

Tokyo University of the Arts
Graduate School of Film and New Media
Research Student
2020 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 2020 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 November 29, 2019 (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	Creative expression	Media Design	
		Inter-media	
	Conceptual design	Media Technology	
		Media Research	
Animation	Creative expression	Planning and Production	
		2D Animation	
		3D Animation	
	Research/Theory	Research/Theory	

※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.

※Research field places are not available for the Game Development Technology course in the Department of New Media Production's Game Research research field.

※Research field places are not available for the Game Planning and Development courses in the Department of Animation Production's Game Research research field.

3. Faculty advisors (2019)

Department	Research field	Course	Advisor
Film Production	Cinematic expression technology	Producing	Professor Shoji Masui

	Film production techniques	Cinematography	Professor Kazushige Tanaka
		Art Direction	Professor Toshihiro Isomi
		Sound Design	Professor Hiroyuki Nagashima
		Editing	Professor Takefumi Tsutsui
New Media	Creative expression	Media Design	Professor Masahiko Sato
		Inter-media	Professor Naoya Hatakeyama Professor Akira Takayama
	Conceptual design	Media Technology	Professor Takashi Kiriyama
		Media Research	Professor Eishi Katsura
Animation	Creative expression	Planning and Production	Professor Mitsuko Okamoto
		2D Animation	Professor Koji Yamamura ★
		3D Animation	Professor Yuichi Ito
	Research/Theory	Research/Theory	Professor Taruto Fuyama Lecturer Nahomi Maki

★Faculty applying for sabbatical during the 2020 academic year

4. Research period

One year (April 2020 to March 2021)

5. Application process

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

25 February (Tuesday)–3 March (Tuesday) 2020

※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

(1) **Amount: ¥9,800**

(2) Payment Period: 10:00 am February 25 (Tuesday), 2020 – 11:59 pm March 3 (Tuesday), 2020

※Please make sure you have completed the payment before mailing your application documents.

(3) Payment methods

①**Payment at convenience stores (◆Payment inside Japan)**

[Convenience stores where payments can be made]

7-Eleven, FamilyMart, Lawson, and Ministop

[Payment procedures]

• Enter the necessary information at the payment terminal in any of the above stores, and then make the payment at the cash register within 30 minutes using the 払込票／申込券 (payment stub/application ticket) issued from the terminal.

• After making the payment, you will be issued a receipt and a ticket (取扱明細書 (details of payment) or 取扱明細兼領収書 (details of payment (receipt))).

[Mailing the Certificate of Payment]

Separate **the 収納証明書 (Certificate of Payment)** from **the 取扱明細書 (details of payment)** or **取扱明細兼領収書 (details of payment (receipt))** received when making the payment at a convenience store and attach it to **the Application Fee Remittance Proof Submission Form** when submitting your application.

※Payment cannot be remitted from the ATMs located inside convenience stores. Be sure to complete the above procedures at a designated terminal.

②Payment by credit card (◆Payment inside Japan ◆Payment outside Japan) [Payment procedures]

- Go to the University's "入学検定料支払い (Application Fee Payment)" page (<https://e-apply.jp/n/geidai-net-research/>). Select the entrance examination you are applying for from "お支払い (Payment)" and enter the basic information requested.
- Review your entries. Make a note of the (12-digit) Payment Processing Number and proceed to the payment screen.
- The cardholder's name may differ from the applicant's name. However, enter information for the applicant (not the cardholder) when entering the basic information on the screen.

[Mailing the Certificate of Payment]

After making the payment, go to the above URL or the URL indicated in the email notice of completion of payment, then download and print the PDF file from "収納証明書の印刷 (Print the payment certificate)". Attach the 収納証明書 (Certificate of Payment) from the 取扱明細書 (details of payment) to the back of **the Application Fee Remittance Proof Submission Form** when submitting your application.

(4) Notes

① A separate processing fee will apply in addition to the application fee.

※For more information, see "入学検定料支払方法のご案内 (Application Fee Payment Methods)" on the following page.

② If you cannot use payment methods ① or ②, contact the office below with sufficient advance notice to ensure that your application will be in time.

Educational Affairs Office, Graduate School of Film and New Media, Tokyo University of the Arts: eizo.kyomu@ml.geidai.ac.jp

Accounts Section, Strategic Planning Division, Tokyo University of the Arts:

kaikei-keiri@ml.geidai.ac.jp

(5)Return of application fee

①Cases for return of the paid application fee

- You submitted your application but it was not processed
- You did not provide the required documents
- You paid the application fee twice by mistake

②Procedure for return of application fee

If you wish to claim a refund, do the following:

1) Download and complete the "検定料返還請求願 (研究生・科目等履修生用) Request for refund of application fee (for research students and non-degree students)" (official university format) from the entrance exam info website:

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

2) Attach the following items to the above form

- Payment at convenience stores

the 収納証明書 (Certificate of Payment) separated from the 取扱明細書 (details of payment) or 取扱明細兼領収書 (details of payment (receipt))

- Payment by credit card

the 収納証明書 (Certificate of Payment)」

3) Mail the above items to the following address:

Accounts Section, Strategic Planning Division, Tokyo University of the Arts
12-8, Ueno Koen, Taito-ku, Tokyo, 110-8714, JAPAN

③Notes:

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

- Any processing fees arising when the application fee was paid will not 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 2020 (postmarked). If the application is not submitted by the deadline, the fee will not be refunded.

入学検定料支払方法のご案内

コンビニ端末でお申込みの場合(インターネット不要)

クレジットカードでお申込みの場合

1 お申込み

セブン-イレブン
マルチコピー機

<http://www.sej.co.jp>

最寄りの「セブン-イレブン」にある「マルチコピー機」へ。



TOP画面の「**学び・教育**」よりお申込みください。



学び・教育

↓

入学検定料等支払

あなたと、コンビニに、
FamilyMart
Famiポート

<http://www.family.co.jp>

最寄りの「ファミリーマート」にある「Famiポート」へ。



TOP画面の「**各種サービスメニュー**」よりお申込みください。



申込・請求

↓

学び・教育

↓

各種(入学検定料等)お支払いサービス

LAWSON
Loppi **MINISTOP**
Loppi

<http://www.lawson.co.jp>
<http://www.ministop.co.jp>

最寄りの「ローソン」「ミニストップ」にある「Loppi」へ。



TOP画面の「**申込・請求(学び・教育)**」よりお申込みください。



「各種申込(学び)」を含むボタン

↓

学び・教育・各種検定試験

↓

大学・短大・専門、小・中・高校等お支払い

<パソコン・スマートフォン>

* 出願期間最終日のインターネットからのお申込みは23時までとなります。余裕を持ってご利用ください。
* PDFファイルを印刷するためのプリンターが必要となります。

本学「**入学検定料支払い**」ページにアクセス



<https://e-apply.jp/n/geidai-net-research/>



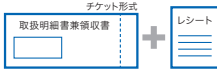

東京藝術大学(研究生) をタッチし、申込情報を入力して「**払込票/申込券**」を発券ください。

*画面ボタンのデザインなどは予告なく変更となる場合があります。

2 お支払い

① **コンビニのレジでお支払いください。**
端末より「払込票」(マルチコピー機)または「申込券」(Famiポート、Loppi)が出力されますので、**30分以内にレジにてお支払いください。**

② **お支払い後、チケットとレシートの2種類をお受け取りください。**
「取扱明細書」(マルチコピー機)または「取扱明細書兼領収書」(Famiポート、Loppi)。



*お支払い済みの入学検定料はコンビニでは返金できません。
*お支払期限内に入学検定料のお支払いがない場合は、入力された情報はキャンセルとなります。
*すべての支払方法に対して入学検定料の他に、払込手数料が別途かかります。

クレジットカードでお支払い




●お支払いされるカードの名義人は、受験生本人でなくても構いません。但し、前段の画面で入力する基本情報は、必ず受験生本人のものを入力してください。



3 出願

「**取扱明細書**」または「**取扱明細書兼領収書**」の「**収納証明書**」部分を切り取り、「**入学試験検定料振込金受付証明書提出用紙**」に貼付して郵送してください。



貼付する場合、「感熱・感圧紙などを変色させる場合があります」と記載のある糊は使用しないでください。「収納証明書」が黒く変色する恐れがあります。

お支払い後に上記URLまたは支払い完了メールに記載されたURLへアクセス(※1)し、
 収納証明書の印刷 から
 PDFファイルをダウンロードの上、**印刷**してください。
 ※1:お申込の際に発行された「**受付番号(12桁)**」が必要です。

[上記URLからアクセス](#)

*PDFファイルを印刷するためのプリンターが必要となります。

(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)
the Application Fee Remittance Proof Submission Form	<p>①Payment at convenience stores Separate the 収納証明書 (Certificate of Payment) from the 取扱明細書 (details of payment) or 取扱明細兼領収書 (details of payment (receipt)) received when making the payment at a convenience store and attach it to the Application Fee Remittance Proof Submission Form when submitting your application.</p> <p>②Payment by credit card Attach the 収納証明書 (Certificate of Payment) from the 取扱明細書 (details of payment) to the back of the Application Fee Remittance Proof Submission Form when submitting your application.</p>

(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.

• In place of the previous items, applicants to the Producing Course in the Department of Film Production can submit film scripts or film proposals.

• Applicants to the Editing Course in the Department of Film Production must submit a film/video work.

※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 when submitting film/video works:

【Department of Film Production applicants】

• Submit a Blu-ray 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) Japanese-Language Proficiency Test 「Test Result (original)」 or 「Certificate of Result and Scores (original)」

- To be submitted by foreign students who have taken the Japanese-Language Proficiency Test (N1-N5) administered by the Japan Foundation and Japan Educational Exchanges and Services.

(5) Self-addressed envelope with 84-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 84-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) - (5) above in an envelope by Registered Express mail within the application submission period. Write "**Research Student Application Enclosed**" on the envelope.

※Changes to the application documents will not be allowed under any circumstances once they have been received.

※The above application documents will not be returned.

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 13 March (Friday) 2020 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 (Thursday) 2020

(2) Delivered in person to the university

- Date: 26 March (Thursday) 2020
- Hours: 10:00–12:00, 14:00–17:00

(b) Place of submission:

Educational Affairs Office, School of Film and New Media

(c) Payment of the admission fee etc.

(1) Admission fee: ¥84,600 【subject to change】

(2) Student education and research accident and disability insurance and compensation liability insurance fee : ¥1,340 (one-year coverage)

※The admission fee will not be refunded. This applies also to applicants who, after completing the admission process, have by 31 March 2020 notified the university that they will not be attending.

◆**Tuition fee (first semester): ¥213,840**
(second semester): ¥213,840
(total annual amount): ¥427,680

(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

Visa for entry into Japan

- **The applicant is responsible** for applying to obtain a visa for entry into Japan and acquiring status of residence separately from the enrollment procedure.
- If the applicant enters Japan for the entrance exam, take the exam slip to the foreign-based Japanese Embassy to obtain a “short-term stay” visa with the purpose of taking an entrance exam. The visa durations are 15 days, 30 days or 90 days, and if the enrollment procedure is completed within that time period it is possible to apply for Change of Status of Residence while in Japan. Also, the Change of Status of Residence screening takes 1 to 3 months, so take care not to overstay the visa.

10. Assessment of Japanese language abilities

Interviews can be held for 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”,

“The Application Fee Remittance Proof Submission Form”

◆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

履歴書

年(西暦)	月	学歴 (高校卒業以降より記入すること)
職歴		
賞罰、免許、資格等		
以上の記載事項のとおり相違ありません。		
2020年 月 日 本人署名 _____		

(注) 書ききれない場合は、別紙(様式自由)を添付すること。

※大学記入欄

判 定		教 員 名	(印)
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入学検定料収納証明書提出用紙

太枠内を必ず記入してください。

受験番号	
フリガナ	
志願者氏名	
アルファベット	
自宅電話番号	
携帯電話番号	
メールアドレス	@

①コンビニエンスストアから支払をした場合

支払後に受け取る「取扱明細書」もしくは「取扱明細兼領収書」の「収納証明書」の部分を切り取り、下記①欄に貼り付けてください。

②クレジットカードで支払をした場合

支払後に指定の URL へアクセスして印刷した「取扱明細書」の「収納証明書」の部分を切り取り、下記②欄に貼り付けてください。

①	コンビニ支払 収納証明書貼付欄
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②	カード支払 収納証明書 貼付欄
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