of activity. The video does not have to be taken with a high-resolution camera. It could be taken casually by a digital camera, a computer, or a mobile phone. Submit video files on a DVD-R disk or on a flash memory storage device such as USB stick or SD card. You can also upload the files to the Web services such as YouTube or Vimeo. If you choose this option, submit the URLs on paper. <ul style="list-style-type: none"> ● Prepare the portfolio in either English or Japanese. If these documents are in English, attach a Japanese translated version whenever possible. ● Submitted materials will be excluded from consideration for screening purposes if we are unable to review them/play them back. ● Submitted materials will be viewed using Mac OS X (10.11 El Capitan). ● Note that materials submitted will not be returned.
		Saturday, February 4 Meeting time: 8:20 am Meeting place: In front of the University Art Museum	9:00 – 11:00	<p>Practical exam: Drawing The university will provide paper and pasteboard. Bring your own set of drawing implements and writing implements.</p>

		Second exam Friday, February 10 Meeting place: In front of the University Art Museum		Interview * Meeting times for interviews will be announced at the time of announcement of applicants who passed the first exam (see page 14).
--	--	--	--	---

9. Location of entrance examinations (Faculty of Fine Arts, Tokyo University of the Arts)

Ueno Campus, 12-8 Ueno Koen, Taito-ku, Tokyo

- Approx. 10 minutes on foot from JR Ueno Station or JR Uguisudani Station
- Approx. 10 minutes on foot from Nezu Station on the Tokyo Metro Chiyoda Line

10. Announcement of successful applicants

○ Announcement of successful applicants (first exam)

The examinee numbers of successful applicants will be posted on the bulletin board in the Faculty of Fine Arts (Ueno Campus) at the following date and time:

1:00 pm Thursday, February 9, 2017

* The examinee numbers of successful applicants will also be posted on the University's website (<http://admissions.geidai.ac.jp>). Plans call for the results to be posted on the website after the results are posted on campus (around 2:00 pm).

- * Be sure to check whether you passed the first exam. Important information about the second exam will also be posted.
- * You cannot take the second exam if you failed to pass the first exam. No documentary procedures are required from the first exam until the announcement of the final successful applicants.

○ Announcement of final successful applicants

The examinee numbers of successful applicants will be posted on the bulletin board in the Faculty of Fine Arts (Ueno Campus) at the following date and time:

10:00 am Monday, February 20, 2017
 (Successful applicants will be sent admission procedure documents around February 22, 2017.)

* The examinee numbers of successful applicants will also be posted on the University's website (<http://admissions.geidai.ac.jp>). Plans call for the results to be posted on the website after the results are posted on campus (around 11:00 am).

[Notes on announcement of successful applicants (first exam) and announcement of final successful applicants]

1. Inquiries concerning exam results will not be accepted by telephone or otherwise. The examinee him or herself or his or her agent must check the results. During the announcement of results, admission to other than the designated locations on campus is prohibited.
2. The Global Art Practice program may offer admission to additional applicants if spaces are still available after the first round of admission. Those qualified applicants will be contacted by telephone between March 16 and 22, so please make yourself reachable during this period. (The contact will be made by the university. No inquiries from applicants will be answered.)
3. Due to heavy traffic, it may be difficult to access the website around the time the results are announced. If this happens, try again later.

11. Admission procedures

(1) Period for completing admission procedures

- ① Accepted by mail

Must be received by Monday, March 13, 2017.

- ② Accepted in person

March 14 (Tuesday) and March 15 (Wednesday), 2017: 10:00 am – 12:00 noon, 2:00 – 5:00 pm

Applicants who fail to complete admission procedures during the above period will be deemed to have declined the offer of admission to the Graduate School.

(2) Place

Meeting Room, 1F, Central Building, Faculty of Fine Arts, Tokyo University of the Arts (12-8 Ueno Koen, Taito-ku, Tokyo)

(3) Fees

Use the remittance request form distributed on the day of announcement of final successful applicants to pay the following fees:

Type	Amount	Remarks
Enrollment fee* ¹	338,400 yen	Planned amount Not required from Japanese government-funded international students
Student welfare and guidance support fee	10,000 yen	
Mori-no-kai (alumni association) membership fee	40,000 yen	Payable by students who have graduated from other universities and students who have graduated from the University but have yet to pay the Mori-no-kai membership fee. Includes membership fee and 10 years' dues. International students are exempt.
Student casualty insurance premium	1,750 yen	Two years' premium
Student casualty insurance additional liability insurance premium	680 yen	Two years' premium

*1: The enrollment fee will not be returned after completion of admission procedures, even if the student withdraws on or before March 31, 2017.

◆ Required costs after admission

(1) Tuition fees (first semester): 267,900 yen (full year: 535,800 yen) (planned amounts)

Not required from Japanese government-funded international students

- ① Any change in tuition fees during your time as an enrolled student will go into effect at the time of the change.
- ② In principle, the fees are paid by an account transfer (automatic withdrawal). At the admission procedure, students submit the "Account Transfer Request Statement" and the school will withdraw the money automatically from the registered account. (Withdrawal dates: at the end of May for the first term and at the end of November for the second term)

(2) Materials fee (estimated amount at time of admission): 300,000 yen

The above amount is not an annual fee. It covers the entire period of the Master's Degree program.

12. Disclosure of information on entrance examinations

Individual results of screening and entrance examinations for the Graduate School of Fine Arts (MFA Program) will be disclosed only as requested by the examinee him or herself.

Provided below is an outline of the application procedure and related information.

1. How to apply

- If the examinee him or herself comes to school

After the examinee him or herself has completed all blanks on the Request for Release/Notice of Entrance Examination Results appended to this Guidance, bring in together with the University's examination card (photocopies not accepted; however, current students at the University may submit photocopies of their student ID cards) and a return envelope (type no. 3 long envelope [12 cm x 23.5 cm], with the name, address, and postal code of the examinee and 392 yen in postage affixed) to the Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts. (The results will be sent at a later date by simple registered mail.)

○If the examinee wish to receive the results by mail

If the examinee cannot come to school for a certain reason, living faraway for instance, we accept the request by mail. After the examinee him or herself has completed all blanks on the Request for Release/Notice of Entrance Examination Results appended to this Guidance, mail together with the University's examination card (photocopies not accepted; however, current students at the University may submit photocopies of their student ID cards) and a return envelope (type no. 3 long envelope [12 cm x 23.5 cm], with the name, address, and postal code of the examinee and 392 yen in postage affixed) to the Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts, by simple registered mail.

2. When to apply

- If the examinee comes to the University him or herself
Thursday, June 1 – Friday, June 30, 2017
9:00 am – 4:30 pm weekdays (closed for lunch 12:30 – 1:30 pm)
- If requesting release by mail
Applications must be postmarked by Thursday, June 1 – Friday, June 30, 2017 to be accepted.

3. Information released

- (1) Only the individual's results of the entrance examinations for the current academic year (2017) will be released.
 - (2) Individual results will be released in the form of scores or grades.
Relative rankings of examinees will not be released.
4. After receipt of requests for release, notices of results will be sent at the same time in late July 2017.

13. Handling of personal information

Under the Act on the Protection of Personal Information by Incorporated Administrative Agencies ("Personal Information Protection Act" hereinafter), the University will use personal information obtained during the process of selecting students for tasks related to the selection process and for other purposes, as described below.

1. Purposes of use

- (1) Personal information concerning successful applicants such as names and addresses will be used for tasks related to admission procedures.
- (2) Personal information such as names and addresses concerning persons who have completed admission procedures will be used following matriculation for tasks related to their studies, including management of student records and tasks related to health, such as medical examinations.
- (3) Personal information such as names and addresses concerning persons who have completed admission procedures will be used for tasks related to management of payments, such as collection of enrollment and tuition fees.
- (4) Personal information such as applicant assessments made during the selection process will be used for

tasks related to support for studies, including waivers of enrollment fees and tuition fees in the first year and selection of students for scholarships.

- (5) Personal information such as applicant assessments made during the selection process will be used for tasks related to statistical processing, provision of information to prospective students, and surveys and research related to the selection process. In such cases, the personal information will be used in ways that render it impossible to identify individuals.

2. Provision of personal information to third parties

Apart from the cases set forth in Article 9 of the Personal Information Protection Act, personal information obtained by the University will not be used for other purposes or provided to third parties without the permission of the applicants themselves.

However, the minimum required information may be provided in the following cases:

- (1) Tasks involving the handling of personal information described in 1. (1) – (5) above may be entrusted to an external third party after concluding a contract with the third party concerning appropriate handling of personal information.
- (2) To facilitate operations related to acceptance decisions and additional acceptance decisions through the separate installment system in which national and public universities offer two opportunities to take entrance examinations, personal information related to matters such as acceptance and admission procedures (limited to names and examinee nos. for the National Center Test) may be provided to the National Center for University Entrance Examinations and any other national and public universities to which the applicant has applied.
- (3) Provision of information to parties outside the University in cases in which this would be in the interests of the person concerned
 - ① Musical Education Promotion Association (parents' association for the Faculty of Music supporting faculty education and research and student extracurricular activities)
 - ② Mori-no-kai (alumni association of the Faculty of Fine Arts)
 - ③ Dosei-kai (alumni association of the Faculty of Music)
 - ④ Tokyo University of the Arts Cooperative Association

University campuses

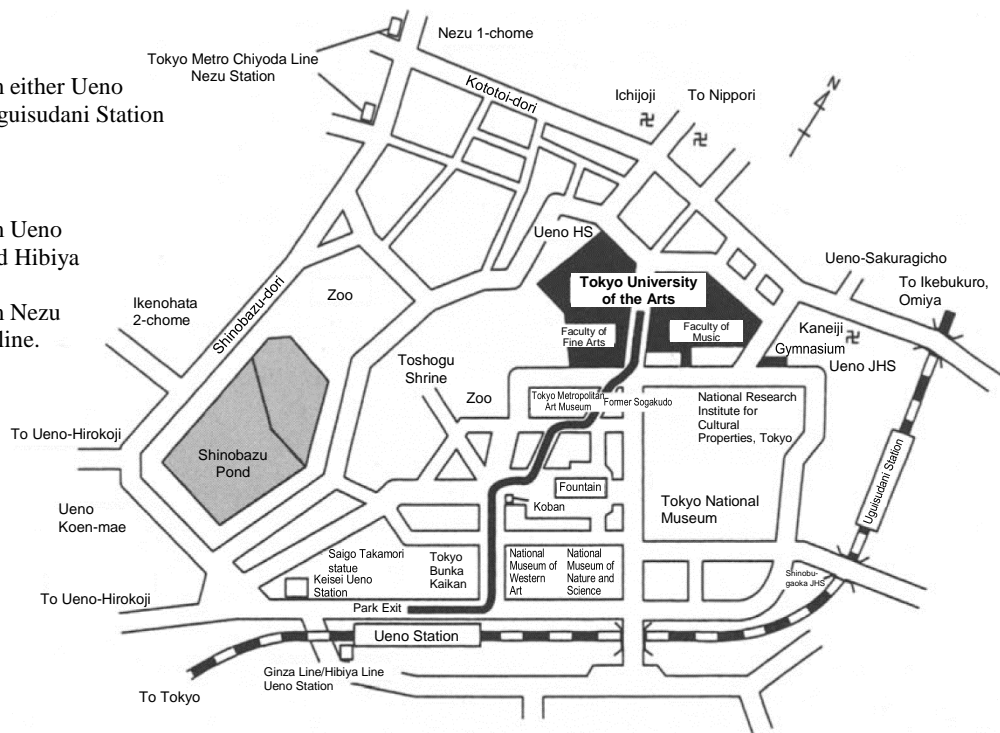
Ueno Campus 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714

[Transportation]

10 minutes on foot from either Ueno Station (Park exit) or Uguisudani Station on JR lines.

15 minutes on foot from Ueno Station on the Ginza and Hibiya lines.

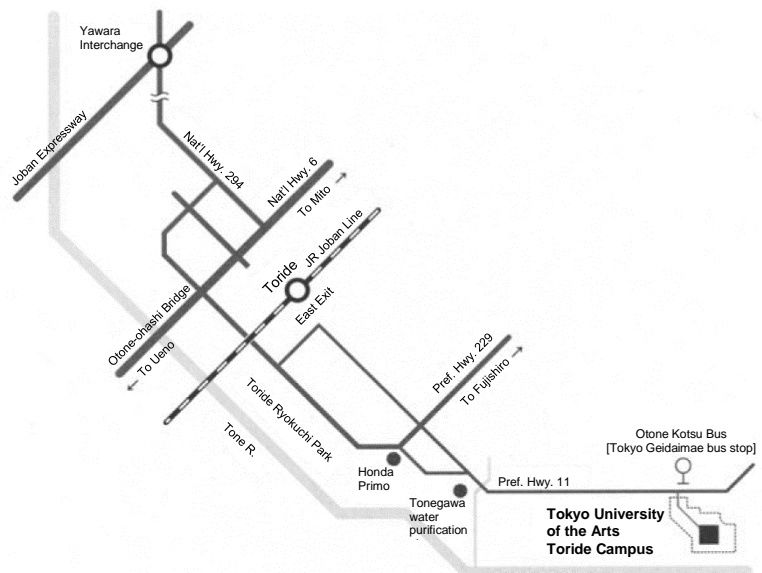
10 minutes on foot from Nezu Station on the Chiyoda line.



Toride Campus 5000 Omonma, Toride, Ibaraki Prefecture 302-0001

[Transportation]

A 15-minute ride on the Otone Kotsu Bus from the East Exit of Toride Station (40 minutes from Ueno Station on the JR Joban Line) to Tokyo Geidaimae bus stop, followed by a 10-minute walk.



Address any inquiries on entrance examinations to:

Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts
12-8 Ueno Koen, Taito-ku, Tokyo 110-8714

Tel: 050 (5525) 2122 (available only in Japanese on weekdays from 9 p.m. to 5 p.m., closed on weekends, holidays, summer holiday period, and New Year's Eve/New Year's day)

Please have the applicant him or herself contact the office whenever possible.

If you need to communicate in English, please email us at: gap.exam@ml.geidai.ac.jp

For Attachment

Portfolio Submission Form

Notes:

1. Attach this form to your portfolio and other materials submitted with glue or by other means.
2. Attach this form to each portfolio item or other material submitted. (If you need more forms, make photocopies of this one.)
3. Works and other materials that pose problems with respect to safety, health, or sanitation will not be accepted.
4. If you are unable to obtain certification from your faculty advisor, **obtain certification from another party who is not a member of your family.**

Research field for which the application is being submitted Global Art Practice	Examinee no. No.	(Furigana) Name	Male Female
University attended (circle in red)	Tokyo University of the Arts / Other (university: _____ ; faculty: _____ ; dept./major: _____)		
Date prepared	/ / (Y/M/D)		Number of items submitted Total number of items/bound volumes:
Certification <small>* Required only for applicants to the Painting major and Art Education research field * Not required from current Tokyo University of the Arts students</small>	I hereby certify that the above works/portfolio are the work of the applicant named above. Date: / / (Y/M/D) Title of person signing certification (e.g., faculty advisor) _____ Name _____ Seal _____		

Tokyo University of the Arts, Graduate School of Fine Arts

MFA Program

(Cut here)

Complete both forms.

For Submission

Portfolio Submission Form

Notes:

1. Do not attach this form to your portfolio or other materials submitted. Instead, submit to the section specified in the Guidance for Prospective Students (individual office or the Educational Affairs Section of the Graduate School of Fine Arts). If you are sending this form by mail, enclose it together with your works in the same envelope.
2. Attach this form to each portfolio item or other material submitted. (If you need more forms, make photocopies of this one.)
3. Works and other materials that pose problems with respect to safety, health, or sanitation will not be accepted.
4. If you are unable to obtain certification from your faculty advisor, **obtain certification from another party who is not a member of your family.**

Research field for which the application is being submitted Global Art Practice	Examinee no. No.	(Furigana) Name	Male Female
University attended (circle in red)	Tokyo University of the Arts / Other (university: _____ ; faculty: _____ ; dept./major: _____)		
Number of items submitted	Total number of items/bound volumes:		
Return of works <small>* Do not complete this section when submitting this form.</small>	I hereby certify that the above works, essays, theses, and materials have been returned to me. Date (M/D): / / _____ Signature _____		

Tokyo University of the Arts, Graduate School of Fine Arts

MFA Program

No.

Request for Release of Graduate School Entrance Examination Results
for the 2017 Academic Year, Tokyo University of the Arts

Date (Y/M/D): / /

To: The Director of the Graduate School of Fine Arts, Tokyo University of the Arts

Please inform me of the results of my examinations for entrance to your graduate school.

Examinee category: Graduate School of Fine Arts (**MFA Program**)

Major, research field, etc.: Research field of _____

Examinee no.: _____

Name: _____

Address: (Postal code: -) _____

Tel.: () _____

Notes:

1. Before submitting this request, read the instructions provided under “12. Disclosure of information on entrance examinations” on page 15 of the Guidance for Prospective Students.
2. Submit a self-addressed return envelope (a type no. 3 long envelope [12 cm x 23.5 cm] with 392 yen in postage affixed for simple registered mail).
3. Write all information on this form in your own hand.
4. Requests for release are accepted Thursday, June 1 – Friday, June 30, 2017. Note that any requests made outside this period will be rejected.
5. After receipt of requests for release, all notices of results will be sent at the same time in late July 2017.

Cut here.

(Do not cut here.)

No.

Notice of Graduate School Entrance Examination Results
for the 2017 Academic Year, Tokyo University of the Arts

Date (Y/M/D): / /

Examinee category: Graduate School of Fine Arts (MFA Program)

Major, research field, etc.: Research field of _____

To: Examinee no.: _____; Name: _____

The entrance examination results you requested are attached.

Graduate School of Fine Arts, Tokyo University of the Arts

Tokyo University of the Arts
Graduate School of Fine Arts
Global Art Practice MFA Program
Guidance for Prospective Students

Published: October 2016

Tokyo University of the Arts

**Tokyo University of the Arts accepts inquiries
through the following channels:**

○ **Information on admissions: website**

<http://admissions.geidai.ac.jp/>

○ **Information on applicant screenings**

Educational Affairs Section, Faculty of Fine Arts Tel: 050-5525-2122
(available only in Japanese on weekdays from 9 p.m. to 5
p.m., closed on weekends, holidays, summer holiday period,
and New Year's Eve/New Year's day)

Wherever possible, inquiries should be made by the applicant him or herself.

○For questions regarding navigating the online application site or remitting the screening fee, please contact:

DISCO Corporation, Learning and Education Support Center

Phone: 0120-202-079 (available weekdays from 10 a.m. to 6 p.m., closed on weekends and holidays including New Year's Eve/New Year's day. Available only in Japanese.)

E-Mail : cvs-web@disc.co.jp (available in English.)

We do not accept questions regarding the admission process.