

**Tokyo University of the Arts**  
**Graduate School of Film and New Media**  
**Master's Degree Program**

**Department of Film Production**

**Department of New Media**

**Department of Animation**

**2017 Student Application Guide**

Tokyo University of the Arts  
2017

**2017 Graduate School of Film and New Media  
Master's Degree Program  
Student Selection Exam Schedule**

**Applications will be accepted between the following dates (valid postmark):**

(1) Department of Film Production (Directing, Screenwriting), Department of New Media, Department of Animation

Online application: 25 November (Friday) - 1 December (Thursday) 2016

Payment of application fee and submission of required documents by post: 25 November (Friday) - 2 December (Friday) 2016

(2) Department of Film Production (Producing, Cinematography, Art Direction, Sound Design, Editing)

Online application: 10 January (Tuesday) - 16 January (Monday) 2017

Payment of application fee and submission of required documents by post: 10 January (Tuesday) - 17 January (Tuesday) 2017

**Schedule**

See pages 15–23 for details of exams for the Department of Film Production, pages 27–28 for the Department of New Media, and pages 31–33 for the Department of Animation.

Department		Film Production (Directing, Screenwriting)	Film Production (Producing, Cinematography, Art Direction, Sound Design, Editing)	New Media	Animation
Schedule					
January	4 (Wed)	First-round exam (submission of work)			
	5 (Thu)	First-round exam (submission of work)			
	10 (Tue)				
	11 (Wed)				
	12 (Thu)				
	13 (Fri)	Successful first-round candidates announced			
	25 (Wed)				First-round exam (submission of reference materials)
	26 (Thu)				First-round exam (submission of reference materials)
	27 (Fri)			First-round exam (submission of reference materials)	First-round exam (submission of reference materials)
	30 (Mon)			First-round exam (submission of reference materials)	
31 (Tue)					
February	1 (Wed)	Second-round exam (submission of assigned work)	First-round exam (submission of work)		
	2 (Thu)	Second-round exam (submission of assigned work)	First-round exam (submission of work)		First-round exam (written)

3 (Fri)			Successful first-round candidates announced	
6 (Mon)				
7 (Tue)				
8 (Wed)				
9 (Thu)	Successful second-round candidates announced	Successful first-round candidates announced		Successful first-round candidates announced
10 (Fri)				
13 (Mon)			Second-round exam (submission of assignment)	
14 (Tue)			Second-round exam (submission of assignment)	
15 (Wed)	Third-round exam, Directing (submission of work, practical skills)		Second-round exam (written)	Second-round exam (written exam)
16 (Thu)	Third-round exam, Scriptwriting (written)	Second-round exam (submission of assignment-based work, written)	Second-round exam (oral)	Second-round exam (oral)
17 (Fri)	Third-round exam (practical skills, oral)		Second-round exam (oral)	Second-round exam (oral)
18 (Sat)		Second-round exam, Producing (practical skills, oral)		
19 (Sun)	Third-round exam, Directing (oral)	Second-round exam, Cinematography (oral)		
20 (Mon)		Second-round exam, Editing (practical skills) Second-round exam, Art direction (oral)		
21 (Tue)		Second-round exam, Sound design, Editing (oral)		
28 (Tue)	Successful candidates announced			

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### Forms available from the entrance exam info website:

Study aspirations document

Address labels for sending university admission documents

Labels for submitted works (DVD, CD) / materials (files)

Request for academic transcript

Application for exemption from payment of application fee

Request for return of application fee

Entrance exam info website: <http://admissions.geidai.ac.jp/>

## Admissions policy of the Graduate School of Film and New Media

The Graduate School of Film and New Media offers students instruction and study in theory and practices related to film and new media, with the aim of developing artists and educational researchers who possess the necessary creativity and understanding of the importance of contemporaneity to undertake their own research and engage in creative practice.

Based on the above aim, the Graduate School of Film and New Media seeks diligent students with a strong work ethic and commitment to artistic production and research.

### 1. Number of students admitted

Department	Research field	Course	Number of students admitted
Film Production	Cinematic expression techniques	Directing	32
		Scriptwriting	
		Producing	
	Film production techniques	Cinematography	
		Art direction	
		Sound design	
Editing			
New media	Creative expression	Media design	16
		Inter-media	
	Conceptual design	Media technology	
		Media research	
Animation	Creative expression	Planning and production	16
		2D animation	
		3D animation	
	Research/Theory	Research/Theory	

**Notes:** Application to more than one department within the Graduate School of Film and New Media is not permitted.

Applicants applying for the Department of Film Production should select a course upon making their application. Applicants who fail the first-round exam in the Directing or Screenwriting Courses will still be eligible to apply for one of the other courses, namely Producing, Cinematography, Art Direction, Sound Design, or Editing.

## **2. Eligibility**

Eligibility to apply for the Graduate School of Film and New Media Master's Degree Program is based on one of the following:

- (1) you have graduated (or are expected to graduate by March 2017) from a Japanese university in accordance with Article 83 of the School Education Act (Act No. 26, 1947);
- (2) you have obtained (or are expected to obtain by March 2017) a bachelor's degree in accordance with the provisions of Article 104(4) of the School Education Act (Act No. 26, 1947) (National Institution for Academic Degrees and Quality Enhancement of Higher Education);
- (3) you have completed (or are expected to complete by March 2017) a curriculum of 16 years of school education in an overseas country;
- (4) you have completed (or are expected to complete by March 2017) 16 years of school education in an overseas country by undertaking a distance learning course in Japan provided by a school in the overseas country in question;
- (5) you have completed (or are expected to complete by March 2017) a curriculum at an educational facility in Japan specially designated by the Minister of Education, Culture, Sports, Science and Technology that provides a curriculum from a university in an overseas country and is established within the school education system of the overseas country in question (applies only to persons considered to have completed a 16-year curriculum of school education in the overseas country in question);
- (6) you have completed (or are expected to complete by March 2017) a vocational course at a special vocational school specially designated by the Minister of Education, Culture, Sports, Science and Technology (applies only to curriculums that are four or more years in duration and otherwise satisfy criteria determined by the Minister) on or after the day determined by the Minister;
- (7) you have been designated by the Minister of Education, Culture, Sports, Science and Technology;
- (8) by completing a curriculum of three or more years duration at a university or school in an overseas country (applies only where the education and research activities of the university or school in question has been assessed by a person certified by the government or relevant agency of the overseas country in question, or where the university or school in question has been specially designated by the Minister of Education, Culture, Sports, Science and Technology as a university or school that is equivalent thereto) obtained a degree corresponding to a bachelor's degree (including completion of the curriculum in question by undertaking a distance learning course in Japan provided by the school in the overseas country in question, or completing a curriculum at an educational facility in Japan specially designated by the Minister of Education, Culture, Sports, Science and Technology that provides a curriculum from a university in an overseas country and is established within the school education system of the overseas country in question);
- (9) you are 22 years of age or older and have, through eligibility screening, been assessed by the School of Film and New Media as possessing a level of academic ability equal to or greater than that of a university graduate.

Note: Applicants who apply on the basis of 9 above will undergo admission eligibility screening.

Application forms for eligibility screening can be obtained from the Educational Affairs Office, School of Film and New Media. Completed forms should be submitted to the School of Film and New Media

by 31 October 2016.

**3. Standard timeframe for completing the program**

2 years

#### 4. Faculty Advisors (2016)

Department	Research field	Course	Advisor
Film production	Cinematic expression techniques	Directing	Professor Kiyoshi Kurosawa Professor Nobuhiro Suwa
		Scriptwriting	Professor Yuji Sakamoto
		Producing	Professor Shoji Masui
	Film production techniques	Lighting	Professor Katsumi Yanagijima
		Art direction	Professor Toshihiro Isomi
		Sound design	Professor Hiroyuki Nagashima
		Editing	Professor Takefumi Tsutsui
New media		Professor Eishi Katsura Professor Takashi Kiriya Professor Masahiko Sato Professor Naoya Hatakeyama Associate Professor Akira Takayama	
Animation		Professor Yuichi Ito Professor Mitsuko Okamoto Professor Taruto Fuyama Professor Koji Yamamura	



## 5. Application process

From the 2017 entrance exams, applications to the Graduate School of Film and New Media are to be made online. The instructions in steps 1 and 2 below should be carried out between the dates indicated and required documents submitted according to the instructions in step 3. The application process is completed once it is confirmed, based on the documents you have sent, that you are eligible to apply. Once your application is accepted, you will then be able to print out your exam slip from the online application website as shown in step 4.

1	Register online application (see page 7)	Access the online application website through the university's exam info website and register the required information.
2	Pay application fee (see page 8)	When you have completed step 1 above, start the process for payment of the application fee through the online application site.
3	Send required documents (see page 10)	When you have completed step 2 above, print out required documents from the online application website and the exam info website and send them to the university together with other required documents.
4	Print exam slip (see page 11)	When your eligibility is confirmed and your application has been accepted, you will then be able to print out an exam slip from the online application site. Applicants should print out their own exam slips and bring them to the exam.

## Dates for applications

<b>Department (Course)</b>	<b>Registration of online applications</b>	<b>Payment of application fee and submission of required documents by post</b>
Film Production (Directing, Screenwriting) New Media Animation	10:00, 25 November (Friday) - 23:59, 1 December (Thursday) 2016	Postmarked between 25 November (Friday) - 2 December (Friday) 2016
Film Production (Producing, Cinematography, Art Direction, Sound Design, Editing)	10:00, 10 January (Tuesday) - 23:59, 16 January (Monday) 2017	Postmarked between 10 January (Tuesday) - 17 January (Tuesday) 2017

## Making your application: Points to note

- Application deadlines for the Department of Film Production vary depending on the course.
- A registered express service should be used to submit required documents.
- Required documents submitted by post will only be accepted if the date on the post office postmark is within the dates indicated above. Required documents where the postmark is not within the dates indicated above, or delivered in person to the university will not be accepted under any circumstances.

- Check the following and prepare everything before registering your online application.

Operating environment of your computer	Online applications are processed in the following environments: <b>Browser</b> Microsoft Online Explorer 8 or higher Google Chrome 43 or higher Mozilla Firefox 38 or higher Apple Safari 8 or higher <b>Operating system</b> Microsoft Windows Vista/7/8/9/10 Apple Mac OS X 10. 8-11
Email settings	The following four emails will be sent from no-reply@e-apply.jp to the email address you have registered. Please be sure that your email account is set up correctly to receive them. (1) A test email when you register an online application. (2) An automatic reply email when you have completed registration of your online application. (3) An automatic reply email when you have completed payment of the application fee. (4) An email notifying you that you are now able to print out an exam slip.
Photograph	Prepare a color photograph (up to 2MB) of your upper body facing forward, no headwear, against a neutral background, taken within three months prior to your application. * Unacceptable photographs: Photographs that are blurry, have dark backgrounds, where the subject's face is turned to the side, where there are two or more people in the shot, or where the image has not been properly processed. Use the sample photograph at the right as a reference.
Documents establishing your eligibility to apply	Refer to page 10 and prepare the documents to be submitted with your application.
Envelope	Prepare a standard No. 2 rectangular envelope (240×332mm) to use in submitting required documents.
Printer paper	Prepare white A4-size printer paper to print the required documents from the online application website or the entrance exam info site.

If you have questions about how the online application website works or the ways you can pay the application fee, contact:  
Disco Corporation Learning and Education Support Center  
Tel: 0120-202-079 (weekdays 10:00–18:00, closed Saturdays, Sundays, public holidays, end-of-year holiday, New Year holiday)  
\* Disco Corporation is unable to answer to questions relating to exams.

Questions relating to exams  
Educational Affairs Office, Graduate School of Film and New Media, Tokyo University of the Arts  
Tel: 050-5525-2675 (weekdays 9:00–17:00, closed Saturdays, Sundays, public holidays, end-of-year holiday, New Year holiday)  
\* Unless there is a compelling reason, applicants should contact the Educational Affairs Office on their own behalf.

## 1. Registering online applications

Access the online application website from Web Application on the top page of the university's entrance exam info website and register the information required for your application.

Entrance exam info website: <http://admissions.geidai.ac.jp/>

### Dates for registration of online applications

Department of Film Production (Directing, Screenwriting)	10:00, 25 November (Friday) - 23:59, 1 December (Thursday) 2016
Department of New Media	
Department of Animation	
Department of Film Production (Producing, Cinematography, Art Direction, Sound Design, Editing)	10:00, 10 January (Tuesday) - 23:59, 16 January (Monday) 2017

<b>Procedures</b>
Access online application website ( <a href="http://e-apply.jp/e/geidai-net/">http://e-apply.jp/e/geidai-net/</a> ) ▼ Click <b>Start application for Film and New Media</b> on the top page of the website. ▼
Select the degree program, the department, the research field and course you want to sit the entrance exams for, then click <b>Next</b> to continue. ▼
<b>Points to note</b> Read the information, then click <b>Next</b> to continue. ▼
<b>Applicant information</b> Enter the required information, then click <b>Next</b> to continue. <b>Registering an email address</b> Click on "send test email" and make sure you receive the confirmation email at the email address you specified. <b>Uploading a photograph</b> Prepare color photographic data of your face and upload (refer to page 6). ▼
<b>Your academic history, occupational history, commendations and disciplinary action, licences, qualifications</b> Enter the required information, then click <b>Next</b> to continue. ▼
<b>Exemption from payment of application fee</b> Checkmark the criteria that apply to you. If none of the criteria apply, simply click <b>Next</b> to continue. ▼
<b>Check application content</b> Check that the information you have entered is all correct and then click <b>Apply using the above info.</b> ▼
<b>Application complete</b> The application process is complete when the application receipt number is displayed on the screen. Check that the "registration complete" email containing the application receipt number has been

delivered to the email address you specified.

You will need your application receipt number to do such things as check the content and print your application. Keep your "registration complete" email in a safe place until after the entrance exams.

### Online application: Points to note

- The application receipt number is not the same number as your exam number.
- Once your online application has been registered, you will no longer be able to change the registered information.
- If you have not paid the application fee by 23:59 on the fourth day after registering your online application, the registered data will be treated as cancelled and deleted.
- You may have to resubmit your application photo if found to be unacceptable.

### 2. Payment of application fee

Once registration of your online application is completed, you should proceed to the next step of paying the application fee, following the instructions in steps (1) or (2) below.

(1) Once registration of your online application is completed, click on **Pay application fee**.

(2) Log in from **Check content of the Graduate School of Film and New Media application/Print application for admission** on the top page of the online application website. Select your preferred payment method and follow the procedure for payment within the dates indicated for payment.

#### (1) Fee: 36,000 yen

(A bank account transfer fee may be charged in some cases, depending on the payment method selected.)

#### (2) Dates for payment

Department of Film Production (Directing, Screenwriting)	25 November (Friday) - 2 December (Friday) 2016
Department of New Media	
Department of Animation	
Department of Film Production (Producing, Cinematography, Art Direction, Sound Design, Editing)	10 January (Tuesday) - 17 January (Tuesday) 2017
If you have not paid the application fee by 23:59 on the fourth day after registering your online application, the registered data will be treated as cancelled and deleted. Be sure to complete the payment process before this happens. However, please note that if the day on which you complete registration of your online application is shown below, the final day of the payment period will be the cut-off date for payment.	
30 November (Wednesday) - 1 December (Thursday) 2016 15 January (Sunday) - 16 January (Monday) 2017	

### **(3) Payment methods**

Convenience store	Seven Eleven, Lawson, Ministop (Loppi), Family Mart (Famiport), Circle K / Sunkus (K Station), Daily Yamazaki, Three F, Seicomart (Club Station)
Credit card	MUFG Card, DC, UFJ, Nicos, Visa, Mastercard, JCB, American Express
Post office or bank ATM	Pay-Easy ATM
Internet banking	Pay-Easy online banking, Japan Net Bank, Rakuten Bank
China Union Pay card	China Union Pay on-liner payment (China Pay)

Note: Visit the Pay-Easy website (<http://www.pay-easy.jp/where/index.html>) to find financial institutions offering Pay-Easy.

### **Application fee: Points to note**

- Check that you have received the email confirming that you have completed the payment process. Keep this email in a safe place until the entrance exam is over.
- If you are a Japanese government-sponsored international student, you do not have to pay the application fee. You do need, however, to submit a Certificate for Attendance on a Japanese Government Scholarship for International Students issued by the university at which you are enrolled.
- Once payment of the application fee is completed, you will then be able to print out required documents such as the application for admission form.
- If you are using a credit card to pay for the application fee, make sure your card is valid before you attempt to pay. The name on the card does not need to be the same as that of the applicant.
- If your credit card does not work, try using another card or a different method of payment.

### **Exemption from payment of application fee**

A special scheme has been established whereby victims of the Tohoku earthquake of March 2011 or the Kumamoto earthquake of April 2016 are exempted from paying the application fee, as a means of ensuring that victims of natural disaster are provided with opportunities to further their educational goals.

#### **(1) Documents to be submitted**

Application for exemption from payment of application fee (official university format);

A copy of your Victim of Natural Disaster Certificate (issued by your local authority)

#### **(2) Points to note**

- Register your online application after your eligibility for exemption from payment of the application fee has been established.
- For more information, go to the university's entrance exam info website (<http://admissions.geidai.ac.jp/>).

#### **(3) Contact**

Admissions Office, Student Affairs Division, Tokyo University of the Arts

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

## Return of application fee

The application fee will only be refunded in the following cases:

- Where you have undergone the process of paying the application fee but you have not provided the required documents.
- Where you have undergone the process of paying the application fee but your application was not accepted.

If you wish to claim a refund, download the **Request for refund of application fee** (official university format) from the entrance exam info site, complete the required details and send to: Accounts Section, Strategic Planning Division, Tokyo University of the Arts, 12-8, Ueno Koen, Taito-ku, Tokyo, 110-8714

## Notes

- A bank transfer fee will be deducted by the university from the amount to be refunded to the applicant.
- Any fees arising when the application fee was paid will not be refunded.
- It ordinarily takes one month after receipt of the **Request for refund of application fee** for the refunded amount to be deposited into your bank account.

## 3. Sending required documents

Once you have completed the process for payment of the application fee, print out the necessary documents from the on-line application website or the entrance exam info website, complete the required information and send them to the university together with other required documents.

### (1) Dates for submission

Department of Film Production (Directing, Screenwriting)	25 November (Friday) - 2 December (Friday) 2016 (valid postmark)
Department of New Media	
Department of Animation	
Department of Film Production (Producing, Cinematography, Art Direction, Sound Design, Editing)	10 January (Tuesday) - 17 January (Tuesday) 2017 (valid postmark)

### (2) Documents to be submitted

Application for admission	Print out on A4-size paper from the online application website
Photo card	
Study aspirations document	Print out the designated form on A4-size paper from the online application website or the entrance exam info website and complete the required information. * Entrance exam info website: <a href="http://admissions.geidai.ac.jp/postgraduate/youshiki1/">http://admissions.geidai.ac.jp/postgraduate/youshiki1/</a>
Address labels to apply when sending application documents	
Academic transcript	Obtain certificates that have been certified by the head of the university (or head of faculty) you attended.
University graduation certificate or "certificate of anticipated graduation"	

Other (A)-(D)	If any of the "Other (A)-(D)" below applies to you, prepare the required documents.
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### **Other A-D**

(A) Japanese government-sponsored international students should present a Certificate for Attendance on a Japanese Government Scholarship for International Students issued by the university at which you are enrolled.

(B) If the family name on your certificates or other documents differs from your current family name, attach a document verifying the change of name (for example, your family register).

(C) If you were enrolled in two or more schools during your four years of university education, please provide a transcript for each of the schools in which you were enrolled.

(D) Attach a Japanese translation to any documents not written in Japanese (translations do not have to be certified by a public institution).

### **(3) Sending required documents**

- Prepare a standard No. 2 rectangular envelope (240×332mm) for use in submitting required documents.
- From the online application site, print out the Address Label to Affix to Envelope (it will be printed when you print out the application for admission form), and affix to the No. 2 envelope.
- Insert the required documents into the No. 2 envelope described above and, within the dates indicated for submission of required documents, send by registered express mail to:  
Educational Affairs Office, Graduate School of Film and New Media, Tokyo University of the Arts,  
4-44 Honcho, Naka-ku, Yokohama, 231-0005 Japan

### **Required documents: Points to note**

- Submissions of required documents will only be accepted where the postmark indicates that the documents were posted within the dates indicated for posting of required documents. If the postmark indicates that they were not posted within the dates indicated for posting, or if the documents are delivered in person, they will not be accepted under any circumstances.
- Documents will not be returned at the end of the application process under any circumstances.

### **(4) Printing out exam slips**

Once the application process is complete, you will be able to print out an exam slip from the online application website (you will be sent an email informing you that you are now able to print out the exam slip). Print the exam slip on an A4 sheet of paper and bring it with you to exams. Please note that exam slips are not issued by the university.

### **Exam slips: Points to note**

- Check the information contained in the exam slips after printing. If the information you registered on the online application website and the information contained in an exam slip are not the same, please contact the Educational Affairs Office, Graduate School of Film and New Media.
- If by 20 December 2016 (25 January 2017) you have not received an email informing you that



you are now able to print out exam slips, please contact the Educational Affairs Office, Graduate School of Film and New Media.

- Bring the exam slip printed on an A4 sheet of paper to the exam on the day.

### **(5) Concurrent applications to other graduate schools of the university**

There is no restriction on making concurrent applications to other graduate schools of the university (Fine Arts, Music, Global Arts). If, however, you have passed the exams of two or more of the graduate schools, you must decide which of the graduate schools you are going to attend and submit a Notice of Withdrawal (no official format required) to the graduate schools you will not be attending.

\* Concurrent applications to the three departments within the Graduate School of Film and New Media are not permitted.

### **(6) Prior consultation with disabled applicants**

If you require special support or consideration when it comes to exams or learning, we advise you to request a consultation with the Graduate School of Film and New Media before you make your application. You should also request a consultation as soon as possible if, after making your application, you have been injured in an accident.

## Department of Film Production

### 1. Submission and return of works and materials

You are required to submit a work of film and other materials as part of the entrance exam for the Department of Film Production. Instructions relating to the submission and return of such works and materials are shown below.

(1) Write your exam number, full name, contact phone number, and items you have submitted (files, reports, DVDs etc.) (no particular format required) on a sheet of A4-size paper and attach to your work and materials.

#### (i) Works of film and media

(a) Submit a DVD (region 2 or multi-region) or Blu-ray disc (region A or multi-region) that can be played on a domestic DVD player in Japan.

(b) Where the submission of a short film is specified as an assigned work, it should be 15 minutes or less in length.

\* A re-edited version of 15 minutes or less based on a film that is longer than 15 minutes is also acceptable.

\* If the film you submit plays for longer than 15 minutes, viewing will be stopped when 15 minutes have elapsed from the start of the film.

(c) Apply a **Submitted work (DVD, CD)/materials (files) label**, available on the entrance exam info website, to the case containing the disc.

(d) Write your full name and exam number on the disc with a permanent marker.

#### (ii) Film scripts

(a) First (cover) page: Write the title of the work, your exam number, full name, exam round (first, second or third round), preferred course

\* Students sitting the exam for the Screenwriting Course should write a plot summary on the cover (of 500-600 Japanese characters)

(b) Second page: Character list

(c) Third page on: Script

\* The script should be on A4-size paper with the text written vertically, 20 characters x 40 lines in an easy-to-read size.

\* Typed scripts are preferred.

#### (iii) Files/portfolios

Apply a **Submitted work (DVD, CD)/materials (files) label**, available on the entrance exam info website, to the cover.

#### (iv) Submitted work (DVD, CD)/materials (files) labels

Download the labels from the entrance exam info website:

<http://admissions.qeidai.ac.jp/postgraduate/youshiki1/>

\* Resubmission of a work submitted in the past as part of the entrance exam for the Department of Film Production (all courses) is not permitted.

\* Works submitted by students who are sitting the exam for Directing Course cannot be composed entirely of still photographs or be a work of animation or documentary. Partial use of still photographs, animation and documentary is permitted (unless otherwise specified).

(2) Send works and materials so as to arrive within the specified dates.

**(i) Submitting works and materials by post**

(a) Address: Educational Affairs Office, Graduate School of Film and New Media, Tokyo University of the Arts, 4-44 Honcho, Naka-ku, Yokohama 231-0005

(b) Submissions should be sent by Yu-Pack or *takuhaibin* (package delivery service).

(c) Write the words "Materials for the Department of Film Production Master's Degree Program entrance exam" in red on the envelope you send to the university.

(d) Failure to submit works and materials within the specified dates will result in disqualification.

**(ii) Submitting works and materials in person**

(a) Place: Educational Affairs Office, Graduate School of Film and New Media (Bashamichi Building 1F)

(b) If someone else is submitting your work and materials on your behalf, that person should also bring your exam slip and a written mandate from you (no particular format required).

(c) Failure to submit works and materials within the specified dates will result in disqualification.

(d) Works and materials sent by Yu-Pack etc. will not be accepted.

**(3) Do not submit originals.**

The university will not be responsible for any loss of or damage to works and materials, nor will it accept works or materials that are problematic in terms of safety management.

**(4) Collect works and materials in person within the specified dates.**

(i) Place: Educational Affairs Office, Graduate School of Film and New Media (Bashamichi Building 1F)

(i) Works will only be returned to applicants who were not successful in their application. Works will not be returned to successful applicants.

(iii) If someone else is collecting your work and materials on your behalf, that person should bring your exam slip and a written mandate from you (no particular format required).

(iv) The university will dispose of any works and materials not collected within the specified dates.

**Copyrights**

The consent of the copyright holder is required when someone other than the person who created the music, images etc. uses those works. Permission must be obtained from the person who created the work or the organization that manages the work.

There are, however, ordinarily no copyright issues in cases where a work is submitted in the course of an entrance exam.

## 2. Entrance exam content and schedule

### (1) Content

Students are selected on the basis of the results of a written exam, a practical exam, an oral exam, and documents, works, materials etc. submitted by the applicant.

Please note that if you fail to sit even one of the designated exams, or fail to make the required submissions, you be disqualified. The same applies if you have turned up for an exam on the wrong day or at the wrong time.

Follow the instructions on page 15 (Submission and return of works and materials) relating to the submission and return of works and materials etc.

### Directing Course

Exam type		Dates and times	Content and method
First-round exam	Submission of work	<b>Submission period:</b> 4 January (Wednesday) - 12 noon, 5 January (Thursday) * Submissions delivered in person will not be accepted.	A short film in which you were responsible for the direction (attach script).
	<b>Announcement of successful candidates</b> 13 January (Friday), 14:00– (see page 36)		Assignments, schedule etc. for the second-round exam will be announced to successful candidates.
Second-round exam	Submission of assigned work	<b>Submission period:</b> 1 February (Wednesday) - 12 noon, 2 February (Thursday) * Submissions delivered in person will not be accepted.	Assignments etc. will be posted on the entrance exam info website and notice board at the time the successful first-round candidates are announced (13 January).
	<b>Announcement of successful candidates</b> 9 February (Thursday), 14:00– (see page 36)		Assignments, schedule etc. for the third-round exam will be announced to successful candidates.
Third-round exam	Submission of work	<b>Submission period:</b> 15 February (Wednesday) 11:00–12:00 (this time period will be strictly enforced) Only submissions made in person will be accepted. Submissions cannot be made by post etc.	A work of film in which you were responsible for the direction (no restriction on length, attach script)
	Practical exam	<b>Date:</b> 15 February (Wednesday) <b>Place:</b> Bashamichi Building 1F	Practical assignments in direction and the meeting time etc. will be posted on the entrance exam info website and notice board at the time the successful second-round candidates are announced (9 February)
	Written exam	<b>Date:</b> 16 February (Thursday) <b>Assemble at:</b>	<b>Film history/ theory etc. exam</b> 13:30–15:00 (duration of exam 90 minutes)

		Bankokubashi Kaigi Center 4F <b>Time:</b> 13:00	* Writing utensils such as pencils and erasers are the only tools you are allowed to bring to the exam. Dictionaries are not allowed.
	Oral exam	<b>Date:</b> 19 February (Sunday) <b>Assemble at:</b> Bashamichi Building 1F	Assembly time etc. for the oral exam will be posted on the entrance exam info website and notice board at the time the successful second-round candidates are announced (9 February).
<b>Final announcement of successful candidates: 28 February (Tuesday), 13:00– (see page 36)</b>			

### Screenwriting Course

Exam type		Dates and times	Exam content and method
First-round exam	Submission of work	<b>Submission period:</b> 4 January (Wednesday) - 12 noon, 5 January (Thursday) * Submissions delivered in person will not be accepted.	A medium-length script (for a film of up to 60 minutes) * The script should be your own unreleased original work. Recently written scripts preferred.
	<b>Announcement of successful candidates</b> 13 January (Friday), 14:00– (see page 36)		Assignments, schedule etc. for the second-round exam will be announced to successful candidates.
Second-round exam	Submission of assigned work	<b>Submission period:</b> 1 February (Wednesday) - 12 noon, 2 February (Thursday) * Submissions delivered in person will not be accepted.	Assignments etc. will be posted on the entrance exam info website and notice board at the time the successful first-round candidates are announced (13 January).
	<b>Announcement of successful candidates</b> 9 February (Thursday), 14:00– (see page 36)		Assignments, schedule etc. for the third-round exam will be announced to successful candidates.
Third-round exam	Written exam	<b>Date:</b> 16 February (Thursday) <b>Assemble at:</b> Bankokubashi Kaigi Center 4F <b>Time:</b> 13:00	<b>Film history/theory etc. exam</b> 13:30–15:00 (duration of exam 90 minutes) * Writing utensils such as pencils and erasers are the only tools you are allowed to bring to the exam. Dictionaries are not allowed.
	Practical exam	<b>Date and time:</b> 17 February (Friday) <b>Assemble at:</b> Bashamichi Building 1F	Write plot for assigned project Tools you can bring with you: Writing utensils
	Oral exam	<b>Date:</b> 17 February (Friday) <b>Assemble at:</b> Bashamichi Building 1F	Assembly times etc. for the practical and oral exams will be posted on the entrance exam info website and notice board at the time the successful second-round candidates are announced (9 February).

**Final announcement of successful candidates:  
28 February (Tuesday), 13:00– (see page 36)**

## Producing Course

Exam type		Dates and times	Content and method
First-round exam	Submission of work	<p><b>Submission period:</b> 1 February (Wednesday) - 12 noon, 2 February (Thursday)</p> <p><b>Submission method:</b> Send only by Yu-Pack or <i>takuhaibin</i> (package delivery service). * Submissions delivered in person will not be accepted.</p>	<p><b>(1) Your motivation for selecting producing as your course</b> 700 to 800 Japanese characters on A4 paper.</p> <p><b>(2) A written plan for a film or theatre piece</b> On an A4 sheet of paper, explain the aim of the project in a maximum of 200 Japanese characters, and provide a summary of the project in a maximum of 800 Japanese characters. The idea for the project must be original. It cannot be based on another person's original work.</p> <p><b>(3) Optional materials to be submitted</b> If you have participated in activities not limited to film or media, provide an overview and DVDs etc. showcasing that activity in an A4-size file.</p>
	<b>Announcement of successful candidates</b> 9 February (Thursday), 14:00– (see page 36)		Assignments, schedule etc. for the second-round exam will be announced to successful candidates.
Second-round exam	Submission of assigned work	<p><b>Submission period:</b> 16 February (Thursday) 11:00–12:00 (this time period will be strictly enforced)</p> <p><b>Submission method:</b> Only submissions made in person will be accepted. Submissions cannot be made by post etc.</p>	Assignments etc. will be posted on the entrance exam info website and notice board at the time the successful first-round exam candidates in are announced (9 February).
	Written exam	<p><b>Date:</b> 16 February (Thursday)</p> <p><b>Assemble at:</b> Bankokubashi Kaigi Center 4F</p> <p><b>Time:</b> 13:00</p>	<p><b>Film history/theory etc. exam</b> 13:30–15:00 (duration of exam 90 minutes)</p> <p>* Writing utensils such as pencils and erasers are the only tools you are allowed to bring to the exam. Dictionaries are not allowed.</p>
	Practical exam	<p><b>Date:</b> 18 February (Saturday)</p> <p><b>Assemble at:</b> Bashamichi Building 1F</p>	Content etc. will be posted on the entrance exam info website and notice board at the time the successful first-round candidates are announced (9 February).

	Oral exam	<b>Date:</b> 18 February (Saturday) <b>Assemble at:</b> Bashamichi Building 1F	Assembly time will be posted on the entrance exam info website and notice board at the time the successful first-round candidates are announced (9 February).
<b>Final announcement of successful candidates: 28 February (Tuesday), 13:00- (see page 36)</b>			

### Cinematography Course

Exam type		Dates and times	Exam content and method
First-round exam	Submission of work	<b>Submission period:</b> 1 February (Wednesday) - 12 noon, 2 February (Thursday) <b>Submission method:</b> Send only by Yu-Pack or <i>takuhaibin</i> (package delivery service). * Submissions delivered in person will not be accepted.	A short film created within the past three years, in which you were responsible for the cinematography or lighting or both. Alternatively, a portfolio consisting of photographs.
	<b>Announcement of successful candidates</b> 9 February (Thursday), 14:00- (see page 36)		Assignments, schedule etc. for the second-round exam will be announced to successful candidates.
Second-round exam	Submission of assigned work	<b>Submission period:</b> 16 February (Thursday) 11:00-12:00 (this time period will be strictly enforced) Only submissions made in person will be accepted. Submissions cannot be made by post etc.	Assignments etc. will be posted on the entrance exam info website and notice board at the time the successful first-round candidates are announced (9 February).
	Written exam	<b>Date:</b> 16 February (Thursday) <b>Assemble at:</b> Bankokubashi Kaigi Center 4F <b>Time:</b> 13:00	<b>Film history/theory etc. exam</b> 13:30-15:00 (duration of exam 90 minutes) * Writing utensils such as pencils and erasers are the only tools you are allowed to bring to the exam. Dictionaries are not allowed.
	Oral exam	<b>Date:</b> 19 February (Sunday) <b>Assemble at:</b> Bashamichi Building 1F	*Assembly time will be posted on the entrance exam info website and notice board at the time the successful first-round candidates are announced (9 February).
<b>Final announcement of successful candidates: 28 February (Tuesday), 13:00- (see page 36)</b>			

### Art Direction Course

Exam type		Dates and times	Exam content and method
First-round exam	Submission of work	<b>Submission period:</b> 1 February (Wednesday) - 12 noon, 2 February	A portfolio for use in making a presentation about the reasons you aspire to become an art director.

		(Thursday) <b>Submission method:</b> Send only by Yu-Pack or <i>takuhaibin</i> (package delivery service). * Submissions delivered in person will not be accepted.	Drawings, diagrams, photographs compiled in an A4- or A3-size file. No limit is placed on the number of drawings, diagrams or photographs.
	<b>Announcement of successful candidates</b> 9 February (Thursday), 14:00– (see page 36)		Assignments, schedule etc. for the second-round exam will be announced to successful candidates.
Second-round exam	Submission of assigned work	<b>Submission period:</b> 16 February (Thursday) 11:00–12:00 (this time period will be strictly enforced) Only submissions made in person will be accepted. Submissions cannot be made by post etc.	Assignments etc. will be posted on the entrance exam info website and notice board at the time the successful first-round candidates are announced (9 February).
	Written exam	<b>Date:</b> 16 February (Thursday) <b>Assemble at:</b> Bankokubashi Kaigi Center 4F <b>Time:</b> 13:00	<b>Film history/theory etc. exam</b> 13:30–15:00 (duration of exam 90 minutes) * Writing utensils such as pencils and erasers are the only tools you are allowed to bring to the exam. Dictionaries are not allowed.
	Oral exam	<b>Date:</b> 20 February (Monday) <b>Assemble at:</b> Bashamichi Building 1F	*Assembly time will be posted on the entrance exam info website and notice board at the time the successful first-round candidates are announced (9 February).
<b>Final announcement of successful candidates:</b> <b>28 February (Tuesday), 13:00– (see page 36)</b>			

### Sound Design Course

Exam type	Dates and times	Exam content and method
First-round exam	Submission of work <b>Submission period:</b> 1 February (Wednesday) - 12 noon, 2 February (Thursday) <b>Submission method:</b> Send only by Yu-Pack or <i>takuhaibin</i> (package delivery service). * Submissions delivered in person will not be accepted.	Either a short film in which you were involved as the person responsible for recording, mixing or music; or a 5-minute work (in audio CD or WAV file format) containing the following three elements: (1) dialogue or narration, (2) sound effects, (3) music.
	<b>Announcement of successful candidates</b> 9 February (Thursday), 14:00(see page 36)	Assignments, schedule etc. for the second-round exam will be announced to successful candidates.



Second-round exam	Written exam	<b>Date:</b> 16 February (Thursday) <b>Assemble at:</b> Bankokubashi Kaigi Center 4F <b>Time:</b> 13:00	<b>Film history/theory etc. exam</b> 13:30–15:00 (duration of exam 90 minutes) * Writing utensils such as pencils and erasers are the only tools you are allowed to bring with you to the exam. Dictionaries are not allowed.
	Oral exam	<b>Date:</b> 21 February (Tuesday) <b>Assemble at:</b> Bashamichi Building 1F	*Assembly time will be posted on the entrance exam info website and notice board at the time the successful first-round candidates are announced (9 February).
<b>Final announcement of successful candidates: 28 February (Tuesday), 13:00- (see page 36)</b>			

### Editing Course

Exam type	Dates and times	Exam content and method
First-round exam	<b>Submission period:</b> 1 February (Wednesday) - 12 noon, 2 February (Thursday) Send only by Yu-Pack or <i>takuhaibin</i> (package delivery service). * Submissions delivered in person will not be accepted.	A short work of film in which you were responsible for the editing (attach script)
	<b>Announcement of successful candidates</b> 9 February (Thursday), 14:00 - (see page 36)	Assignments, schedule etc. for the second-round exam will be announced to successful candidates.
Second-round exam	<b>Submission period:</b> 16 February (Thursday) 11:00-12:00 (this time period will be strictly enforced) Only submissions made in person will be accepted. Submissions cannot be made by post etc.	Assignments etc. will be posted on the entrance exam info website and notice board at the time the successful first-round candidates are announced (9 February).
	<b>Date:</b> 16 February (Thursday) <b>Assemble at:</b> Bankokubashi Kaigi Center 4F <b>Time:</b> 13:00	<b>Film history/film theory etc. exam</b> 13:30-15:00 (duration of exam 90 minutes) * Writing utensils such as pencils and erasers are the only tools you are allowed to bring with you to the exam. Dictionaries are not allowed.
	<b>Date:</b> 20 February (Monday) <b>Assemble at:</b> Bashamichi Building 1F	Composition ability in editing will be tested. * Assembly time will be posted on the entrance exam info website and notice board at the time the successful first-round candidates are announced (9

			February).
	Oral exam	<b>Date:</b> 21 February (Tuesday) <b>Assemble at:</b> Bashamichi Building 1F	* Assembly time will be posted on the entrance exam info website and notice board at the time the successful first-round candidates are announced (9 February).
<b>Final announcement of successful candidates:  28 February (Tuesday), 13:00- (see page 36)</b>			

## Department of New Media

### 1. Submission and return of works and materials

You are required to submit a work of film and other materials as part of the entrance exam for the Department of New Media. Instructions relating to the submission and return of such works and materials are shown below.

(1) Write your exam number, full name, phone number, items you have submitted (files, research papers, DVDs etc.) (no particular format required) on a sheet of A4-size paper and attach to your work and materials

#### (i) Works of film and media

(a) DVD-Video (region 2 or multi-region)

(b) Apply the **Submitted work (DVD, CD) label**, available on the entrance exam info website, to the case containing the disc.

(c) Write your full name and exam number on the disc with a permanent marker.

\* HD DVDs or Blu-ray discs are not permitted.

#### (2) Files and portfolios

(i) Apply the **Submitted materials (files) label**, available on the entrance exam info website, to the cover.

#### (3) Submitted work (DVD, CD)/materials (files) labels

Download the labels from the entrance exam info website:

<http://admissions.geidai.ac.jp/postgraduate/youshiki1/>

(2) Send works and materials so as to arrive within the specified dates.

(i) Address: Educational Affairs Office, Graduate School of Film and New Media, Tokyo University of the Arts, 4-44 Honcho, Naka-ku, Yokohama 231-0005

(ii) Submissions should be sent by Yu-Pack or *takuhaibin* (package delivery service).

(iii) Write the words "Materials submitted for the Department of New Media Master's Program entrance exam" in red on the envelope you will you send to the university.

(iv) Failure to submit works and materials within the specified dates will result in disqualification.

(v) Works and materials delivered in person will not be accepted.

#### (3) Do not submit originals.

The university will not be responsible for any loss of or damage to works and materials, nor will it accept works or materials that are problematic in terms of safety management.

#### (4) Collect works and materials in person within the specified dates

(i) Place: Educational Affairs Office, Graduate School of Film and New Media (Bashamichi Building 1F)

(ii) Works will only be returned to applicants who were not successful in their application. Works will not be returned to successful applicants.

(iii) If someone else is collecting your work and materials on your behalf, that person should bring your exam slip and a written mandate from you (no particular format required).

(iv) The university will dispose of any works and materials not collected within the specified dates.

## Copyrights

The consent of the copyright holder is required when someone other than the person who created the music, images etc. uses those works. Permission must be obtained from the person who created the work or the organization that manages the work.

There are, however, ordinarily no copyright issues in cases where a work is submitted in the course of an entrance exam.

## 2. Entrance exam content and schedule

### (1) Content

Students are selected on the basis of results of a written exam, a practical exam, an oral exam, and documents, works, materials etc. submitted by the applicant.

Please note that if you fail to sit even one of the specified exams, or fail to make the required submissions, you be disqualified. The same applies if you have turned up for an exam on the wrong day or at the wrong time.

Follow the instructions on page 27 (Submission and return of works and materials) regarding the methods for submitting works and materials.

Exam type		Date and time	Exam content and method
First-round exam	Submission of reference materials	<p><b>Submission period:</b> 27 January (Friday) or 16:00, 30 January (Monday)</p> <p><b>Submission method:</b> Send only by Yu-Pack or <i>takuhaibin</i> (package delivery service). * Submissions delivered in person will not be accepted.</p>	<p>Organize your CV etc. in a A4 file and attach visual materials (in DVD-Video format)</p> <ul style="list-style-type: none"> <li>* Details of your personal history during your time at university and after graduation.</li> <li>* An overview (for example, a portfolio) that provides an understanding of your achievements in research and creative output.</li> <li>* Materials that provide an understanding of your achievements in your research field (for example, your graduation thesis, papers contributed to academic journals, papers presented to academic societies); or in the case of working adults, materials that provide an understanding of projects you have worked on, for example, books written, including where you were a co-writer or editor, writing articles for trade journals.</li> </ul>

			<p>* Visual materials attached should be in DVD-Video format (1 x DVD, under 10 minutes in length)</p> <p>* The language should be English or Japanese.</p>
<p><b>Announcement of successful candidates</b>  3 February (Friday), 14:00– (see page 36)  Assignments, schedule etc. for the second-round exam will be announced to successful candidates.</p>			
Second-round exam	Submission of assignment	<p><b>Submission period:</b>  13 February (Monday) - 16:00, 14 February (Tuesday)</p> <p><b>Submission method:</b>  Send only by Yu-Pack or <i>takuhaibin</i> (package delivery service).  * Submissions delivered in person will not be accepted.</p>	<p>Submit on video (DVD-video format x 1)</p> <p>The details of assignments etc. will be announced on the entrance exam info website and notice board at the time the successful first-round candidates are announced (3 February).</p>
	Written exam	<p><b>Date:</b>  15 February (Wednesday)</p> <p><b>Assemble at:</b>  Bankokubashi Kaigi Center 4F</p> <p><b>Time:</b> 12:30</p>	<p>Liberal arts exam including English 13:00–14:00 (60 minutes)</p> <p>* Exam questions will be answered in Japanese.</p> <p>* Writing utensils such as pencils and erasers are the only tools you are allowed to bring to the exam. Dictionaries are not allowed.</p>
	Oral exam	<p><b>Date:</b>  16 February (Thursday), 17 February (Friday)</p> <p><b>Assemble at:</b> Bashamichi Building 1F</p>	<p>The schedule and assembly time for the oral exam will be announced on the entrance exam info website and notice board at the time the successful first-round candidates are announced (3 February).</p>
<p><b>Final announcement of successful candidates:</b>  <b>28 February (Tuesday), 13:00- (see page 36)</b></p>			

## Department of Animation

### 1. Submission and return of works and materials

You are required to submit a work of film and materials as part of the entrance exam for the Department of Animation. Instructions relating to the submission and return of such works and materials are shown below.

(1) Write your exam number, full name, phone number, items you have submitted (files, research papers, DVDs etc.) (no particular format required) on a sheet of A4-size paper and attach to your work and materials

#### (i) Works of film and media

(a) DVD-Video, or a QuickTime movie (H264) or MPEG4 movie stored on a DVD-R (within 10 minutes overall)

(b) Apply the **Submitted work (DVD, CD)/materials (files) labels**, available on the entrance exam info website, to the case containing the disc.

(c) Write your full name and exam number on the disc with a permanent marker.

\* HD DVDs or Blu-ray discs are not permitted.

#### (2) Files and portfolios

(i) Apply the **Submitted work (DVD, CD)/materials (files) labels**, available on the entrance exam info website, to the cover.

#### (3) Submitted work (DVD, CD)/materials (files) labels

Download the labels from the entrance exam info website:

<http://admissions.geidai.ac.jp/postgraduate/youshiki1/>

(2) Send works and materials so as to arrive within the specified dates.

(i) Address: Educational Affairs Office, Graduate School of Film and New Media, 4-44 Honcho, Naka-ku, Yokohama 231-0005

(ii) Submissions should be sent by Yu-Pack or *takuhaibin* (package delivery service).

(iii) Write the words "Materials submitted for the Department of Animation Master's Course entrance exam" in red on the envelope you will you send to the university.

(iv) Failure to submit works and materials within the specified dates will result in disqualification.

(v) Works and materials delivered in person will not be accepted.

#### (3) Do not submit originals.

The university will be not be responsible for any loss of or damage to works and materials, nor will it accept works or materials that are problematic in terms of safety management.

#### (4) Collect works and materials in person within the specified dates

(i) Place: Educational Affairs Office, Graduate School of Film and New Media (Bashamichi Building

1F)

(ii) Works will only be returned to applicants who were not successful in their application. Works will not be returned to successful applicants.

(iii) If someone else is collecting your work and materials on your behalf, that person should bring your exam slip and a written mandate from you (no particular format required).

(iv) The university will dispose of any works and materials not collected within the specified dates.

## Copyrights

The consent of the copyright holder is required when someone other than the person who created the music, images etc. uses those works. Permission must be obtained from the person who created the work or the organization that manages the work.

There are, however, ordinarily no copyright issues in cases where a work is submitted in the course of an entrance exam.

## 2. Entrance exam content and schedule

### (1) Content

Students are selected on the basis of results of a written exam, a practical exam, an oral exam, and documents, works, materials etc. submitted by the applicant.

Please note that if you fail to sit even one of the specified exams, or fail to make the required submissions, you will be disqualified. The same applies if you have turned up for an exam on the wrong day or at the wrong time.

Follow the instructions on page 31 (Submission and return of works and materials) regarding the methods for submitting works and materials.

Exam type		Date and time	Exam content and method
First-round exam	Submission of reference materials	<b>Submission period:</b> 25 January - (Wednesday) 16:00, 27 January (Friday) <b>Submission method:</b> Send only by Yu-Pack or <i>takuhaibin</i> (package delivery service). * Submissions delivered in person will not be accepted.	Organize the following items into an A3 or smaller file or portfolio. * Details of your personal history and what you were doing during your time at university and after graduation. * Materials that provide a detailed understanding of the works you have produced and your artistic output (if you were part of a collaboration, please state which part of the project you were responsible for and your role in the project) * Materials that provide a detailed understanding of your achievements in your research field (for example, your graduation thesis, papers contributed to academic journals, papers presented to academic societies, books written, articles published in journals etc.). If you were a co-author, please state which part of the project you were responsible for and your role in the project). *The language should be English or Japanese. Applicants wishing to enter the research field of Creative Expression should submit a visual

			work in the following format: * DVD-Video, or a QuickTime movie (H264) or MPEG4 movie stored on a DVD-R (within 10 minutes overall)
	Written exam	<b>Date:</b> 2 February (Thursday) <b>Assemble at:</b> Bankokubashi Kaigi Center 4F <b>Time:</b> 10:10	Written exam (liberal arts) 10:30-12:00 (90 minutes) * Exam questions will be answered in Japanese. * Writing utensils such as pencils and erasers are the only tools you are allowed to bring with you to the exam. Dictionaries are not allowed. <b>Pencil sketching</b> 15:00-16:00 (including preparation time) The only tools you are allowed to bring with you are sketching utensils such as pencils and erasers. Paper will be provided by the university.
<b>Announcement of successful candidates</b> 9 February (Thursday), 14:00- (see page 36) Assignments, schedule etc. for the second-round exam will be announced to successful candidates.			
Second-round exam	Written exam	<b>Date:</b> 15 February (Wednesday) <b>Assemble at:</b> Bankokubashi Kaigi Center 3F <b>Time:</b> 10:10	Short essay 10:30-12:30 (120 minutes) Specialized exam 14:00-17:00 (180 minutes) * Exam questions will be answered in Japanese. * Writing utensils such as pencils and erasers are the only tools you are allowed to bring to the exam. Dictionaries are not allowed.
	Oral exam	<b>Dates:</b> 16 February (Thursday), 17 February (Friday) <b>Assemble at:</b> Bankokubashi Kaigi Center 3F	The schedule and assembly time for the oral exam will be announced on the entrance exam info website and notice board when the successful first-round candidates are announced (9 February).
<b>Final announcement of successful candidates:</b> <b>28 February (Tuesday), 13:00- (see page 36)</b>			

## 7. Entrance exams: Points to note

- (1) Information relating to exams other than that contained in this guide will be posted on the stairwell door on the first floor, Bashamichi Building, Yokohama campus, Graduate School of Film and New Media, and on the university's exam info website (<http://admissions.geidai.ac.jp/schedule-results/fnm/>) on the day of the exam or days where interim announcements about successful candidates are made.
- (2) Questions relating to the exam details posted or announcements of successful candidates will not be addressed.
- (3) The use of electronic devices equipped with a mobile phone or communication equipment is prohibited. Follow the exam proctor's instructions with regard to the handling of electronic devices at the exam venue.
- (4) Bringing cameras or recording devices to or using cameras or recording devices in the exam



venue is prohibited.

(5) Students who act in a dishonest manner during an exam will be removed from the exam venue in question and barred from taking any other exams.

(6) Exam candidates should arrive at the specified place of assembly by the specified time.

(7) Latecomers will not be given extra time to complete the exam.

(8) Be sure to bring your exam slip with you on the day. If you have lost your exam slip or forgotten to bring it, report the fact without delay.

(9) Follow all of the proctor's instructions during the exam.

(10) Exam papers and works produced by exam candidates will not be returned. Removal from the exam venue of exam papers or other materials issued by the university is not permitted.

(11) Entering buildings or classrooms other than the specified venue is not permitted.

(12) In the case of inclement weather etc., it may become difficult to maintain the environment of the exam venue. There may also be long waits for certain exams to start. Be sure to wear clothing that is appropriate for the environment on the day of the exam.

(13) Smoking at the exam venue is prohibited. If you wish to smoke, please find a place where smoking is allowed.

## **8. Entrance exam venues**

### **(1) Tokyo University of the Arts, Graduate School of Film and New Media (Bashamichi Building, Yokohama Campus)**

Address: 4-44 Honcho, Naka-ku, Yokohama 231-0005

Nearest station: Minatomirai Line (Yokohama Minatomirai Railway), Bashamichi Station, a short walk from exit 5 or 7

Tel: 050-5525-2675 or 045-650-6201

### **(2) Tokyo University of the Arts, Graduate School of Film and New Media (Bankokubashi Kaigi Center 3F, Bankokubashi Building, Yokohama Campus)**

#### **(3) Bankokubashi Kaigi Center 4F**

Address: 4-23 Kaigandori, Naka-ku, Yokohama 231-0002

Nearest station: Minatomirai Line (Yokohama Minatomirai Railway) Bashamichi Station, five-minute walk from exit 6

\*Exams are sometimes held at the Motomachi-Chukagai Building (116 Yamashita-cho, Naka-ku, Yokohama).

## 9. Announcement of successful candidates

### Department of Film Production

#### (Directing, Screenwriting)

Announcement of successful candidates in first-round exam	13 January 2017 (Friday) 14:00 (on the notice board on the first floor stairwell door of the Bashamichi Building) Around 15:00 (on the university's entrance exam info website)
Announcement of successful candidates in second-round exam	9 February 2017 (Thursday) 14:00 (on the notice board on the first floor stairwell door of the Bashamichi Building) Around 15:00 (on the university's entrance exam info website)

#### (Producing, Cinematography, Art Direction, Sound Design, Editing)

Announcement of successful candidates in first-round exam	9 February 2017 (Thursday) 14:00 (on the notice board on the first floor stairwell door of the Bashamichi Building) Around 15:00 (on the university's entrance exam info website)
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### Department of New Media

Announcement of successful candidates in first-round exam	3 February 2017 (Friday) 14:00 (on the notice board on the first floor stairwell door of the Bashamichi Building) Around 15:00 (on the university's entrance exam info website)
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### Department of Animation

Announcement of successful candidates in first-round exam	9 February 2017 (Thursday) 14:00 (on the notice board on the first floor stairwell door of the Bashamichi Building) Around 15:00 (on the university's entrance exam info website)
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### Final announcement of successful candidates (all departments)

28 February 2017 (Tuesday) 13:00 (on the notice board on the first floor stairwell door of the Bashamichi Building) Around 14:00 (on the university's entrance exam info website)
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#### (1) Method of announcement

Graduate School of Film and New Media notice board on the first floor stairwell door of the Bashamichi Building

\* See above for times of announcements.

Tokyo University of the Arts entrance exam info website (<http://admissions.geidai.ac.jp/schedule-results/fnm/>)

\* See above for times of announcements.

## **(2) Announcements of assignments etc.**

Successful candidates will be provided with assignments and schedules etc. at the time the successful candidates in the first-round /second-round exams are announced.

Reference materials are sometimes provided. Be sure to check yourself or ask someone to check for you.

## **(3) Handouts of materials**

Be sure to come to the campus promptly to receive handouts including materials related to assignments.

## **(4) The final group of successful candidates will be sent enrollment forms.**

Date posted: 28 February 2017 (Tuesday)

When making your application, use the address labels provided for sending application documents.

If you wish to collect the documents in person from the university, you should come to the Educational Affairs Office, Graduate School of Film and New Media by 17:00 on 28 February 2017 (Tuesday).

## **(5) Other**

- Candidates who are unsuccessful in the first-round (or second-round) exam will not be allowed to sit the second-round (or third-round) exam.
- The university is not able to respond to telephone or email inquiries.
- Remember to bring your exam slip with you when collecting handouts at the university.
- If someone else is acting on your behalf, that person should bring your exam slip and a written mandate from you (no particular format required).

## **10. Admission process**

### **(1) Admission schedule**

(i) Admission documents received by post must arrive by 8 March 2017 (Wednesday).

(ii) Admission documents delivered in person to the university

(a) Date: 8 March 2017 (Wednesday)

(b) Time: 10:00 to 12:00, 14:00 to 17:00 (this time period will be strictly enforced)

(iii) Place of submission: Educational Affairs Office, Graduate School of Film and New Media, Tokyo University of the Arts, 4-44 Honcho, Naka-ku, Yokohama 231-0005

### **(2) Payment**

(i) Admission fee: ¥338,400 (subject to change)

(a) Japanese government-sponsored foreign students do not have to pay the admission fee.

(b) The admission fee will not be refunded. This applies also to applicants who, after completing the admission process, have by 31 March 2017 notified the university that they will not be attending.

(c) Schemes are available for exemption from payment or deferred collection of the admission fee. In addition to the admission fee, payment for the following shall be made at the time of admission.

Student education and research accident and disability insurance and compensation liability insurance: ¥2,380 (two years coverage)

Cost of teaching materials for individual department (research labs will provide information about this post-admission)

\*Tuition fees (first semester) ¥267,900 (total annual amount ¥535,800) (subject to change) (not required by Japanese government-sponsored international students)

Notes:

(1) Payment of the tuition fee should be made by bank account transfer in accordance with the deposit account transfer request document submitted at the time of admission.

(2) The total annual tuition fee is paid in two half-yearly instalments (the first in late May, the second in late November).

(3) Where the tuition fee is revised during the academic year, the new tuition fee shall apply from the time of revision.

(4) Similarly to the admission fee, schemes are available for exemption from payment or deferred collection of the tuition fee.

## **11. Disclosure of entrance exam information**

Individual results in the entrance exams for the Graduate School of Film and New Media Master's Degree Program will only be disclosed upon the request of the exam candidate. Requests for disclosure can be made in the following way.

### **(1) Methods of request**

#### **(i) Request made by exam candidate admitted to the university**

The exam candidate should complete all the underlined parts of the **Request for disclosure of individual results and written notification** form available on the entrance exam info website, and together with his or her exam slip and a reply envelope (a rectangular No. 3 envelope, 12x23.5 cm, on which is written his or her name, address and post code and a ¥392 stamp affixed) submit to the Educational Affairs Office, Graduate School of Film and New Media. You will receive a reply by ordinary registered post within about two weeks after the deadline for requests.

#### **(ii) Request made by other exam candidate**

Requests should be made by post.

The exam candidate should complete all the underlined parts of the **Request for disclosure of individual results and written notification** form available on the entrance exam info website, and together with his or her exam slip and a reply envelope (a rectangular No. 3 envelope, 12x23.5 cm, on which is written his or her name, address and post code and a ¥392 stamp affixed) send to the Educational Affairs Office, Graduate School of Film and New Media, Tokyo University of the Arts (4-44 Honcho, Naka-ku, Yokohama 231-0005) via ordinary registered post. You will receive a reply by ordinary registered post within about two weeks after the deadline for requests.

Download the **Request for disclosure of individual results and written notification** form available on the entrance exam info website:

<http://admissions.geidai.ac.jp/postgraduate/youshiki1/>

## **2. Dates for acceptance of requests**

(1) 8 May (Monday) - 12 May 2017 (Friday)

(2)

(i) Students admitted to the university

During office hours of the Educational Affairs Office, Graduate School of Film and New Media within the dates shown above.

(ii) Other exam candidates

Only requests sent by post, postmarked within the dates shown above will be accepted.

### **(3) Content of disclosure**

(1) Only individual information about the exams for the year in question (2017) will be disclosed.

(2) Individual results will be disclosed in the form of points or scores out of N. Please note that individual rankings will not be disclosed.

## **12. Handling of personal information**

The university uses the personal information it acquires through the student selection process in the following way:

### **(1) Purpose of use**

- (i) Personal information including the full name and address of successful candidates is used in tasks relating to the student admission process;
- (ii) Personal information including the full name and address of students undergoing the student admission process is used in tasks relating to schooling including management of post-admission academic history and tasks relating to management health and wellbeing, including health check-ups;
- (iii) Personal information including the full name and address of students undergoing the admission process is used in tasks relating to administration of payments, including collection of admission fees and tuition fees;
- (iv) Personal information including results etc. obtained during the student selection process is used for tasks relating to learning support, including exemption from payment of the admission fee or tuition fees in the first academic year and in the selection of scholarship students etc.
- (5) Personal information, including results obtained in the student selection process is used for tasks incidental to statistics management etc. and admission guidance where individuals are not specifically identified, and surveys and research relating to selection of students by the university.

### **2. Provision of personal information to third parties**

Except where provided in Article 9 of the Act relating to Protection of Personal Information held by Incorporated Administrative Agencies etc., personal information obtained by the university is not used for other purposes or provided to third parties without the consent of the applicant.

However, the university may sometimes provide a minimum amount of necessary personal information in the case of external contractors who have been commissioned to carry out the tasks described in (1)-(5) of 1. above and are contractually obliged to treat personal information in an appropriate manner.

### **13. Briefings about the Graduate School of Film and New Media (Master's Program) entrance exams**

Briefings for students who wish to sit the 2017 entrance exams for the Department of Film Production, Department of New Media or Department of Animation of the School of Film and New Media will be held as follows.

#### **(1) Kyoto venue (Department of Film Production and Department of Animation only)**

Date and time: 1 October 2016 (Saturday)

13:00–15:00 (Department of Animation)

15:30–17:30 (Department of Film Production)

Venue: Rissei Cinema Project

310-2 Bizenjima-cho, Nakagyo-ku, Kyoto

Nearest station:

3-minute walk north from exit 1 of Kawaramachi Station on the Hankyu Kyoto Line

5-minute walk northwest from exits 4 or 5 of Gion-Shijo Station on the Keihan Line

5-minute walk from the Kyoto City Bus Shijo-Kawaramachi bus stop

<http://risseicinema.com/>

\* Doors will open for the Department of Animation from 12:30, and the Department of Film Production from 15:00.

#### **(2) Ueno venue (all departments)**

Date and time: 11 October 2016 (Tuesday), 17:45–20:00

Venue: Lecture Hall 1, Main Building (first floor), School of Fine Arts, Tokyo University of the Arts

12-8 Ueno Koen, Taito-ku, Tokyo

Nearest stations:

10-minute walk from JR Ueno station, Ueno Park exit

15-minute walk from exit 7 of Ueno station on the Tokyo Metro Ginza and Hibiya lines

<http://www.geidai.ac.jp/access/ueno>

\* Doors open at 17:30.

#### **(3) Yokohama venue (all departments)**

Date and times: 22 October 2016 (Saturday)

11:00–12:30 Department of New Media (Venue: Motomachi-Chukagai Building)

14:00–15:30 Department of Animation (Venue: Bankokubashi Building, Bankokubashi Kaigi Center 3F)

16:00–17:30 Department of Film Production (Venue: Bashamichi Building)

Briefings at the Yokohama venue will handle each of department separately. Note the time and place of the individual department.

Venues: Yokohama Campus, Tokyo University of the Arts

Motomachi-Chukagai Building: 116 Yamashita-cho, Naka-ku, Yokohama

Bankokubashi Building: 4-23 Kaigandori, Naka-ku, Yokohama

Bashamichi Building: 4-44 Honcho, Naka-ku, Yokohama

<http://www.geidai.ac.jp/access/yokohama>

Briefings at the Ueno and Yokohama venues will provide an overview of the Department of Film Production, Department of New Media and Department of Animation, information relating to student recruitment and entrance exams, and a question-and-answer session.

Briefings at the Kyoto venue will provide the same content as above with respect to the Department of Film Production and Department of Animation, as well as screenings of film works.

**Points to note (applies to all venues)**

- Bookings for the briefings are not required.
- Please do not arrive at the venue after the briefing has started.
- We cannot address questions relating to the fairness or impartiality of entrance exams or to individual members of the teaching staff. Due to time constraints, we may not be able to address every question raised at the briefings.
- Please do not enter any places other than the specified venue.
- Students who are considering sitting next year's entrance exam are welcome to attend the briefings.

**Contact**

Educational Affairs Office, Graduate School of Film and New Media, Tokyo University of the Arts  
Tel: 050-5525-2675 or 045-650-6201

**14. Visit to research labs**

The Graduate School of Film and New Media is planning visits to research labs for students who wish to apply to the Department of New Media. Details will be announced on the university's website when they become available.