

Tokyo University of the Arts
Graduate School of Film and New Media
Research Student
2018 Student Application Guide

1. Eligibility

Eligibility to apply to become a research student is based on one of the following:

(1) **you have graduated, or are expected in March 2018 to graduate from an undergraduate degree program;**

(2) you been assessed by the Graduate School of Film and New Media as being equivalent to the university graduate in the preceding paragraph;

*Applicants who intend apply on the basis of (2) above will have to undergo separate 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 December 15 (Friday) 2017.

2. Number of research field places available

Department	Research field	Number of available places
Film production	Cinematic representation techniques	A small number
	Film production techniques	
New media	New media	
Animation	Animation	

***Applicants are allowed to apply for one research field only.**

3. Faculty advisors (2017)

Department	Research field	Course	Advisor
Film production	Cinematic representation technology	Producing	Professor Shoji Masui
		Cinematography	Professor Katsumi Yanagijima*
	Film production technology	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

*Professor Katsumi Yanagijima will retire from the faculty as of March 2018.

4. Research period

One year (April 2018 to March 2019)

5. Application process

(1) Dates for submission of applications (valid postmark)

24 February (Saturday)–2 March (Friday) 2018

Only applications submitted by post where the post office postmark indicates that the application was posted within the dates indicated above will be accepted.

Note: Applications where the postmark indicates that the application was not posted within the indicated dates, or delivered to the university in person, will not be accepted under any circumstances.

(2) Payment of application fee

Amount: ¥9,800

Pay the application fee using the **Request for bank account transfer of application fee** form attached to this Student Application Guide.

Bank account transfer period: 15 February (Thursday)–2 March (Friday) 2018

(a) Financial institutions through which payments can be made: Municipal banks, trust banks, regional banks, credit unions or associations, Norinchukin Bank, Shokochukin Bank, agricultural associations, workers' credit unions, Japan Post Bank etc.

Note: Payments cannot be made at public loan corporations.

Note: Bank account transfers at Japan Post Bank can only be made from a Japan Post Bank account. For more details, consult the branch where the bank account transfer will be handled.

(b) A fee will be incurred for bank account transfers.

Transfer fees are not incurred in the case of transfers from the main bank of the Sumitomo Mitsui Banking Corporation or from any of its branches.

(c) Payment cannot be made from ATMs. Payments should be made through a teller inside the bank.

(d) The application fee will only be refunded in the following cases and in accordance with the prescribed procedure:

You did not submit an application or your application was not accepted

You mistakenly paid the application fee twice.

If based on the above, you are eligible to receive a refund of the application fee, you can make a request in the following way:

Download the official university form **"Request for refund of application fee (for research students and credit auditors)"** from the entrance exam info site and complete the required details. Attach the "Form C" payment receipt and mail the documents to the Strategic Planning Section, Financial Department, Tokyo University of the Arts (12-8 Uenokoen, Taito-ku, Tokyo 110-8714).

Notes:

1. A bank transfer fee will be deducted by the university from the amount to be refunded to the applicant.
2. Bank transfer fees from the original payment cannot be refunded.
3. It ordinarily takes two to three months after receipt of the **“Request for refund of application fee”** for the refunded amount to be deposited into your bank account.
4. The deadline for submitting the **“Request for refund of application fee”** is 31 March 2018. If the application is not submitted by the deadline, the fee will not be refunded.

*** Sending funds from overseas**

- Follow the guidelines below when sending funds from overseas:
- Application fee (¥9,800) + remittance fee charged by the financial institution in your home country (to be confirmed at time of remittance) + fee charged in Japan (¥4,000) (other banks involved in the remittance process also charge a fee)
- The sender should indicate that he or she is liable for **all** fees incurred during the remittance process. Please be aware that if you fail to indicate you are liable for all fees, those fees will be deducted from the application fee. This will result in you having insufficient funds to pay your application fee and your application being declined.
- Once the funds have been transferred, attach a copy of the form for requesting overseas remittance of funds (bearing the remitting bank's "Received" stamp or signature) to the form for submitting the certificate relating to receipt of entrance exam application fee by bank account transfer and submit together with your other documents.

Type of remittance	Telegraphic transfer
Currency	Japanese yen
Method of payment	Advice and pay
Charge	Borne by payer (check "OUR")
Purpose of payment	Screening fee
Bank name	Sumitomo Mitsui Banking Corporation
Branch	Tokyo Koumubu Branch
SWIFT CODE	SMBCJPJT
Bank Address	Nishi-shimbashi square 18F, 1-3-1 Nishi-shimbashi, Minato-ku, Tokyo Japan 105-0003 TEL. 03-3591-3201
Account number	A/C 151793
Account name	Tokyo University of the Arts
Address	12-8 Ueno-park, Taito-ku, Tokyo Japan
Message to payee	Name of applicant Research Student (Film and New Media)

(3) Documents to be submitted

(i) Forms designated by the university

Application for admission	Provide the information indicated. The name you write on the application form should be your legal name (Attach a photo)
Form for submitting certificate relating to receipt of entrance exam application fee by bank account transfer	If you are sending the ¥9,800 application fee from a financial institution in Japan, attach the form for submitting the certificate relating to receipt of the entrance exam application fee by bank account transfer (Form C) bearing the institution's "Received" stamp. If you are sending the ¥9,800 application fee from overseas, attach a copy of the Request for Remittance of Funds Overseas (bearing the remitting bank's "Received" stamp or signature) .

(ii) The Graduation Certificate, Expected to Graduate Certificate, Completion Certificate or Expected to Completed Certificate relating to the highest level of education you have undertaken. It should be certified by the head (head of faculty or department head) of the university you were attending.

*Students who have graduated or expect to graduate from the Tokyo University of the Arts, Graduate School of Film and New Media Master's Degree Program are not required to submit the above documents.

(iii) Materials, such as works produced by you (photographs, media etc.) or a copy of one of your research papers that will provide an understanding of the applicant's working activity.

Applicants to the Producing Course in the Department of Film Production can submit film scripts or film proposals.

*Students who have graduated or expect to graduate from the Tokyo University of the Arts, Graduate School of Film and New Media Master's Degree Program are not required to submit the above.

(4) Mailing address for applications

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

Educational Affairs Section, Graduate School of Film and New Media,
Tokyo University of the Arts

Place the documents in (3)(i)–(iii) above in an envelope and send **by registered express post** within the dates indicated for acceptance of applications (a valid postmark within the dates indicated). On the front of the envelope, write the words **"Research student application documents enclosed."**

Note: Changes to documents will not be allowed under any circumstances once the application document is received. There will also be no refund of application fees or return of application documents.

6. Selection methods

Students are selected on the basis of screening and assessment of submitted documents etc.

7. Announcement of successful candidates

Applicants will be notified by mail on or after 14 March (Wednesday) 2018 as to whether their application was successful. Successful applicants will be informed about the admission process at this time.

8. Admission process

(1) Dates for admission

(i) By post: Arrive by 27 March (Tuesday) 2018

(ii) Delivered in person to the university

(a) Date: 27 March (Tuesday) 2018

(b) Hours: 10:00–12:00, 14:00–17:00

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

(3) Payment

(i) Admission fee: ¥84,600 (subject to change)

*The admission fee will not be refunded. This applies also to applicants who, after completing the admission process, have by 31 March 2018 notified the university that they will not be attending.

*In addition to the admission fee, payment for student education and research accident and disability insurance shall be made at the time of admission.

<p>Tuition fee (first semester): ¥178,200 (total annual, ¥356,400) (subject to change)</p>
--

<p>(1) Payment of the tuition fee should be made by bank transfer according to the form requesting a bank account transfer.</p>

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

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

<p>* There are no exemption from payment of tuition fees schemes available for research students.</p>

9. Important notice for foreign students who are accepted for enrollment

Foreign students are responsible for obtaining the necessary visa for entry into Japan. Also, if you are intending to change your visa status after you arrive in Japan, please obtain a visa that is valid for at least 3 months.

10. Important notice for applicants to the Department of Film Production

In order to ascertain issues including Japanese language skills for applicants to the Department of Film Production, the Graduate School of Film and New Media might need to contact the applicant directly. Thus, we request that you make sure to include an email address where you can be reached in your application form.

11. Other

- (1) Student transportation fare discounts do not apply to research students.
- (2) Personal information acquired by the university during the research student recruitment process is not used for any purpose other than tasks relating to student selection and in the admission process of successful applicants.

Attachments:

Application form, form for requesting bank account transfer of application fee, form for submitting certificate relating to receipt of entrance exam application fee by bank account transfer

●For more information relating to research student applications, contact:

Educational Affairs Office, Graduate School of Film and New Media,

Tokyo University of the Arts

4-44 Honcho, Naka-ku, Yokohama, Kanagawa 231-0005

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

email: eizo.kyomu@ml.geidai.ac.jp