

2018 Academic Year

Tokyo University of the Arts
Graduate School of Global Arts
(MA Course)
Guidance for Prospective
International Students

June 2017

Tokyo University of the Arts

Address any inquiries to:

**Academic Affairs Section, Senju Campus
Administration Center, Tokyo University of
the Arts**

Tel: 050-5525-2754

Email: kyomu.senju@ml.geidai.ac.jp

◆2018 academic year entrance examination schedule

* All dates shown are JST.

Date	Event	Page
Wednesday, July, 19	Deadline for submitting application for screening for eligibility to apply	2
Monday, July, 31- Wednesday, August, 9, 2017	Application procedures (Internet application registration) period	5
Monday, July, 31- Thursday, August, 10, 2017	Entrance screening fee payment procedure period	7
Tuesday, August, 29, 2017	Deadline for sending required documents (by post)	9
Wednesday, September, 20, - Friday, September, 22, 2017	Oral examinations	13
Wednesday, September, 27, 2017	Announcement of final successful applicants	14

* Admission procedures will take place on Wednesday, March 14 and Thursday, March 15, 2018 (see p. 15).

◆ Internet application

Applications to the Graduate School will be accepted by Internet. All procedures must be completed by the deadlines indicated.

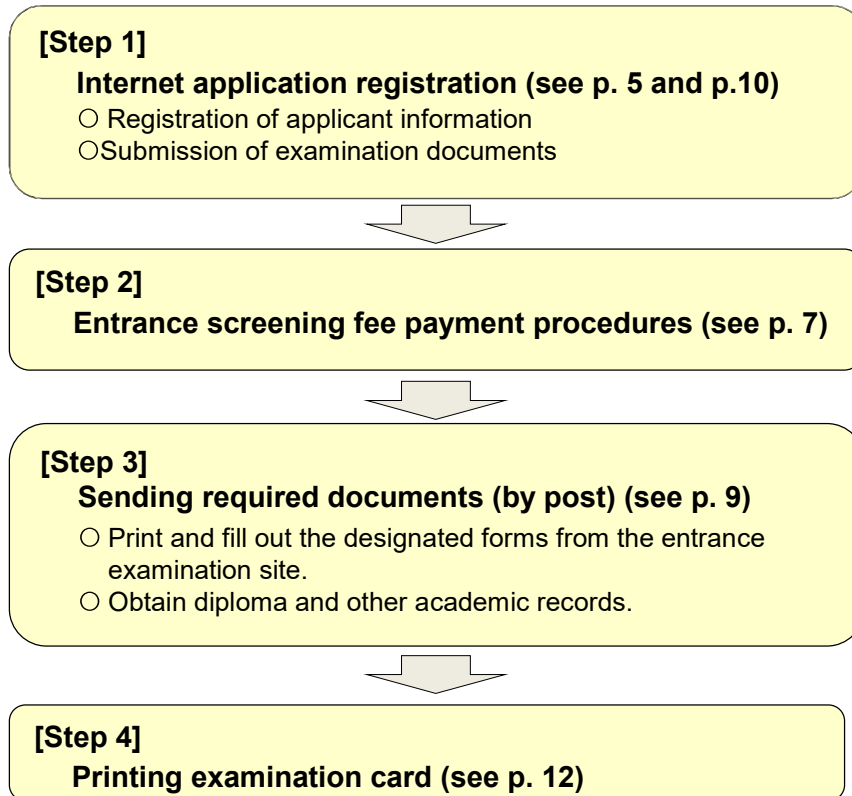


Table of contents

[Inside front cover]

- ◇ 2018 academic year entrance examination schedule
- ◇ Internet application

○ Graduate School of Global Arts admissions policy	1
I. Numbers of students admitted.....	1
II. Eligibility to apply.....	1
III. Standard number of years to complete the program.....	2
IV. Offices and faculty advisors	2
V. Application procedures	3
◇ Application periods	3
◇ Check the following points before Internet application registration:	4
1. Internet application registration	5
2. Entrance screening fee payment procedures	7
3. Sending the required documents (by post).....	9
4. Submitting a certificate of foreign-language ability	11
5. Printing your examination card.....	12
6. Prior consultation for applicants with disabilities	12
VI. Location of entrance examinations.....	12
VII. Content of examinations and examination schedule	13
VIII. Announcement of successful applicants.....	14
IX. Admission procedures	15
X. Release of information on entrance examinations.....	16
XI. Handling of personal information	17
◇ Request for Release of Entrance Examination Results.....	18

[Notes on taking examinations]

1. Matters related to examinations other than those covered in this Guidance will be posted and announced in the Senju Campus lobby and on the University website (<http://admissions.geidai.ac.jp/>) on the examination date and on the date of the announcement of interim results.
2. No inquiries will be accepted concerning the posted test details or announcements of successful applicants.
3. On the examination date, examinees should follow the instructions provided by staff when entering. Keep your examination cards with you at all times. Notify staff if you have forgotten your examination card.
4. Be sure to arrive at the specified time on the examination date.
5. Examinees engaging in improper behavior will be disqualified from the examination and prohibited from taking future examinations.
6. Examinees may not enter any buildings or classrooms other than the designated locations.
7. Generally speaking, no inquiries concerning examinations will be accepted by telephone.
8. Note that all dates and times shown in this Guidance are JST.
9. Applicants of this examination can't apply to the general examination for the Graduate School of Global Arts, which takes place at the same timing as this examination.

○ Graduate School of Global Arts admissions policy

The Graduate School of Global Arts is seeking applicants who have a strong belief in the role where they establish the relationship between art, culture, and society, and who are capable of taking action and formulating ideas in a flexible manner while connecting tradition and innovation. With a view to realizing the education philosophy of the Graduate School, applicants are also required to have the abilities needed to theorize their practices and to think and communicate for pursuing their activities. The Graduate School also assesses English language proficiency of applicants to ensure that they can engage in the culturally diverse program.

I. Numbers of students admitted

Major	Areas of specialization	Number to be admitted
Arts Studies and Curatorial Practices	Arts Management Curating Research	Four students

II. Eligibility to apply

1. Eligibility to apply

Persons eligible to apply to the Graduate School (MA Course) are applicants of **non-Japanese nationality** meeting one of the following requirements:

1	Has graduated from a university in Japan, as stipulated in Article 83 of the School Education Act (Act No. 26 of 1947) (or expects to graduate in March 2018).
2	Possesses a bachelor's degree 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) (or expects to obtain such degree by March 2018).
3	Has completed a 16-year program of school education in a foreign country (or expects to complete by March 2018).
4	Has completed in Japan a 16-year program of school education through a distance-learning course offered by a foreign school (or expects to complete by March 2018).
5	Has completed 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) (or expects to complete by March 2018).
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) (or expects to complete by March 2018).
7	Other persons deemed eligible by the Minister of Education, Culture, Sports, Science and Technology of Japan (see 1953 Notification no. 5 of the Ministry of Education, Science and Culture).

8	Has been awarded, by a foreign university or foreign school (restricted to those assessed by a party certified by the government of the relevant country or related agency based on the comprehensive status of its education and research activities, etc., or those specified by the Minister of Education, Culture, Sports, Science and Technology of Japan as the equivalent to such a university or school), a degree equivalent to a bachelor's degree through the completion of a course of study of at least three years in duration (including completion of such program through a distance-learning course offered by a foreign school while in Japan or completion of a course at an educational institution under the school education system of the foreign country meeting the above requirements).
9	Applicants aged 22 or older who are recognized to possess academic ability at least equal to that of a university graduate through individual screenings for eligibility for admission by the Graduate School of Global Arts.

2. Screening for eligibility to apply

- ① If you wish to apply under the qualification described under [Paragraph 9 of “Eligibility to apply”](#) above, you must undergo a [screening for eligibility to apply in advance](#). Contact the Academic Affairs Section of the Senju Campus Administration Center of the University in advance to request the required documents and [submit](#) the documents [by 4:00 pm \(JST\) on Wednesday, July 19, 2017](#). (Academic Affairs Section, Senju Campus Administration Center tel.: 050-5525-2754)

III. Standard number of years to complete the program

Standard number of years: 2 years

IV. Offices and faculty advisors

◇ 2017 academic year (planned)

Major	Area of specialization (office)	Faculty advisor	
Arts Studies and Curatorial Practices	Arts Management	Sumiko Kumakura	Professor
		Kazumi Minoguchi	Lecturer
	Curating	Yuko Hasegawa	Professor
		Fumihiko Sumitomo	Associate Professor
	Research	Akitoshi Edagawa	Professor
		Yoshitaka Mōri	Professor

V. Application procedures

The Graduate School will accept applications by Internet starting in the 2017 academic year.

Application procedures will be complete when the following procedures (1, 2) have been completed by the designated deadlines and we have confirmed that there are no discrepancies in the required documents (3) submitted by the corresponding deadlines.

Applicants may print examination cards from the Internet application site once their applications have been accepted.


1	Internet application registration (see p. 5)	Access the Internet application site from the University's entrance examination information site and register the necessary information.
2	Entrance screening fee payment procedures (see p. 7)	After completing procedure 1 above, complete the steps necessary for payment of the entrance screening fee on the Internet application site.
3	Sending required documents (by post) (see p. 9)	After completing procedure 2 above, print the required documents from the Internet application site and the entrance examination information site and send them to the University, together with the other required documents.
4	Printing examination card (see p. 12)	You can print your examination card from the Internet application site after confirming your eligibility to apply and completing the application procedures. Each applicant must print his or her examination card and bring it with him or her on the examination date. * The University will not send examination cards.

[Application periods]

* All dates shown are JST.

Internet application registration period	<u>Monday, July 31 – Wednesday, August 9, 2017</u> Give yourself enough time to complete the registration process. After completing the entrance screening fee payment procedures, you will need to print the documents to submit designated by the University from the Internet application site.
Entrance screening fee payment procedure period	<u>Friday, July 31 – Thursday, August 10, 2017</u> Note that you cannot print the documents to submit designated by the University until you have completed the entrance screening fee payment procedures.
Deadline for sending required documents (by post)	<u>Must be received by Tuesday, August 29, 2017 (no exceptions made).</u> Be sure to send the documents by registered express mail . Documents brought to the University in person will not be accepted.

Note: Check the following points before Internet application registration:

Item	Details
Operating environment of PC, etc. (recommended)	<ul style="list-style-type: none"> ◇ Browser <p>Microsoft Internet Explorer 11 or later / Microsoft Edge / Google Chrome 51 or later / Mozilla Firefox 50 or later / Apple Safari 8 or later</p> <p>* If you use the tab function of the browser to perform the application operation at the same time on multiple tabs, the selected content may be handed over to other tabs and other troubles may occur. Please refrain from the simultaneous application operation with multiple tabs.</p> <p>* Smartphones and tablet terminals are deprecated.</p>
Email settings	<p>Email will be sent to applicants' designated email addresses during application procedures to notify them that they have completed the necessary procedures and for other reasons. Be sure to configure your email settings so that you can receive the following messages:</p> <ul style="list-style-type: none"> ◇ Internet application registration (Send test email, notice of completion of application registration) ◇ Notice of completion of entrance screening fee payment procedures ◇ Notice of examination card available for printing <p>◆ Messages will be sent from: no-reply@e-apply.jp</p>
Prepare a photograph.	<ul style="list-style-type: none"> ◇ A digital photograph (in any format) in which the applicant is easily identifiable is required. ◇ The photograph must be in color, with no background. It must have been taken within three months prior to the application, and it must show the top half of your body, facing forward, without a hat. ◇ The photograph file must not be more than 2 MB in size. ◇ Refer to the illustration at right for an example of the type of photograph to submit. ◇ After uploading the photo you upload, use it for your student ID card. <div style="text-align: right; margin-top: 10px;">  </div>
Documents certifying eligibility to apply	<ul style="list-style-type: none"> ◇ Obtain a diploma or other documentation of your academic record before Internet application registration (see p. 10).
Prepare an envelope.	<ul style="list-style-type: none"> ◇ You will need to send the required documents to the University. ◇ Type 2 rectangular envelope (24.0 × 33.2 cm)
Prepare printer paper.	<ul style="list-style-type: none"> ◇ You will need to print certain forms, as specified by the Graduate School, including your application form. (See p. 9 concerning forms.) ◇ A4-sized white paper

1. Internet application registration

During the Internet application registration period, access the Internet application site from the University's entrance examination information site and register the information needed for the application.

Site to access	[Internet application site] http://e-apply.jp/e/geidai-net/
Period accepted	<u>Monday, July 31 – Wednesday, August 9, 2017</u> You may register at any time, 24 hours/day, from 10:00 am on July 31 through 11:59 pm on January 19.

Note: Give yourself enough time to complete the registration process. After completing the entrance screening fee payment procedures, you will need to print the documents to submit designated by the University from the Internet application site.

Note: All dates and times shown are JST.

[Step 1] Choose a graduate school.

- Click on “Application procedures for the Graduate School of Global Arts” on the top page.



[Step 2] Choose your desired area of specialization.

- Choose the area of specialization you wish to apply for from the choices Arts Management, Curating, and Research.



[Step 3] Register applicant information • Submission of examination documents.

- Enter your name, current address, and other information.
- ◆ **Registering your email address**
Be sure to send a test email (“Send test email”) and check to make sure that a confirmation email is received at the designated email address.
- ◆ **Uploading a photograph**
See p. 4 for details of the photograph.
- ◆ **Submitting your documents (Reason for application • Research Plan • Essay)**
Upload PDF data. See p.10 for details.



[Step 4] Register your academic history, activities history, career history, rewards/punishments, and licenses.

- ◆ Enter your academic history while referring to certifying documentation such as your diploma. Make sure that there are no errors in school names, year/month of graduation, etc.



Continued on next page



[Step 5] Check content of registration.

- ◆ Your payment information, desired area of specialization, and applicant information will be displayed. Check to make sure that this information is correct.



[Step 6] Complete the application registration.

- Your 12-digit reception no. will be displayed on screen.
- ◆ Check to make sure that the registration completion email has been received at the email address you registered under step 3.
 - * The reception no. is shown in the email.
- ◆ Do not delete the registration completion email. Save it until you have finished taking the examinations. You will need the reception no. for the entrance screening fee payment procedures and to print the application form and other documents.
- Continue to entrance screening fee payment procedures.

*** Notes on Internet application registration**

- (1) **Note that the reception no. is not the same as the examinee no.**
- (2) **Note that you cannot revise your information after completing the application registration (after completing [step 6]).**
- (3) **Note that if you fail to conduct payment procedures by 11:59 pm within four days (including the date of completion of application registration) after completing the application registration, the data you registered will be considered cancelled and will be deleted.**
 - * If you complete the application registration on or after Tuesday, August 8, you must complete payment procedures by Thursday, August 10.
- (4) You may be asked to resubmit a photograph if the one you submitted is determined not suitable as an application photograph.
- (5) Note that all dates and times shown above are JST.

- Direct any inquiries concerning use of the Internet application site or how to pay the entrance screening fee to:

DISCO Inc. (Learning/Education Support Center)
Tel: 0120-202-079 (24 hours during application period)

* The contact point above cannot answer questions regarding entrance examinations.

- Direct any inquiries concerning entrance examinations to:

Senju Campus Administration Center, Tokyo University of the Arts
Tel: 050-5525-2754 (8:30 am – 5:00 pm M-F)

* Closed Sat., Sun., holidays, summer break (August 12-20), and New Year's

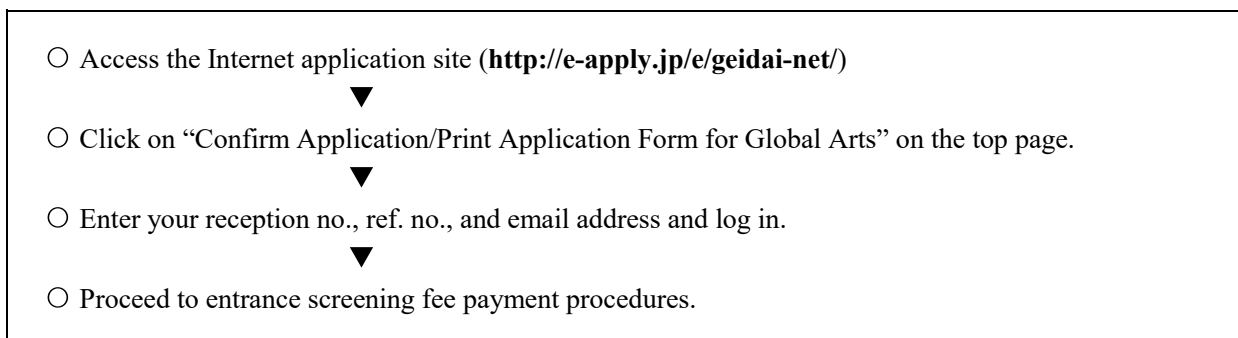
- Inquiries should not be made by any party other than the applicant except when unavoidable.

2. Entrance screening fee payment procedures

Continue to entrance screening fee payment procedures after completing the Internet application registration. Be sure to complete payment procedures promptly; **you will not be able to print the University's designated forms to submit (see p. 9) until payment procedures are complete.**

◇ **If you completed Internet application registration procedures without taking steps for entrance screening fee payment procedures**

* Only if you have completed the procedures through step 6 under “1. Internet application registration” above



① **Amount: 36,000 Japanese yen**

② **Payment period: Monday, July 31 – Thursday, August 10, 2017**

- ◇ Check with the financial institution, etc. you plan to use concerning the hours during which payment procedures may be conducted. Note that payment is accepted only until **11:59 pm on the final day.**
- ◇ Complete payment procedures within four days after completing the Internet application registration. (The four-day period includes the date on which you completed the Internet application registration.)
- ◇ Note that **if you complete the Internet application registration on or after Tuesday, August 8, the deadline for payment will be 11:59 pm on Thursday, August 10.**
- ◇ Note that all dates and times are JST.

③ **Payment methods**

Payment method	Financial institution, etc.
Convenience store	7-Eleven / Lawson / Ministop (Loppi) / FamilyMart (FamiPort) / Circle K Sunkus (K Station) / Daily Yamazaki / Three F / Seicomart (Club Station)
Credit card	MUFGCARD / DC / UFJ Card / NICOS / VISA / MasterCard / JCB / AMERICAN EXPRESS
Post office, bank, or other financial institution	ATMs compatible with Pay-easy
Internet banking	Internet banking compatible with Pay-easy / Japan Net Bank / Rakuten Bank

Notes:

1. See the Internet application site for details of payment procedures.
2. See the URL below for financial institutions and ATMs compatible with Pay-easy:
Financial institutions where you can use Pay-easy: <http://www.pay-easy.jp/where/index.html>
3. Only credit card payments may be used from outside Japan.

④ Notes on entrance screening fee payment procedures

- (1) Check to make sure that you have received a payment procedure completion email.
- (2) Do not delete the payment procedure completion email. Save it until you have finished taking the examinations.
- (3) Japanese-government-funded international students do not need to pay this fee. However, a Japanese-government-funded international student must submit a Certificate of Attendance on Japanese Government Scholarship for Foreign Students issued by his or her university.
- (4) Payment procedures cannot be conducted outside the payment period. Note that if you fail to complete the procedures during the payment period, your registration information will be invalidated.
- (5) If you are paying by credit card, make sure your card is valid. The card need not be issued in the name of the applicant him or herself.
- (6) If you are unable to pay by credit card, try another card or use another payment method.

⑤ Screening fee waiver system

We will waive screening fees for applicants affected by the Great East Japan Earthquake, which occurred on March 11, 2011, and the Kumamoto earthquakes that occurred in April 2016. These exemptions are intended to secure educational opportunities for applicants affected by these disasters. Check the University's entrance examination information site for details such as application periods.

① Documents to submit:

- ◇ Screening Fee Waiver Application Form (form designated by University)
- ◇ Copy of disaster victim's certificate (issued by municipal government or other authority)

② Notes

- ◇ **Conduct the Internet application registration after you learn the results of applying for the waiver.**
- ◇ Check the University's entrance examination information site for details such as application periods.
(<http://admissions.geidai.ac.jp/>)

Admission Section, Student Affairs Division, Tokyo University of the Arts

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

Tel: 050-5525-2075 / Fax: 03-5685-7763

⑥ Refunds of entrance screening fees

- (1) We will not refund the entrance screening fee for any reason other than below:
 - i. Payment procedures were completed for the entrance screening fee, but the University did not accept the application.
 - ii. Payment procedures were completed for the entrance screening fee, but the necessary documents were not submitted.
- (2) In either of the above cases, request a refund as follows:

Download the University's designated form from the URL below, enter the required information, and send by post.

 - i. Designated form (Screening Fee Refund Request Form): URL: <http://admissions.geidai.ac.jp/>
 - ii. Submit the form to: Accounting Section, Strategic Planning Division, Tokyo University of the Arts (12-8 Ueno Koen, Taito-ku, Tokyo 110-8714)

- Notes:
1. Remittance charges will be deducted from the amount returned by the University to the applicant.
 2. Fees incurred when paying the entrance screening fee are not eligible for refunds.
 3. Remittance of refunds normally takes about one month following receipt of the Screening Fee Refund Request Form.
 4. Refund request submission deadline March 31, 2018. If there is no submission by the above deadline, no refund will be made.

3. Sending the required documents (by post)

After completing the entrance screening fee payment procedures, print the University's designated documents to submit from the Internet application site, provide the necessary information, and send them to the University, enclosing a diploma or other documentation of your academic record.

Access the Internet application site after you receive the screening fee payment procedure completion email.

① Deadline for submission

Must be received by Tuesday, August 29, 2017 (no exceptions made).

Note: Be sure to send the documents by **registered express mail**. Documents brought to the University in person will not be accepted.

② Envelope sent to the University

- (1) Be sure to use the envelope name and address label printed from the Internet **application site**. (The envelope name and address label will be printed together with the application form.)
- (2) Send the documents to submit inside a Type 2 rectangular envelope (24.0 × 33.2 cm) without bending them.

③ Documents to submit I [University-designated forms (printed from Internet application site)]

Form	Entry instructions, etc.
Application form	Print on A4-sized paper. <u>Ensure that your academic history entered agrees with that of the diploma or other documentation to submit.</u>
Photo card	Print on A4-sized paper.
Skype examination request	Submit only if requesting examination via Skype. Applicants outside Japan who cannot come to the location of the examinations on the examination date may be permitted to take their examinations via Skype. See p. 13 for details.

[How to obtain documents]

Site to access	[Internet application site] http://e-apply.jp/e/geidai-net/
Application form Envelope name and address label Photo card	<input type="radio"/> Click on “Confirm Application/Print Application Form for Global Arts” on the top page. ▼ <input type="radio"/> Click on “Open the PDF application form.” Print each of the forms displayed (PDF files) on A4-sized paper.
Skype examination request May be downloaded from either of the locations at right.	<input type="radio"/> Click on “Download Documents” on the top page. ▼ <input type="radio"/> Click on “Download documents for Graduate School of Global Arts.” ◆ Entrance examination information site on the University homepage “Graduate School Entrance Examinations” → “Forms” → “Graduate School of Global Arts”

④ Documents to submit II [Documents prepared by the applicant]

Form name	Entry instructions, etc.
Diploma (or certificate of anticipated graduation)	Must be certified by the president of your university or head of your department. * Not required from applicants who are graduates of or current students at the Tokyo University of the Arts
Academic transcripts	Must be certified by the president of your university or head of your department. * Not required from applicants who are graduates of or current students at the Tokyo University of the Arts * Must be placed in a sealed envelope.
Research plan	Any format acceptable. Describe your research plan following your admission to the Graduate School in specific terms in English or in Japanese. Provide this description on one or two sheets of A4 paper. [How to submit] Submit both the printed document and the PDF file.
Reason for application	Any format acceptable. A4-sized paper, 400 Japanese characters Describe your reasons for choosing your main research theme, your own specific understanding of issues related to the field, and related knowledge and experience you have accumulated to date. [How to submit] Submit both the printed document and the PDF file.
Essay	Any format acceptable. On an A4 sheet of paper; 4,000 characters (Japanese) or 2,000 words (English). An applicant who has graduated (or expects to graduate) from a department related to this major should submit an essay based on his or her graduation thesis. An applicant who has graduated (or expects to graduate) from a department unrelated to this major or who has graduated (or expects to graduate) from a department related to this major without submitting a graduation thesis should submit an essay in an arts or culture field. [How to submit] Submit both the printed document and the PDF file.
Letter of recommendation	Submit one letter of recommendation in Japanese or English. If the original letter is in another language, attach a translation. Must be placed in a sealed envelope.
Certificate of foreign-language ability	Certified scores (score sheets) from one of the following exams: TOEFL, TOEIC, IELTS * See p. 11 for details. * Not required from applicants who are nationals of countries where English is an official language.
Certificate of Attendance on Japanese Government Scholarship for Foreign Students	A Japanese-government-funded international student must ask his or her university to issue a certificate of status as a recipient of a Japanese Government Scholarship for Foreign Students and submit it to the University.
Certificate of residence, etc.	An applicant who is a resident of Japan must submit a copy of his or her certificate of residence, issued by the municipality of residence. An applicant who resides outside of Japan must submit a copy of his or her passport.

Notes:

1. If the family name shown on your certificates 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).
2. If you completed a four-year university program at two or more schools (due to transfer or other reasons), submit academic transcripts from all schools attended.
3. Attach a Japanese translation if a certificate is in a language other than Japanese or English.
4. **Documents cannot be amended and will not be returned for any reason after application procedures are complete.**

Continued on next page

◆ How to submit PDF files (reason for application, research plan, essay)

- ◇ Use the following file name formats: “Reason for Application_ your name,” “Research Plan_ your name,” “Essay_ your name.”

4. Submitting a certificate of foreign-language ability

The Graduate School screens applicants for language ability using language examinations administered by outside organizations.

Eligible language examinations are shown below.

Name	Types
TOEFL	TOEFL iBT or TOEFL PBT * TOEFL ITP is not accepted.
TOEIC	TOEIC Listening & Reading* You may submit scores of TOEIC Speaking & Writing, TOEIC Speaking Test, or TOEIC Bridge. However, they are considered as auxiliary information and you must always submit scores of TOEIC Listening & Reading.
IELTS	Academic Module * General Training Module is not accepted.

① Certified scores

- (1) Only exams taken September 2015 or later are valid.
* The expiration date for scores issued by each organization is two years from the date the examination was taken. Any older scores are ineligible for the examination.
- (2) Check with the testing organization concerning the number of days it takes to issue certified scores. This varies by organization.

- ◇ **Check the testing organization’s website or other sources concerning testing schedules, number of days required to issue scores, and other specifics.**

TOEFL: <http://www.cieej.or.jp/toefl/>

TOEIC: <http://www.toeic.or.jp/toeic/about.html>

IELTS: <http://www.eiken.or.jp/ielts/>

5. Printing your examination card

You can print the examination card from the Internet application site once you have received an email notifying you that it is available for printing following completion of application procedures. **On the examination date, each applicant must bring his or her examination card printed on a sheet of A4-sized paper.** (The University will not issue printed examination cards.)

Site to access	[Internet application site] http://e-apply.jp/e/geidai-net/
How to get your card	<input type="radio"/> Click on “Confirm Application/Print Application Form for Global Arts” on the top page. ▼ <input type="radio"/> Click on “Open the PDF Examination Card.”

Notes:

1. Be sure to print the examination card promptly and check its content. Contact the Academic Affairs Section of the Senju Campus Administration Center if the content shown on your examination card differs from the information you registered on the Internet application site.
2. Contact the Academic Affairs Section of the Senju Campus Administration Center if you have not received an email notifying you that the examination card is available for printing by Friday, September 8.
3. **Be sure to print the examination card.** Using a card displayed on a smartphone or other device on the examination date is not acceptable.

◆ Academic Affairs Section, Senju Campus Administration Center
Tel: 050-5525-2754 Email: kyomu.senju@ml.geidai.ac.jp

6. Prior consultation for applicants with disabilities

Applicants requiring special consideration during their studies or in the entrance examinations should consult with the Academic Affairs Section of the Senju Campus Administration Center before applying. Applicants who begin to require special consideration after the deadline for application due to accidental injury or other reason should promptly consult with the Academic Affairs Section.
(Academic Affairs Section, Senju Campus Administration Center tel.: 050-5525-2754)

VI. Location of entrance examinations

Location	Senju Campus, Tokyo University of the Arts
Address	1-25-1 Senju, Adachi-ku, Tokyo
Nearest railway stations	5 min. on foot from JR Kitasenju Station 5 min. on foot from Kitasenju Station on the Tokyo Metro Chiyoda and Hibiya lines 5 min. on foot from Kitasenju Station on the Tobu Isesaki line 5 min. on foot from the Tsukuba Express Kitasenju Station
Access information	See the University website (Access) http://www.geidai.ac.jp/access/senju

VII. Content of examinations and examination schedule

Applicants will be screened for admission based on comprehensive assessment of an oral examination administered by the Graduate School and review of submitted documents.

An applicant who has failed to complete even one of the assigned examinations (including submission of required documents) will be disqualified from admission. The entrance screening fee will not be refunded. The same applies if an applicant appears on the wrong date and time for an examination.

*** Note that all dates and times shown in the examination schedule are JST.**

Examination type	Date and time	Examination content and method
Oral examination	Wednesday, September 20 - Friday, September 22	<ul style="list-style-type: none"> ◇ Oral examination concerning mainly the submitted reason for application, research plan, and essay ◇ The oral examination will take roughly 20 minutes per applicant, including a question and answer session.
Announcement of final successful applicants: Starting at 2:00 pm on Wednesday, September 27		

*** About oral examination schedule**

- (1) The oral examination schedule will be announced on the University's entrance examination information site on **Wednesday, September 6**. Applicants are responsible for checking the schedule themselves.
- (2) Applicants cannot request schedule changes.
- (3) Carefully check the schedule. You will lose your eligibility to sit for the examination if you arrive on the incorrect date.

*** Oral examinations via Skype (only for applicants who request it)**

- (1) It is recommended that applicants come to the examination location in person for their oral examinations.
- (2) However, applicants from outside Japan who are unable to come to the location of the entrance examinations on the examination date may complete the entrance examinations via Skype.
 - * Only applicants who submit a Skype examination request when submitting their required documents can take the oral examination via Skype.
- (3) Applicants requesting examination via Skype will be assigned a date for checking the Skype connection. This date and the procedures for checking the connection will be announced on the University's entrance examination information site on Wednesday, September 6, 2017.
- (4) Applicants who submit a Skype examination request should keep in mind that the University will not be liable for any problems with the examination that arise due to difficulties with communication or other factors during the examination.
- (5) Do not deactivate your Skype account after submitting the Skype examination request.
- (6) Make a photocopy of the Skype examination request before submitting it. Keep the copy in a safe place until you have finished taking the examination.

- ◇ The University's entrance examination information site
<http://admissions.geidai.ac.jp/schedule-results/gac/>
 (Tokyo University of the Arts entrance examination information site / Entrance examination schedule/announcement of successful applicants / Graduate School of Global Arts)

VIII. Announcement of successful applicants

Examination type	Date and time
Announcement of final successful applicants	Wednesday, September 27 ◇ 2:00 pm (lobby, first floor, Senju Campus) ◇ Roughly 3:00 pm (University website)

1. Announcement on the University website

- ① URL: <http://admissions.geidai.ac.jp/schedule-results/gac/>
(Tokyo University of the Arts entrance examination information site / Entrance examination schedule/announcement of successful applicants / Graduate School of Global Arts)
- ② Notes
 - (1) 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.
 - (2) Note that all dates and times shown are JST.

2. Sending admission procedure documents

- ① Final successful applicants will be sent admission procedure documents on Tuesday, February 20, 2018 (scheduled).
Note:
 - 1. Documents will be sent to addresses inside Japan only. Applicants residing overseas should designate a representative in Japan to receive these documents.
 - 2. Final successful applicants should contact the Academic Affairs Section of the Senju Campus Administration Center if they do not receive the admission procedure documents by Monday, February 26, 2018.
(Academic Affairs Section, Senju Campus Administration Center tel.: 050-5525-2754)

* International students who need to apply for a student visa must contact the Educational Affairs section no later than Friday, October 13, 2017, after the final examination results have been announced. In order to apply for a student visa, they must first complete the procedures of document submission and admission fee payment. However, they may file an application for deferral/exemption of the admission fee.

3. Other notes

- ① Inquiries concerning examination results and other subjects will not be accepted by telephone, email, or similar means.
- ② During announcement of results, entry to areas other than the specified location is prohibited.

IX. Admission procedures

1. Period for completing admission procedures

① Accepted by post

Must be received by March 9 (Friday), 2018.

② Accepted in person

(1) Dates: March 14 (Wednesday) and March 15 (Tuesday), 2018

(2) Times 10:00 am – 12:00 noon, 2:00 – 5:00 pm (4:00 pm on March 14)

③ Place

(1) Academic Affairs Section, Senju Campus Administration Center, Tokyo University of the Arts
(1-25-1 Senju, Adachi-ku, Tokyo 120-0034)

◇ Note that all dates and times are JST.

2. Fees

Type	Amount	Notes
Enrollment fee	338,400 yen	Planned amount
Global Arts Education and Research Foundation dues	30,000 yen	
Student casualty insurance premium	1,750 yen	For 2 years
Student casualty insurance additional liability insurance premium	680 yen	For 2 years

Notes:

1. No enrollment fee is required from Japanese-government-funded international students.
2. The enrollment fee will not be refunded after the completion of admission procedures, even if the applicant applies to withdraw on or before March 31, 2018.
3. The University offers a program of exemption/deferral of the enrollment fee for qualifying candidates.

3. Fees payable after admission

① Tuition

(1) First semester: 267,900 yen; full year: 535,800 yen [planned amounts]

(2) Timing of direct debit from student's designated bank account: late May for first semester, late November for second semester

(3) Any change in tuition during your time as an enrolled student will enter effect at the time of the change.

(4) Tuition is not required from Japanese-government-funded international students.

(5) As with enrollment fees, the University offers a program of exemption/deferral of tuition for qualifying candidates.

X. Release of information on entrance examinations

Individual scores on the Graduate School of Global Arts (MA Course) entrance examinations will be released **only if the examinee him- or herself so requests**. The method of requesting release of scores is described below.

1. How to apply

① Application by a student admitted to the University

The examinee must him- or herself fill out all of the underlined sections of the Request for Release/Notice of Entrance Examination Results on p. 18 of this Guidance and apply by submitting it, together with the examination card and return envelope (a Type 3 rectangular envelope [12 × 23.5 cm], with the name, address, and postal code of the examinee written on it and a 392-yen postal stamp affixed), to the Academic Affairs Section of the Senju Campus Administration Center.

(Scores will be sent by simplified registered mail about two weeks after the deadline for requests.)

② Application by an examinee other than those under ① above

The examinee must him- or herself fill out all of the underlined sections of the Request for Release/Notice of Entrance Examination Results on p. 12 of this Guidance and apply by sending it, together with the examination card and return envelope (a Type 3 rectangular envelope [12 × 23.5 cm] with the name, address, and postal code of the examinee written on it and a 392-yen postal stamp affixed), to the Academic Affairs Section of the Senju Campus Administration Center by simplified registered mail. (Scores will be sent by simplified registered mail about two weeks after the deadline for requests.)

<p>[Send to] Academic Affairs Section, Senju Campus Administration Center, Tokyo University of the Arts 1-25-1 Senju, Adachi-ku, Tokyo 120-0034</p>

2. Period requests are accepted

- ① Monday, May 7 - Friday, May 11, 2018
- ② Students admitted to the University: During hours the Senju Campus Administration Center counter is open
- ③ Other examinees: Accepted only if postmarked during the period under ① above

3. Information released

- ① Only individual information on entrance examinations for the current academic year (2018) will be released.
- ② Only individual scores and grades will be released. Rankings will not be released.

XI. 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 the management of payments, such as collection of enrollment and tuition fees.
- ④ Personal information such as grades obtained 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 grades obtained 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 to ⑤ above may be entrusted to an external third party after concluding a contract with them concerning the 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’s education, research, and students’ extracurricular activities)
 - (2) Mori-no-kai (alumni association for the Faculty of Fine Arts)
 - (3) Dosei-kai (alumni association for the Faculty of Music)
 - (4) Tokyo University of the Arts Cooperative Association

Tokyo University of the Arts Graduate School of Global Arts
Request for Release of Entrance Examination Results for 2018 Academic Year

Date (Y/M/D): ____ / ____ / ____

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

I hereby request notification of the results of my entrance examination for your Graduate School.

1.	Area of specialization:	
2.	Examinee no.:	
3.	Name:	
4.	Address:	
5.	Tel:	

Notes:

1. This form (underlined sections) is to be filled out by the examinee him- or herself.
2. Read “X. Release of information on entrance examinations” (p. 16) before applying.

.....(To be cut here by University).....

Tokyo University of the Arts Graduate School of Global Arts
Notice of Entrance Examination Results for 2018 Academic Year

Date (Y/M/D): ____ / ____ / ____

*** Do not fill out the above date.**

1.	Area of specialization:	
2.	Examinee no.:	
3.	Name:	

As per your request, the results of your entrance examination are attached.

Director, Graduate School of Global Arts, Tokyo University of the Arts