

**Tokyo University of the Arts**  
**Graduate School of Film and New Media**  
**Research Student**  
**2019 Student Application Guide**

**1. Eligibility**

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

- (a) you have graduated, or are expected in March 2019 to graduate from an undergraduate degree program;
- (b) you have 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 to apply on the basis of (b) above will have to undergo separate eligibility screening. Please download the eligibility screening application and the Department's designated forms from the entrance exam info website (<http://admission.geidai.ac.jp/postgraduate/fnm/application>) and submit them to the Department's Educational Affairs Office by December 14, 2018 (Friday).

**2. Number of research field places available**

Department	Research field	Course	Number of students admitted
Film Production	Cinematic expression techniques	Producing	A small number
		Film production techniques	
	Art Direction		
	Sound Design		
	Editing		
New Media	New Media	New Media	
Animation	Animation	Animation	

※Applicants are allowed to apply for one course only.

※Research field places are not available for the Directing and Screenwriting courses in the Department of Film Production's Cinematic Expression Techniques research field.

**3. Faculty advisors (2018)**

Department	Research field	Course	Advisor
Film Production	Cinematic expression technology	Producing	Professor Shoji Masui
		Film production techniques	Cinematography
	Art Direction		Professor Toshihiro Isomi
	Sound Design		Professor Hiroyuki Nagashima
	Editing		Professor Takefumi Tsutsui
New Media	New Media	New Media	Professor Eishi Katsura
			Professor Takashi Kiriyama
			Professor Masahiko Sato
			Professor Naoya Hatakeyama
			Associate Professor Akira Takayama
Animation	Animation	Animation	Professor Yuichi Ito
			Professor Mitsuko Okamoto
			Professor Taruto Fuyama
			Professor Koji Yamamura
			Lecturer Nahomi Maki

#### 4. Research period

One year (April 2019 to March 2020)

#### 5. Application process

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

25 February (Monday)–4 March (Monday) 2019

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

※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.

(b) Payment of application fee

**Amount: ¥9,800**

Pay the application fee using the **“Form for requesting bank account transfer of application fee”** attached to this Student Application Guide.

Bank account transfer period: 15 February (Friday)–4 March (Monday) 2019

Payment methods are as follows:

(1) 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.

※**Payments cannot be made at public loan corporations.**

※**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.**

(2) 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.

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

(4) 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 website

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

※A bank transfer fee will be deducted by the university from the amount to be refunded to the applicant.

※Bank transfer fees from the original payment cannot be refunded.

※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.

※The deadline for submitting the **“Request for refund of application fee”** is 31 March 2019 (postmarked). If the application is not submitted by the deadline, the fee will not be refunded.

※Follow the guidelines below when sending the Application Fee 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 **“Form for requesting overseas remittance of funds (bearing the remitting bank’s “Received” stamp or signature)”** to **“Form for submitting 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	SMBCJPT
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)

(c) Documents to be submitted

(1) 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 <b>“Receipt of the entrance exam application fee by bank account transfer (Form C)”</b> bearing the institution’s “Received” stamp. If you are sending the ¥9,800 application fee from overseas, attach a copy of <b>“Form for requesting overseas remittance of funds (bearing the remitting bank’s “Received” stamp or signature)”</b> .

(2) 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.

(3) 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.

※Guidelines for submitting film/video works:

**【Department of Film Production applicants】**

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

- Write your full name on the disc with a permanent marker.

**【Department of New Media applicants】**

- Submit your work in DVD-Video format (region 2 or region free) that can be played on a domestic consumer-model player in Japan. HD DVD and Blu-ray Discs are not permitted.

- Write your full name on the disc with a permanent marker.

**【Department of Animation applicants】**

- Save your work (10 minutes or less total run time) on a DVD-R as a QuickTime movie (H264) or MPEG4 movie. HD-DVD, Blu-ray, or other disc formats will not be accepted.

- Put all video files on a single disc.

- Write your full name on the disc with a permanent marker.

(4) Self-addressed envelope with 82-yen stamp for mailing of application results

- Write the applicant's name, mailing address and postal code on a Long Form No.3 envelope (12 x 23.5 cm), to be submitted with one 82-yen stamp.

※Point to note for all application materials:

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

(d) 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

- Mail the application materials specified in (c) (1) - (4) above in an envelope by Registered Express mail within the application submission period. Write "**Research Student Application Enclosed**" on the envelope.

※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 (Thursday) 2019 as to whether their application was successful.

- Successful applicants will be informed about the admission process at this time.

## 8. Admission process

(a) Dates for admission

(1) By post:

Arrive by 26 March (Tuesday) 2019

(2) Delivered in person to the university

• Date: 26 March (Tuesday) 2019

• Hours: 10:00–12:00, 14:00–17:00

(b) Place of submission:

Educational Affairs Office, School of Film and New Media

(c) Payment

**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 29 March 2019 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.

◆**Tuition fee (first semester): ¥213,840**

**(second semester): ¥213,840**

**(total annual amount): ¥427,680** [subject to change]

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

(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.

※There are no exemption from payment of tuition fees schemes available for research students.

## 9. 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. Notice for applicants to the Department of Film Production

Interviews are held for Department of Film Production applicants to assess Japanese language abilities. The Department will contact you if an interview is required. Be sure to include an email address where you can be reached with your application materials.

## 11. Other

(a) Student transportation fare discounts do not apply to research students.

(b) 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 for admission”,

“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, 231-0005

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

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