

2017 Academic Year

Tokyo University of the Arts

Graduate School of Fine Arts

(MFA Program)

Guidance for Prospective Students

(Call for additional applicants)

Global Art Practice

The application form is attached to this Guidance.

February 2017

Tokyo University of the Arts

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

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Appendix : Application Form

- ① Entrance Screening Fee Remittance Proof Submission Form
- ② 2017 Academic Year Application Form for Admission to the Graduate School of Fine Arts(MFA Program), Tokyo University of the Arts
- ③ Statement of reasons for application

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

Unspecified

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 February 28, 2017, 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

Major	Research field	Office	Faculty advisor
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

Note: The professor with a star(*) indicates that the person will retire at the end of March 2018.
The professor with double star(**) indicates that the person will move and belong to the Oil Painting Course, Graduate School of Fine Arts, from the 2018 academic year.

6. Application procedures

1) Application period

Monday, February 20 – 5 pm., Friday, March 3, 2017

Applications must be submitted by mail and arrive to school during the above period.

Note: Applications will not be accepted if they arrive later than the above period or if delivered to the University in person.

2) Submitting your application

Attach the Entrance Screening Fee Remittance Proof Form (Form C) to the documents attached to this guidance as specified by the University and send by **registered express mail** during the application period indicated.

(1) Screening fee

① **Amount: 36,000 yen**

No screening fee is required from Japanese government-funded international students. If you are a Japanese government-funded international student, submit a Certificate of Attendance Under the Japanese Government Scholarship for Foreign Students issued by your university.

[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. Applicants wishing to apply for the waiver must submit the Screening Fee Waiver Application Form before submitting their application. You are not required to remit the screening fee until a decision is made concerning your waiver application. For details of the waiver application period and related matters, check the University's website. The application form must be submitted by Thursday, March 2, 2017.

② Remittance period: Monday, February 20, 2017 – Friday, March 3, 2017

③ Remittance method and documents to be submitted

Transfer the fee by method (a) or (b) described below.

(a) Remittance at a financial institution counter in Japan

- Use the remittance request forms (Forms A, B, C) attached to this guidance.
- Fees can be transferred at the following financial institutions:
City banks, trust banks, regional banks, shinkin banks, credit cooperatives, agricultural cooperatives, Japan Post Bank (post offices), and similar institutions
- * You cannot transfer fees at finance corporations.
- * If you transfer the fee at the Japan Post Bank (i.e., at a post office), you must do so from a Japan Post Bank account. Ask the staff at the post office where you plan to transfer the fee for details of the procedures.
- A separate transfer charge must be paid.
(However, no charge is required for transfers made from the head office or branches of Sumitomo Mitsui Banking Corporation.)
- We do not accept remittances from financial institution ATMs.
- Once you have transferred the fee, Forms B and C will be returned to you. Tear off Form C and submit by attaching it to the Entrance Screening Fee Remittance Proof Submission Form.

(b) Remittance of the screening fee from overseas

- Do the following to transfer the fee from overseas:
- Prepare the 36,000 yen screening fee, the remittance charge charged in your country (you are responsible for determining the charge when making the remittance), 4,000 yen as the handling charge in Japan.
- Indicate that you will assume responsibility for ALL charges. If you fail to do this, we will only receive the balance remaining after the charges have been deducted; in short, we will not receive the full screening fee and will be unable to process your application.

- Once you have transferred the fee, submit a copy of the foreign remittance request form (featuring the seal or signature of the bank clerk handling the remittance) by attaching it to the Entrance Screening Fee Remittance Proof Submission Form, together with other necessary documents.

送金種類 (Type of remittance)	電信送金 (Telegraphic transfer)
通貨 (Currency)	日本円 (Japanese Yen)
支払方法 (Method of payment)	通知払 (Advice and pay)
手数料 (Charge)	依頼人負担 (Borne by Payer) (check "OUR")
送金目的 (Purpose of payment)	検定料 (Screening fee)
銀行名 (Paying bank)	三井住友銀行 (Sumitomo Mitsui Banking Corporation)
支店名 (Branch)	東京公務部 (Tokyo Koumubu Branch)
スウィフトコード (SWIFT CODE)	SMBCJPJT
銀行住所 (Bank Address)	〒105-0001 東京都港区虎ノ門 1-6-12 1-6-12 Toranomon, Minato-ku, Tokyo Japan
受取人口座番号 (Account number)	普通預金 151793 (A/C 151793)
受取人 (Account name)	国立大学法人 東京芸術大学 検定料収納口 (Tokyo University of the Arts)
住所 (Address)	〒110-8714 東京都台東区上野公園 12-8 (12-8 Ueno-park, Taito-ku, Tokyo Japan)
連絡事項 (Message to payee)	<ul style="list-style-type: none"> ・ 志願者の氏名 (Name of applicant) ・ 受験研究科, 専攻 (Name of the department which you are applying)

④ Refunds

After we receive your application form, we will not return the screening fee transferred for any reason other than (a) or (b) below:

- (a) The screening fee was transferred, but the application form was not submitted or we did not receive it.
- (b) The screening fee was transferred twice in error.

In either case (a) or (b) above, request a refund as follows:

Use a sheet of letter paper or similar to prepare a screening fee refund request. The request should include the information under ① through ⑦ below. Attach the proof of payment or Form C to the request and mail it to the Accounting Section of the Strategic Planning Division, the Tokyo University of the Arts (12-8 Ueno Koen, Taito-ku, Tokyo 110-8714).

① Name, ② address, ③ telephone number, ④ the major and research field you would like to apply for, ⑤ amount of money, ⑥ reason for making the refund request, ⑦ details of the bank account into which you wish the refund to be paid (name of bank, name of branch, whether the account is an ordinary deposit account or current account, name of account holder [in katakana], and account number)

- * 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.
- * If you do not have your own bank account and wish to have the refund paid into an account held by a parent, guardian, etc., send a power of attorney indicating this along with the refund request form.

(A) Entrance Screening Fee Remittance Proof Submission Form (Appendix①)

A票

振込依頼書

(「東京藝術大学」入学試験検定料)

ご依頼日		志望専攻名	
平成	年 月 日	電信振	手数料
三井住友 銀行 東京公務部		金 額	¥3,600.00
振込先	口座番号		
普通	151793		
振込先	〒100-8362 トウキョウダイジェンダイゴク		
振込先	国立大学法人 東京芸術大学 検定料収納口		
振込先	整理番号	志願者氏名	
振込先	(フリガナ)		
振込先	(おとこ)	(電)	()

※「取扱金融機関へのお願い」

- 5桁の整理番号は、氏名頭部へ連続して打電してください。
- 収納印はA・B・C票の3ヶ所にもれなく押印してください。
- B・C票は、必ず振込人へお返しください。
- 三井住友銀行本支店にて振込の場合の振込手数料は無料となります。
(ATM等では不可です)

(取扱金融機関保管)

「金融機関で切り替えてください」

振込金受取書

(「東京藝術大学」入学試験検定料)

平成	年 月 日
金額	¥3,600.00
振込先	三井住友銀行 東京公務部
受取人	東京芸術大学
整理番号	
志願者氏名	(フリガナ)
手数料	

収納印

(志願者保管)

収入印紙

C票

東京藝術大学「入学試験検定料」振込金受取証明書

志望専攻	
金額	¥3,600.00
振込先	三井住友銀行 東京公務部
受取人	東京芸術大学
整理番号	
志願者氏名	(フリガナ)

収納印

(大学提出用)

収入印紙

B票

振込金受取書

(「東京藝術大学」入学試験検定料)

平成	年 月 日
金額	¥3,600.00
振込先	三井住友銀行 東京公務部
受取人	東京芸術大学
整理番号	
志願者氏名	(フリガナ)
手数料	

収納印

(志願者保管)

収入印紙

Form C

←

入学試験検定料振込金
受付証明書提出用紙

◇銀行等金融機関での振込の場合

C票
「東京藝術大学」入学試験
検定料振込金受付証明書

Once you have transferred the fee, Forms B and C will be returned to you. Tear off Form C, indicate the major you wish to apply for and your name, and attach it to the Entrance Screening Fee Remittance Proof Submission Form.

Attach the remittance details you received from the bank when remitting the fee.

(B) Admission application form

Admission application form	Provide the specified information. The name you provide on the application form must be identical to the name in your family register. Provide the address as of the time you filled out the form as the current address. If you are not a Japanese national, enter your residence status.
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(C) Statement of Reasons for Application

(D) Undergraduate academic transcripts

(Not required for applicants who are graduates, current students, or Japanese government-funded international students of the Faculty of Fine Arts of the Tokyo University of the Arts. The date of issuance does not matter.)

(E) University diploma (or certificate of anticipated graduation)

(Not required for applicants who are graduates, current students, or Japanese government-funded international students of the Faculty of Fine Arts of the Tokyo University of the Arts. The date of issuance does not matter.)

(F) A letter of recommendation (by One person)

The letter must be written by a person who has supervised your studies or activities, or someone eligible to evaluate your work.

(G) Certificate of English language ability

For those whose native language is NOT English may submit a certificate for a reference (optional).

A certificate from one of the following examination tests taken later than October 1, 2015 will be accepted:

TOEFL (iBT), TOEIC, IELTS (Academic Module)

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).
4. If you completed four years of university education at two or more schools (e.g., because you transferred), submit transcripts for all schools attended.
5. Be sure to attach Japanese translations of any documents written in a foreign language, including English. You may translate such documents yourself. The translations do not need to be certified by any public agency.
6. Please do not submit any documents not specifically requested by the Graduate School.
7. Remove any certificates or other documents from the envelopes in which they were originally issued. (You do not need to submit the envelopes.)
8. Be sure to attach a note so indicating if you would like the original returned to you after you submit the original of a certificate or other document that cannot be reissued.
9. You may be asked to submit other certificates or documentation as necessary.

(3) Where to submit applications

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

Enclose the above documents ((A) - (G)) in a A4-sized envelope (240x332 mm) and submit to the University by express registered mail during the application period (The application must arrive to school by Friday, March 3). Please put "Application for GAP enclosed" clearly on the envelope.

Note: Application documents cannot be revised for any reason after receipt.

7. Examination Ticket

Examination ticket will be handed to applications who have submitted all the necessary documents and completed the above application procedures on the day of examination on Thursday, March 16. The Educational Affairs Section will inform the examination number prior to the examination by email or phone.

Consultation for applicants with disabilities

Applicants requiring special treatment in the examinations or special consideration during their studies at the Graduate School should consult with the Educational Affairs Section of the Faculty of Fine Arts promptly.

Prepare a written document (any format) indicating the major and research field you are applying for, the type and degree of the disability, special treatment required in examinations or special consideration required during studies, and other relevant information. Submit this document accompanied by a doctor's opinion or disability certificate (copy) by registered mail by Tuesday, February 28, 2017.

Applicants who begin requiring special treatment after the deadline for application due to injury in an accident or for other reasons should promptly consult with the Educational Affairs Section of the Faculty of Fine Arts.

Note: Please consult with the Educational Affairs Section as soon as possible. It may take some time to respond to your request.

8. Submitting your portfolio and other materials

Submit your portfolio and other materials as outlined below.

1. See "Screening examination content, date, and time" on page 8 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 and other materials will not be returned.

Research field	Date, time, and location of submission	Return
Global Art Practice	Monday, March 6 – 16:00 Monday, March 13 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. * Follow the instructions on page 8 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	Note that the portfolio and other materials submitted will not be returned.

9. 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 (including technical examinations and oral examinations), an interview, and review of documents, essays, and a portfolio submitted by the applicant.

Applicants who fail to complete or submit even one of the assigned examinations (including submission of a portfolio and other materials) 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>Screening on written documents Portfolio Submission</p> <p>Monday, March 6 – 16:00 Monday, March 13 (Must be received by the University during this period: see page 7) 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> <p>1. 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>2. 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.</p> <p>3. 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.</p> <p>①Video</p> <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. <p>②Audio</p> <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. <p>③Printed materials (up to three essays or other printed materials)</p> <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. <p>Prepare the portfolio in either English or Japanese. If these documents are in English, attach a Japanese translated version whenever possible.</p> <p>Submitted materials will be excluded from consideration for screening purposes if we are unable to review them/play them back.</p> <p>Submitted materials will be viewed using Mac OS X (10.11 El Capitan).</p> <p>Note that materials submitted will not be returned.</p>
		<p>Interview Thursday, March 16</p> <p>Come to the lobby of the Central Building (<i>Chu-ō-tō</i>) on the ground floor at 12:15.</p>	<p>13:00 ~</p>	<p>Interview</p>

10. 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

11. Announcement of 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 Tuesday, March 28, 2017
(Successful applicants will be sent admission procedure documents around March 28, 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]

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. 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.

12. Admission procedures

(1) Period for completing admission procedures

- ① Accepted by mail

Must be received by Thursday, March 30, 2017.

- ② Accepted in person

Thursday, March 30, 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

Educational Affairs Section, 1Fl., 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, payment for tuition fees is made through account transfer system, so please submit the Deposit Account Transfer Application Form up on admission.
③ The transfer will be made on the end of May for the first semester, and on the end of November for the second semester of the first year.

(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.

13. 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

- Applying in person

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 the form together with the University's examination ticket (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 of the Faculty of Fine Arts to apply for disclosure of the information. (The

results will be sent at a later date by simple registered mail.)

○ Applying by mail

If you cannot apply in person because you live far from the University or for other reasons, you may apply 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 ticket (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. Indicate "Request for Release of Results" in red ink on the front of the envelope. (The results will be sent at a later date 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.

14. 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

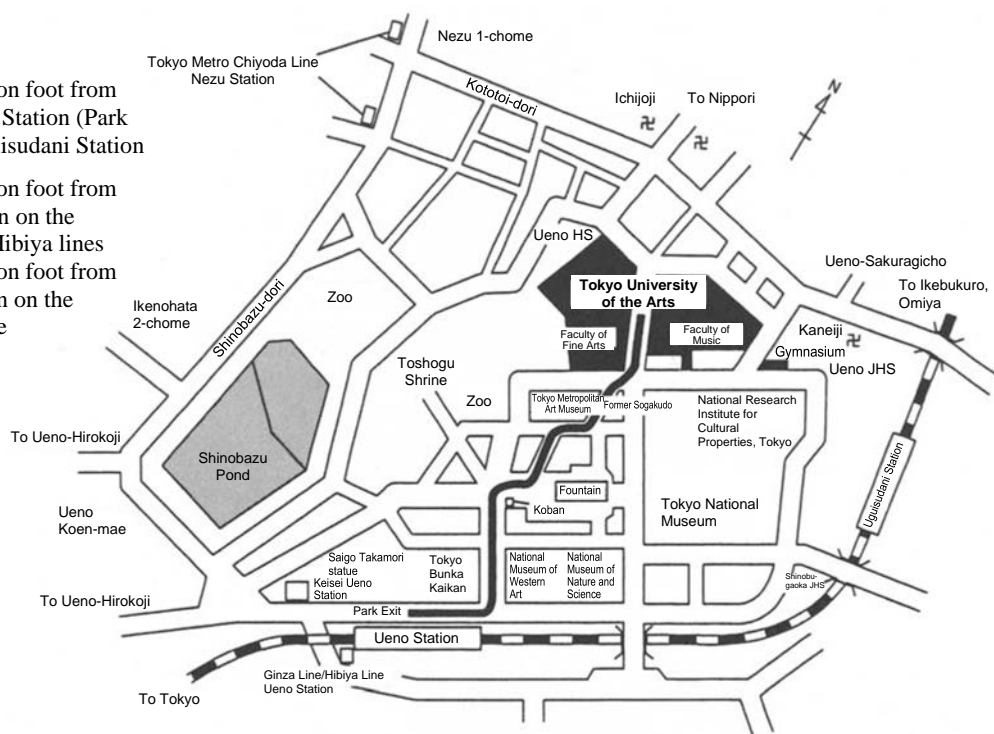
Ueno Campus

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

[Transportation]

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

Tokyo Metro: 15 minutes on foot from Ueno Station on the Ginza and Hibiya lines
10 minutes on foot from Nezu Station on the Chiyoda line



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 a.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 * Required only for applicants to the Painting major and Art Education research field * Not required from current Tokyo University of the Arts students	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)

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 * Do not complete this section when submitting this form.	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

Cut here.

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 “13. Disclosure of information on entrance examinations” on page 10 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.

(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

Screening fee remittance request form (for 2017 MFA Program)

- * Applicants must use this form to remit the amount indicated below by the deadline for submitting applications. Attach Form C to the designated submission form and mail to the Tokyo University of the Arts along with all other documents being submitted.
Period during which payment remittance is accepted: Monday, February 20– Friday, March 3, 2017 (No exceptions will be made.)
- * You do not need to pay the screening fee if you are a Japanese government-funded international student.

切り離して、金融機関に提出してください。 ↓

A 票

振込依頼書

(「東京藝術大学」入学試験検定料)

払込期間(金融機関取扱期限)

2月20日(月)～3月3日(金)

ご依頼日		志望専攻名			
平成	年	月	日	電信扱	手数料
振込先 三井住友 銀行 東京公務部				金額	円
振込先	預金種目	口座番号			
	普通	151793			
(フリガナ) トウキョウゲイジュツダイガク					
(おなまえ) 国立大学法人 東京芸術大学 検定料収納口					
依頼人	整理番号	志願者氏名			
(志願者)		(フリガナ)			
(おところ)	(電話)	()			

「切り離して、金融機関に提出してください」

※【取扱金融機関へのお願い】

- 5桁の整理番号は、氏名頭部へ連続して打電してください。
- 収納印はA・B・C票の3ヶ所にもれなく押印してください。
- B・C票は、必ず依頼人へお返しください。
- 三井住友銀行本支店にて振込の場合の振込手数料は無料となります。(ATM等は不可です)

(取扱金融機関保管)

修士・美術

B 票

振込金受取書

(「東京藝術大学」入学試験検定料)

平成	年	月	日
金額	百万	千	円
	¥	36000	00
振込先	三井住友銀行 東京公務部		
受取人	東京芸術大学		
志願者氏名	整理番号		
	(フリガナ)		
手数料			円

「金融機関で切り離してください」

収納印	
-----	--

収入印紙

C 票

「東京藝術大学」入学試験 検定料振込金受付証明書

志望専攻	
金額	円
	¥ 36000 00
振込先	三井住友銀行 東京公務部
受取人	東京芸術大学
志願者氏名	整理番号
	(フリガナ)

「切り離しのうえ、アの用紙に貼り付けてください」

収納印	
-----	--

(志願者保管)

修士・美術

(大学提出用)

修士・美術

Appendix①

MFA

Entrance Screening Fee Remittance Proof Submission Form

Major applied for

* Examinee no.

- ◇ For remittance from a bank or other financial institution
- Attach Form C (returned at the time you remit payment) to the position shown below.
- Confirm that the form carries a received stamp from the financial institution.
- Be sure to enter the applicant's name and contact information.

C票

**「東京藝術大学」入学試験
検定料振込金受付証明書**

志望専攻							
金額	<table border="1"> <tr> <td>百万</td> <td>千</td> <td>円</td> </tr> <tr> <td>¥36000</td> <td></td> <td></td> </tr> </table>	百万	千	円	¥36000		
百万	千	円					
¥36000							
振込先	三井住友銀行 東京公務部						
受取人	東京芸術大学						
整理番号							
志願者氏名	(フリガナ)						

収納印

(大学提出用)

Name of applicant

(Furigana)

Contact information

Home telephone number

Mobile telephone number

Email address

@

- * Complete all sections outlined in bold and attach the proof of payment issued by the financial institution.
- * If remitting payment from overseas, staple the foreign remittance request form to this form.

2017 Academic Year Application Form for Admission to the Graduate School of Fine Arts (MFA Program), Tokyo University of the Arts

(Furigana) Name (Identical to name on family register)		Date of birth (Y/M/D): / / Male Female (Age as of April 1, 2017: years)		Notes: 1. Complete all information within the bold frame. Leave all boxes marked with * blank. 2. Do not separate this application form, photo card, or examination card. Submit them bound together.		* Examinee no.				
Permanent residence	(Enter only prefecture or nationality.)		Residence status * Enter only if your nationality is other than Japanese.		Major, research field for which the application is being submitted Global Art Practice <div style="border: 1px solid black; padding: 10px; text-align: center;"> Attach photograph here. (Color, 4 cm x 3 cm) Upper body, facing camera, no hat (Taken within last three months) </div>					
Current address	Postal code: - Tel.: ()									
Contact information at time of examination	Postal code: - Tel.: ()									
Email address			@							
Curriculum vitae (Attach additional sheets in any format, if necessary.) * Enter details in the space provided on the reverse side for a record of your activities.										
Academic history	Y/M – Y/M									
	/ - /	High School								
	/ - /	{ National } { Public } { Private } University: Faculty: Dept.: (Graduated/expected to graduate) Major:								
	/ - /									
	/ - /									
	/ - /									
	/ - /									
Employment history	/ - /									
	/ - /									
	/ - /									
Rewards/punishments										

* To make any corrections, strike out the section to be corrected with two parallel lines.

Statement of Reasons for Application

Furigana Name		Major for which the application is being submitted	Global Art Practice
		Research field for which the application is being submitted	Global Art Practice
Past research topics (or undergraduate graduation research theme):			
Brief statement of your reasons for applying to the Graduate School and research topic(s) you wish to study after admission:			
Record of activities:			

*Write in Japanese or English

Tokyo University of the Arts
Graduate School of Fine Arts (MFA Program)
Guidance for Prospective Students
(Call for additional applicants)

Published in: February 2017

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 ArtsTel: 050-5525-2122

Inquiries are accepted by telephone Monday – Friday 9:00 am – 12:30 pm
and 1:30 – 4:30 pm (not accepted on Saturdays, Sundays, and holidays).

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