

2022 Academic Year  
Tokyo University of the Arts  
Graduate School of Fine Arts  
(MFA Program)

Guidance for Prospective Students  
Global Art Practice  
Period 2 screening

[Notice]

This guidance provides the application guidelines for the Global Art Practice (MFA program) Period 2 screening 2022 academic year (administered January - February 2022). For those who intend to apply for the Global Art Practice (MFA program) Entrance examinations for international students 2022 academic year (administered August - September 2021), please refer to its own guidance listed on the Admission information website.

July 2021

**TokyoUniversityoftheArts**

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

**2022**

## Contact

○For questions regarding navigating the online application site or remitting the screening fee, please contact:

**DISCO Corporation, Learning and Education Support Center**

Phone: 0120-202-079 ( available on weekdays from 10:00 to 18:00, closed on weekends, holidays and New Year's Eve / New Year's Day ; open 24 hours / day during the application period )

(available only in Japanese)

\* We do not accept questions regarding the admission process.

E-mail: cvs-web@disco.co.jp (available in English and Japanese)

○For questions regarding the entrance examinations, please contact:

**Educational Affairs Section, Tokyo University of the Arts Faculty of Fine Arts**

Phone: 050-5525-2122 (available only in Japanese)

E-mail: gap.exam@ml.geidai.ac.jp (available in English and Japanese)

(available on weekdays from 9:00 to 12:30 and from 13:30 to 16:30, closed on weekends, holidays, summer holiday period, and New Year's Eve / New Year's Day)

\*Please have the applicant themselves contact the office whenever possible.

○For preliminary consultation, please contact:

**Global Art Practice, Tokyo University of the Arts, Graduate School of Fine Arts**

E-mail: gap.exam@ml.geidai.ac.jp (available in English and Japanese)

## **Important Notice to Applicants for Global Art Practice**

Due to the specific features of our curriculum, preparing and planning for your individual support may take time. If an applicant requires special accommodations for examination or enrollment, please consult the Global Art Practice faculty in advance.

Applicants who require special accommodations during practical classes such as handling chemicals commonly used in the workshops or dust, or with long-term medical conditions such as diabetes, allergies or arthritis should also contact the faculty for preliminary consultations.

### **Special features of GAP curriculum:**

- Collaboration with students from various countries, cultures and backgrounds.
- Programs such as the Unit Program (a joint class program with our overseas partner schools) involving overseas travels, and staying and working in groups for several weeks in Japan and abroad.
- Special programs held during the holidays in the University academic calendar  
(※ Classes may be held during the summer holiday.)
- Technical training in the workshops (woodwork, metalwork, casting, glass, etc).

Please note that students in the Global Art Practice cannot acquire a specialized teacher's license.

### **GAP Website:**

<http://gap.geidai.ac.jp/>

### **For preliminary consultation:**

[gap.exam@ml.geidai.ac.jp](mailto:gap.exam@ml.geidai.ac.jp) (available in English and Japanese)

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Dates and time indicated on this document are in Japan standard time ( UTC / GMT + 9 )

# 1. Graduate School of Fine Arts Admissions Policy

The master's course in fine art, in comparison to the bachelor's course, along with providing a higher level of expertise, aims to train talented individuals that have a broad understanding of the arts and are able to be internationally active within the arts. The master's program selects candidates through the comprehensive use of academic tests (written, practical, oral examinations, etc.), interviews, and submitted materials (a portfolio of works, thesis, etc.). The selection process is carried out through intensive evaluations that reflect the highest regard for the characteristics of each major. Students hoping to enroll in this graduate course are expected to engage in studies to increase their creativity and ingenuity, in addition to acquiring the fundamental knowledge and techniques of each major in the undergraduate course.

Students at Global Art Practice are required to take classes related to their practical works. Please look at the website of Global Art Practice for the detailed information about requirements to receive their master's degrees.

Students who wish to graduate with a thesis must receive approvals from their primary tutors by September of their first year at the program.

## 2. Number of Students Admitted

18 students

\*The department of Global Art Practice admits 18 students, among which 6 international students (screened by entrance examinations for international students) are to be included.

## 3. Eligibility to Apply

Applicants to the Graduate School of Fine Arts (MFA Program) must meet one of the following requirements:

1. Has graduated (or is expected to graduate before entering the Graduate School) from a university in Japan, as stipulated in Article 83 of the School Education Act (Act No. 26 of 1947).
2. Possesses a bachelor's degree (or expects to obtain such degree before entering the Graduate School) as stipulated in Article 104, Paragraph 7 (National Institution for Academic Degrees and University Evaluation) of the School Education Act (Act No. 26 of 1947).
3. Has completed (or expects to complete before entering the Graduate School) a 16-year program of school education in a foreign country.
4. Has completed (or expects to complete before entering the Graduate School) a 16-year program of school education in Japan through a distance-learning course offered by a foreign school.
5. Has completed (or expects to complete before entering the Graduate School) a foreign university program in Japan, which is specified separately by the Minister of Education, Culture, Sports, Science and Technology of Japan and offered by an educational facility operated as part of the educational system of the foreign country in question (subject to the condition that students completing such program are considered to have completed a 16-year program of school education in the foreign country in question).
6. Has completed, on or after the date specified by the Minister of Education, Culture, Sports, Science and Technology of Japan, a specialized program at an advanced vocational school, which is specified separately by the Minister (subject to the condition that the program requires at least four years to complete and satisfies other criteria specified by the Minister).
7. Other persons deemed eligible by the Minister of Education, Culture, Sports, Science and Technology of Japan (cf. Ministry of Education Directive No. 5, 1953)
8. Possesses a degree equivalent to a bachelor's degree by completing a program at a foreign school, which requires more than 3 years of study. The school must be properly acknowledged by a certified personnel of the government or other appropriate institutions in the foreign country, or is specified separately by the Minister of Education, Culture, Sports, Science and Technology of Japan. Students can also complete such program in Japan through a distance-learning course offered by a foreign school, or complete the program at an educational institution acknowledged in the school education system of a foreign country, if it is designated as in no.7.
9. Other persons who do not fulfill any of the requirements listed above, and are deemed eligible by the Graduate School through an individual entrance qualification exam for having sufficient or better academic ability than a college graduate, who is 22 or older.

Note: If one does not fulfill any of the requirements listed from 1 to 8 and wishes to apply with the eligibility no.9, please contact the Educational Affairs Section, Faculty of Fine Arts and obtain the application form in advance. Please submit the application documents online by October 12, 2021. The application documents will be kept on hold until the end of the individual entrance qualification exam, and the results will be announced directly to the person. If certified as a candidate for the exam, complete the application procedure by the deadline specified by the Graduate School.

Email: [bijutsu.kyomu@ml.geidai.ac.jp](mailto:bijutsu.kyomu@ml.geidai.ac.jp)

## 4. Standard Timeframe for Completing the Program

Two years

## 5. Offices and Faculty Advisors

Major	Research field	Office	Faculty advisor
Global Art Practice	Global Art Practice	Global Art Practice	Prof. Nobuyuki Fujiwara
			Prof. Yusaku Imamura
			Assoc. Prof. Mina Lee
			Assoc. Prof. Chiaki Soma
			Assoc. Prof. Hiraku Suzuki
			Lecturer Yuko Mohri

## 6. Application Procedures

### Application Procedures and Methods

Starting in 2017, Tokyo University of the Arts adopted an online application system for its application procedures. Since the entrance examinations for the academic year 2021, application documents such as portfolios must also be submitted online. The procedures and instructions to apply are as follows. Please complete 1 and 2 during the designated period, and complete the payment of screening fee by the deadline for payment (3).

It is also required that screening examination documents are uploaded through the designated method (Google Classroom) by Global Art Practice department during the designated period (4).

The application procedure will be complete once all necessary documents are received and the applicant's eligibility to apply is confirmed. Upon receipt of the application, the applicant may print out an examination ticket through the online application site.

\*Japan standard time (UTC/GMT+9)

1	Register for online application (For details, see page 6)	Go to the University website's admission information page ( <a href="https://admissions.geidai.ac.jp/en/">https://admissions.geidai.ac.jp/en/</a> ) and access the online application site ( <a href="https://e-apply.jp/ds/geidai-net/">https://e-apply.jp/ds/geidai-net/</a> ). Enter the required fields and register as an applicant.	10:00 November 17th 2021   23:59 November 24th 2021
2	Upload required application documents (For details, see page 7-9)	Following the procedure 1, upload all required application documents to the online application site in the assigned data format.	10:00 November 17th 2021   23:59 November 24th 2021
3	Remit screening fee (For details, see page 12-14)	After completing 2, follow the instructions on the online application site to remit the screening fee. ※Please pay the screening fee within 4 days after your registration. If you register an online application after November 21st, the payment must be done by November 24th, 23:59	10:00 November 17th 2021   23:59 November 24th 2021
4	Upload screening examination documents (*Through Google Classroom) (For details, see page 10-11)	Screening examination documents such as your portfolios (and other materials) should be submitted as a data through the designated method (Google Classroom) by Global Art Practice department. The necessary information for uploading will be sent to your registered email address.	10:00. January 13th 2022   23:59 January 21st 2022
5	Print examination ticket (For details, see page 15)	Once the applicant is deemed qualified and the application is received, they may print out an examination ticket. Applicants should print their own examination ticket and present it at the interview.	Starting at 16:00 December 24th 2021

### **Application Period**

Registration for online application, online submission for application documents and remittance for screening fee

Begins at 10:00 on Wednesday, November 17th and ends at 23:59 on Wednesday, November 24th, 2021.

(Japan time)

Upload period for screening examination documents:

Begins at 10:00 on Thursday, January 13th and ends at 23:59 on Friday, January 21st, 2022.

(Japan time)

Only application documents uploaded in the assigned data format to the online application site and screening examination documents uploaded by the designated method (Google Classroom) within the submission period will be accepted.

Documents will not be accepted if brought to the University in person or mailed by post.

No application documents received after the submission deadline will be accepted for any reason.

### **Notes on Applying**

- The online application procedure will NOT be complete by online registration alone. Since the entrance examinations for the academic year 2021, all required application documents, including screening examination documents, must be submitted online. Screening fee (see page 12 for details) must also be paid during the designated period.
- Offers of admission will be canceled if any of the required application documents submitted online differ from the original copies, or the original copies are not submitted by the deadline designated by the university (expected to be March 11th 2022, when enrollment documents will be sent out).
- After verifying that the academic history and other information in the submitted application meet the requirements to apply and the application is received, you will be able to print your examination ticket through the online application site (see page 15).
- If some of the application documents are missing or incomplete, applications may be denied.
- Application documents cannot be revised for any reason after receipt.

### **[Preliminary consultations for applicants with disabilities]**

If an applicant requires special accommodations for examination or enrollment, please consult the Global Art Practice faculty in advance. The applicant should then fill in the consultation form, available on the University admissions website under “Request for Special Needs Accommodations for Entrance Examination”, attach a supporting data such as medical certificate or disability certificate and email them to the following address of the Educational Affairs Section, Faculty of Fine Arts.

#### Submitting your consultation documents:

Application Form :

[http://admissions.geidai.ac.jp/en/wp-content/uploads/2018/05/hairyo\\_eng20180509.pdf](http://admissions.geidai.ac.jp/en/wp-content/uploads/2018/05/hairyo_eng20180509.pdf)

Doctor's Certificate :

<https://violetserow5.sakura.ne.jp/en/wp-content/uploads/2018/05/shindan20170920eng20180509.pdfshindan20170920eng20180509.pdf>

Submit to: Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts

Email: [bijutsu.kyomu@ml.geidai.ac.jp](mailto:bijutsu.kyomu@ml.geidai.ac.jp) TEL: 050-5525-2122

Submission Deadline: Friday, October 22nd, 2021

#### On preliminary consultation with the Global Art Practice faculty:

Due to the specific features of our curriculum, preparing and planning for your individual support may take time. We kindly encourage applicants to visit our Global Art Practice website to consider the specific requirements of our course, and contact us early for preliminary consultations. Applicants who require special accommodations during practical classes such as handling chemicals commonly used in the workshops or dust, or with long-term medical conditions such as diabetes, allergies or arthritis should also contact the faculty for preliminary consultations.


For preliminary consultation: [gap.exam@ml.geidai.ac.jp](mailto:gap.exam@ml.geidai.ac.jp) (available in English and Japanese)

GAP website: <http://gap.geidai.ac.jp/en/admissions/> (On preliminary consultations for applicants with disabilities)

- ※ Please also promptly consult the Global Art Practice faculty if an applicant is injured in an accident after the application deadline.
- ※ Please consult the faculty as early as possible since it may take time to respond.
- ※ Please be aware that the University cannot guarantee accommodation of all requests made through pre-liminary consultation.



**Please check the following before starting your online application:**

<p>Check your computer operating system requirements</p>	<p>Use one of the following browsers to apply online from a personal computer:</p> <ul style="list-style-type: none"> <li>• Microsoft Internet Explorer 11 or later</li> <li>• Microsoft Edge latest version</li> <li>• Google Chrome latest version</li> <li>• Mozilla Firefox latest version</li> <li>• Apple Safari 8 or later</li> </ul> <p>* When applying, avoid using multiple tabs in your Web browser at the same time. Doing so may lead to problems in certain cases, such as items selected on one tab being unintentionally carried over to other tabs.</p> <p>* Smartphones and tablets are not recommended.</p>
<p>Set up your email</p>	<p>The following four emails will be sent to the registered email address:</p> <ol style="list-style-type: none"> <li>① Notification email of initial password once you have completed "Mypage" registration</li> <li>② Automatic reply email upon completing registration to apply</li> <li>③ Automatic reply email upon completing remittance for screening fee</li> <li>④ Notification email to obtain an examination ticket</li> </ol> <p>All emails will be sent from <a href="mailto:no-reply@e-apply.jp">no-reply@e-apply.jp</a>. Please enable your account to receive messages from this address in advance. If the application form is incomplete, we will contact the registered email address. Please check your mailbox regularly.</p>
<p>Prepare an ID photo</p>	<p>You must provide one <b>ID photo</b> (up to 2MB). The color photograph should show the top half of your body, facing forward, without a hat, and should have been taken within the previous three months.</p> <p>※ Use the image on the right as a reference.</p> <p>&lt;Examples of unacceptable photos&gt;</p> <p>Photos that are blurry, edited, contains a dark background, includes multiple people obscures the area around the eyes with long hair and portraits in profile are not accepted.</p> 
<p>Prepare documents proving your eligibility to apply</p>	<p>Please see page 7-9 for all the documents required for the application. Please prepare them well in advance, before starting your online registration, in order not to miss the submission deadline.</p> <p>Offers of admission will be canceled if any of the required application documents submitted online differ from the original copies, or the original copies are not submitted by the deadline designated by the university (expected to be March 11th 2022, when enrollment documents will be sent out).</p>

Please also refer to the Preparation section on the Internet Application website. <http://e-apply.jp/ds/geidai-net/guide/junbi.html>

## 1 Registering for the Online Application

During the Internet application registration period, access the Internet application site by clicking on “APPLY NOW” (pink button) on the University’s entrance examination information site home page, click on “Start Application for Fine Arts” (red button), and register the information needed to apply. Carefully read the “Online Application Procedure” and other information on the home page before beginning the registration process.

### How to apply

Go to the online application site (<https://e-apply.jp/ds/geidai-net/>)



#### Registering to apply

Click on “My registration” on the top page, register your personal information following instructions on the screen.

Click on "Carry out the application procedure".

Check your registered personal information on “Mypage”, enter all necessary information.

- Choose the applicant's choice of program, major, and research field
- Applicant information

Please note the following point.

**\*Upload photo: prepare a color photograph (see page 5), and upload to the page.**

#### [Notes on registering for the online application]

-If the submitted photograph is deemed unacceptable, you may be asked to resubmit.

## 2 Upload required application documents

Mail the required documents after registering for online application as indicated in 1 (page 6.) Please upload all the required documents listed below in the data format specified in page 9 within the submission period. In addition to the required documents below, applicants must also submit their portfolios for the screening examinations. A portfolio refers to a file containing materials that provide an easily understandable overview of the applicant's activities to date.

### <Required Application Documents>

Application Documents	Instructions	Submitter	Remarks
<p>Documents proving eligibility to apply</p>	<p>Upload the following two documents to prove your eligibility to apply</p> <p>① <b>University academic transcripts</b></p> <p>If you completed four years of university education at two or more schools (e.g., because you transferred), submit transcripts for all schools attended.</p> <p>② <b>Diploma (or certificate of anticipated graduation)</b></p>	<p>All applicants</p>	<p>Not required from applicants who are graduates or current students of the Faculty of Fine Arts of the Tokyo University of the Arts or Japanese government-funded international students (including research students) at the Tokyo University of the Arts.</p> <p>Required from research students and other nonregular students other than those receiving Japanese government funding. The date of issuance does not matter.</p> <p>Please attach a Japanese or English translation if the documents are written in any other language.</p>

Application Documents	Instructions	Submitter	Remarks
Statement of reasons for application	<p>Upload the form designated by the University on p. 22 of the Guidance for Prospective Students, provide the necessary information, and submit the form. You can also download this form by clicking the following link on the University's entrance examination site.</p> <p><a href="https://admissions.geidai.ac.jp/wp/wp-content/uploads/2020/07/GAP-International-2021-Statement-of-Reasons-for-Application.pdf">https://admissions.geidai.ac.jp/wp/wp-content/uploads/2020/07/GAP-International-2021-Statement-of-Reasons-for-Application.pdf</a></p>	All applicants	*Accepted only in English or Japanese.
Letters of recommendation	<p>Upload letters of recommendation from two persons who have instructed or supervised you in your own studies or works to date or are otherwise in a position to assess your studies and works to date. Each letter of recommendation must include an email address at which the recommending party can be contacted. Your letters of recommendation can be submitted by your recommenders directly to the university. In that case, you must provide the following three items of information for each recommender via email at <a href="mailto:gap.exam@ml.geidai.ac.jp">gap.exam@ml.geidai.ac.jp</a> by the designated deadline on page 3.</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Institution and title</li> <li>- Email address</li> </ul> <p>The GAP department will contact the recommender. The letters of recommendation must arrive at the university by 23:59 on November 30th 2021 from the recommenders</p>		<p>*Accepted only in English or Japanese.</p> <p>In the event that you haven't uploaded your letters of recommendation by the designated deadline on page 3 or that you haven't provided the information mentioned in the left column about the recommenders who will submit the letters directly to the university by the designated deadline on page 3, the GAP department will determine that you have failed to meet the requirements of submitting letters of recommendation.</p>
Photocopy of main passport pages	Upload the photocopy of the page where your photo and passport number are included.	Non-Japanese citizen applicant	*Accepted only in PDF format or JPEG format.

Application Documents	Instructions	Submitter	Remarks
Certificate of English language ability	<p>Upload certified scores from one of the following exams:</p> <ul style="list-style-type: none"> <li>•TOEFL iBT</li> <li>※TOEFL PBT and TOEFL ITP are not accepted.</li> <li>※Please request the testing agency, Educational Testing Service (ETS), to send your official score report directly to Tokyo University of the Arts; the institution code (DI Code) for the Graduate School of Fine Arts is B882. Test Taker Score Reports will not be accepted.</li> <li>•TOEIC Listening &amp; Reading or TOEIC Speaking &amp; Writing</li> <li>※Scores from TOEIC and TOEIC IP are both accepted.</li> <li>•IELTS Academic</li> <li>※IELTS General Training is not accepted.</li> </ul>	<p>Non-native English speakers *Foreign students who have graduated from educational institutions that use English as a medium of instruction are not required to take any of these English proficiency exams, but proof of graduation (e.g., high school or university diploma) must be submitted.</p>	<p>※The exam must have been taken on or after March 1, 2020.</p> <p>※Please contact the Educational Affairs Section by Thursday, October 21st 2021 if applicants are from countries or regions where English proficiency exams listed on the left have been canceled due to the outbreak of COVID-19.</p>
Notes ㉠~㉢	If you fall under <Notes ㉠-㉢>, upload the necessary documents.	If applicable	

### < Notes >

- ㉠ International students who are residents of Japan must submit their Certificates of Residence (showing their visa status and period of residence) issued by the heads of their municipal governments or copies of their Residence Card. (This is not required for applicants who are current students of the Tokyo University of the Arts or Japanese government-funded international students at the University.)
- ㉡ In addition to the documents under ㉠ above, Japanese government-funded international students must submit Japanese Government Scholarship for Foreign Students Certificates issued by their current universities (showing their enrolment status and enrollment period).
- ㉢ If the family name shown on your certificates or other documents differs from your current family name, attach a certificate or other documentation of your name change (such as an official partial copy of a family register).

\* Applicants who passed the screening examinations are required to submit the original copies of “Documents proving your eligibility to apply”, “Letters of recommendations”, “Photocopy of main passport pages”, “Certificate of English language ability” and “Notes ㉠~㉢”. Please send all original copies by post by the designated deadline (expected to be March 11th 2022, when enrollment documents will be sent out). Offers of admission will be canceled if any of the required application documents submitted online differ from the original copies, or the original copies are not submitted.

### ○Data format for uploading the required application documents

Each file size should not be larger than 2MB (total upload size should not exceed 24 MB)

File format: PDF, WORD, EXCEL, GIF, JPEG, PNG, BMP

## <Screening Examination Documents>

\*Screening examination documents such as your portfolios (and other materials) should be submitted as a data through Google Classroom. The necessary information for uploading is supposed to be sent to your registered email address.

Materials to submit	Instructions	Submitter	Remarks
Portfolio	<p>Upload a data format Portfolio through Google Classroom.</p> <ol style="list-style-type: none"> <li>Any portfolio format is acceptable.</li> <li>The portfolio must be submitted in PDF file format, made using any software program.</li> <li>File format: PDF Maximum file size: 150 MB</li> </ol>	All applicants	<p>All portfolios must be submitted in PDF format, regardless of the application programs used to make the portfolios.</p> <p>Please don't set a password to download the file</p>
Supplementary materials on research content	<p>Upload data format Supplementary materials through Google Classroom</p> <p>The filenames of all supplemental materials submitted must begin with the applicant's examinee number.</p> <p>① Video materials</p> <ul style="list-style-type: none"> <li>Limit playback time to three minutes.</li> <li>The video must be in .mov format at a resolution not exceeding 1920 pixels × 1080 pixels.</li> </ul> <p>② Audio materials</p> <ul style="list-style-type: none"> <li>Limit playback time to three minutes.</li> </ul> <p>③ Printed materials (up to three essays or other printed materials)</p> <ul style="list-style-type: none"> <li>PDF files of printed materials such as written books and essays</li> <li>If submitting an excerpt from a book, submit scans of excerpt pages and the page showing the source of the excerpt, or use bookmarks or similar means to clearly indicate the relevant parts</li> </ul>	Optional	Please don't set a password to download the file
Self-introductory video	<p>Upload a data format Self-introductory video through Google Classroom.</p> <ul style="list-style-type: none"> <li>Limit playback time to two minutes.</li> <li>The video must be in .mov format at a resolution not exceeding 1920 pixels × 1080 pixels.</li> <li>The video must depict the examinee him or herself facing the camera, providing a self-introduction and describing his or her reasons for applying and his or her proposed research.</li> <li>The video need not be high resolution. A simple video taken using a digital camera, personal computer, smartphone, or other device is acceptable.</li> </ul>	Optional	Please don't set a password to download the file

- Prepare the portfolio in either English or Japanese.
- Please don't set a password to download the file.
- In case that a file cannot be opened due to a technical problem, GAP may request to submit once again the file data.
- Submitted materials will be excluded from consideration for screening purposes if we are unable to review/play them.
- Submitted materials will be viewed using Mac OS X (10.11 El Capitan).
- Note that materials submitted will not be returned.

## [Notes on application documents]

- The University will only accept required application documents uploaded to the Online application site and screening examination documents uploaded to the designated Google Classroom within the submission period.  
Application documents submitted by post or submitted to the University in person will not be accepted. Application documents uploaded after the submission deadline will not be accepted under any circumstances.
- The University cannot respond to inquiries regarding the receipt of uploaded application documents.
- Do not submit any documents not specified by the Graduate School.
- Offers of admission will be canceled if any of the required application documents submitted Online differ from the original copies, or the original copies are not submitted by the deadline designated by the university (expected to be March 11th 2022, when enrollment documents will be sent out).
- If the family name that appears in your application documents is different from your present family name, you must upload a document to provide proof of the change of your family name.
- If the documents proving your eligibility to apply are written in a language other than Japanese or English, be sure to attach Japanese or English translations (You may translate such documents yourself. The translations do not need to be certified by a certified public agency.)
- Only one applicant can make an application and upload the required documents to the Online application site (if data from multiple applicants are submitted in a single application, all applications will be made invalid).
- You may be asked to submit other certificates or documentation as necessary.

### ●Confirm registration

When all entries (procedure 1 and 2) are complete, then all information entered will appear on the confirmation page. Make sure there are no content errors, and click "Submit(この内容で登録する)".



### ●Registration complete

When the screen shows your receipt number, your registration is complete. Please proceed to the payment process. You will need your receipt number for verifying your application information, remitting the screening fee.

- Screening examination documents such as your portfolios (and other materials) should be submitted as a data through Google Classroom within the submission period designated in the page 3

- When you complete registration for the online application process, you will receive a notification email sent to your registered email address. Your receipt number is included in that email, so please save it until your examination process is complete.

- The receipt number (12 digits) you are given upon completing the online application process differs from your examinee number.

- Please note that if the screening fee is not remitted within four days of completing the registration for the online application, registration will be canceled and all information will be deleted. (Please remit the screening fee by 23:59 on the fourth day. The day of registration is counted as day one.)

However, if the day you completed registration is less than four days before the end of the remittance period, the remittance period deadline overrides the four-day rule.)

- Once completed, information filled out for registration cannot be edited or changed. Make sure that the information you enter is correct. If you find any errors before proceeding to the payment page, please return to the beginning and start over with the registration process.

### 3 Remitting the screening fee

Remit the screening fee after completing the procedure 1 and 2 indicated page 6 - 9.  
Please follow either ① or ② to remit the screening fee.

- ① Click "Pay continue (引き続き支払う)" after completing registration for the online application.
- ② Login to your "My page (マイページ)" and proceed with the payment procedures.

Select the remittance method and remit the screening fee during the designated period.

Screening fee	Remittance period
36,000 yen	<ul style="list-style-type: none"><li>• Wednesday, November 17th to Wednesday, November 24th 2021</li></ul> Please pay the screening fee within 4 days after your registration. <b>If you complete an online registration after November 21st, the payment must be done by November 24th, 23:59.</b>

※You may have to pay a separate transfer charge depending on your payment method.

Payment method	Accepted institutions
Convenience store	Seven-Eleven / Lawson, Ministop (Loppi) / Family Mart (FamiPort) / Daily Yamazaki / Seicomart
Credit card	MUFGCARD / DC / UFJ / NICOS / VISA / Master Card / JCB / AMERICAN EXPRESS
Post office, Bank ATM	Pay-easy compatible ATM
Net Banking	Pay-easy compatible Net Banking / PayPay Bank / Rakuten Bank / SBI Sumishin Net Bank / au Jibun Bank

※Once the screening fee payment is complete, a payment confirmation email will be sent to the registered email address.



### [Notes on the screening fee]

- For more details and notes on the remittance process, please reference "Payment method" on the online application homepage.
- You cannot remit the screening fee after the remittance period.
- If the remittance is incomplete by the deadline, please note that your online registration information will be deleted.
- **If you are Japanese government-funded international students, please also upload the “Japanese Government Scholarship for Foreign Students Certificates”, together with the other required application documents (see page 7-9).**
- If paying with a credit card, please use a valid one. The card holder does not have to be the applicant themselves.
- If you cannot pay with a credit card, try a different card or choose another payment method.

### [Screening fee waiver system]

We will waive screening fees for applicants affected by windstorm, flood or other large-scale natural disasters occurred in Japan to ensure that they have equal opportunity for education. For details of the waiver application period and related matters, check the University's website (<http://admissions.geidai.ac.jp/kenteiryomenjo/>).

① Documents to be submitted:

- ◇ Screening Fee Waiver Application Form (specific form assigned by the University)
- ◇ A copy of your Disaster Victim Certificate (issued by your municipality)

② Notes:

- ◇ Please start registering for the online application after receiving a decision on your waiver application.

Contact : 12-8 Ueno Park, Taito-ku, Tokyo, 110-8714, JAPAN

Tokyo University of the Arts, Student Affairs Section

TEL : 050-5525-2075 / FAX : 03-5685-7763

### [Refunds]

We will not refund the screening fee transferred after we receive your application form for any reason other than below:

- If you remitted the screening fee, submitted application documents but your application was not received.
- If you remitted the screening fee but did not submit application documents.

In either case above, request a refund as follows:

Download and print the University's designated Screening Fee Refund Request Form from our admission information site. Fill out and sign the required fields and mail it to the following address:

Mailing Address : 12-8 Ueno Park, Taito-ku, Tokyo, 110-8714, JAPAN

Tokyo University of the Arts

Accounting Section of the Strategic Planning Division

**[Notes]**

\* Any transaction charges that the applicant incurred in transferring the remittance fee will not be refunded.

\* Any transaction charges incurred in refunding the remittance fee will be deducted from the amount returned to the applicant.

\* Remittance of refunds normally takes a couple of months following receipt of the refund request form.

\* A refund request must be received by the University no later than March 31, 2022.

The University will not refund the screening fee if you fail to observe the deadline.

## 4. Printing your examination ticket

Your examination ticket will be available to print from the online application site upon receipt of your application. A notification email will be sent to your registered email address. After you have received the notification email, please login to your "My page(マイページ)" and print your examination ticket.

Be sure to print it out on an A4-sized paper and keep it with you until the examination is over. **Please note that the University will not mail your examination ticket.**

### ●Printing period

Starting at 16:00, Friday, December 24<sup>th</sup>, 2021 (Japan time)

### [Notes on your examination ticket]

- **Be sure to check that the written information is correct upon printing your examination ticket.** If the information on the examination ticket differs from that of the Online application site, please contact the Educational Affairs Section by January 4<sup>th</sup> 2022. (You can reference your registered information by clicking "Confirm Application / Print Application Form for Fine Arts".)
- Please contact the Educational Affairs Section by January 4<sup>th</sup> 2022 if you are unable to print out your examination ticket during the printing period.
- Your receipt number upon registering for the Online application differs from your examinee number.
- Please note that if you change your email address after completing registration, you will not be able to receive the email issuing your examination ticket.

Contact: Tokyo University of the Arts, Faculty of Fine Arts, Educational Affairs Section

TEL : 050-5525-2122 (available only in Japanese)

Email : gap.exam@ml.geidai.ac.jp (available in English and Japanese)

(available weekdays from 9:00 to 12:30 and from 13:30 to 16:30, closed on weekends, holidays, summer holiday period, and New Year's Eve/New Year's Day)

## 7. Screening examination content, Date and Time

We decide whether to admit a student based on comprehensive evaluations that include assessments of academic abilities by the Graduate School and review of documents submitted by the applicant. Applicants who fail to complete or submit even one of the assigned examinations will be ruled ineligible for admission. Note that screening fees will not be returned (even if the applicant shows up for the examination on the wrong date).

Applicants of the Global Art Practice Program are required to submit a portfolio, which is a collection showing the applicant's past works and activities.

For details of the submission of the portfolio and other materials, please read the instructions page 10.

Major	Research field	Date and time	Screening examination content and methods
Global Art Practice	Global Art Practice	<p>Documentary screening</p> <p>Deadline for submitting portfolio (Online)            Begins at 10:00 on Thursday, January 13th, 2022            Ends at 23:59 on Friday, January 21st, 2022.            (Japan time)</p>	See page 10-11 for details.
		<p>Examination Interview</p> <p>Friday, February 11th, 2022 or            Wednesday, February 16th, 2022</p>	<p>Online interviews will be held on a date indicated on the left.</p> <p>※We will contact you by email regarding your interview date and time by Tuesday, February 1st, 2022.</p>

## 8. Announcement of Admitted Students

### ○ Announcement of Admission Decision

The examinee numbers of admitted students will be posted on the University's website (<https://admissions.geidai.ac.jp/en/>).

10:00 Sunday, February 20th, 2022

(Admission procedure documents will be sent to admitted students around February 22nd, 2022)

## 9. Admission Procedures

(1) Period for completing admission procedures

(2) By mail

Completed admission procedure documents must be received by Friday, March 11th, 2022.

Applicants who fail to complete admission procedures during the above period will be deemed to have declined the offer of admission to the Graduate School.

※Please also submit the original copies of all the required application documents by this deadline.

(3) Submit to

Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts: 12-8 Ueno Park, Taito-ku, Tokyo 110-8714

(4) Fees

Use the remittance request form distributed on the day of announcement of the admission decision to pay the following fees:

Type	Amount	Remarks
Enrollment fee* <sup>1</sup>	338,400 yen	Planned amount (Not required from Japanese government-funded international students)
Student welfare and guidance support fee	10,000 yen	
Mori-no-kai (alumni association) membership fee	40,000 yen	Payable by students who have graduated from other universities and students who have graduated from the University but have yet to pay the Mori-no-kai membership fee. Includes membership fee and 10 years' dues. International students are exempt.
Student casualty insurance premium	1,750 yen	Two years' premium
Student casualty insurance additional liability insurance premium	680 yen	Two years' premium
Tokyo University of the Arts Campus Facility Management Association fee * <sup>2</sup>	50,000 yen	

\*1: The enrollment fee will not be returned after completion of admission procedures, even if the student withdraws on or before March 31, 2022.

\*2: Tokyo University of the Arts Campus Facility Management Association — organized to provide funding for facility management contributing to the enhancement of the campus environment.

If you agree with a purpose, please apply for membership. Please pay it at the time of admission. The membership is effective until you finish your master's degree.

### ◇Required costs after admission

Tuition fees (first semester): 321,480yen (second semester):321,480yen (full year): 642,960yen (planned amounts)

\*Not required from Japanese government-funded international students

- ① Any change in tuition fees during your time as an enrolled student will go into effect at the time of the change.
- ② In principle, the fees are paid by an account transfer (automatic withdrawal). At the admission procedure, students submit the "Account Transfer Request Statement" and the school will withdraw the money automatically from the registered account. (Withdrawal dates: at the end of May for the first term and at the end of November for the second term)
- ③ The transfer will be made on the end of May for the first semester, and on the end of November for the second semester of the first year.

### \*Materials fee

In addition to the above mentioned fees, you will need to pay the material fee of approximately 300,000 yen. This amount is to be paid at the time of enrollment. (It is not an annual fee. It covers the entire period of the Master's Degree program.) The payment method will be notified by your program.

(5) Other

### \* Visa and status of residence

• In addition to completing the admission procedures, international students are responsible for obtaining appropriate visas to study in Japan.

Students with the residence status of Short-Term Stay may enter Japan and sit for the entrance examination, but they must acquire the residence status of Student before beginning their studies at the university, once their admission is confirmed.

## 10. Exemption / Deferral of admission/ Tuition fees

Tokyo University of the Arts offers a program to exempt/defer the admission and tuition fees. To benefit from this program, check the following application conditions, then complete the designated procedures before paying your admission or tuition fee.

(Note that you cannot apply for exemption or deferral after you make your payment. Also, since exemption from the admission fee will not necessarily be granted even when the conditions for application are met and since not all applications for exemption from tuition fees are approved, applicants should prepare in advance to pay both the admission fee and tuition fee.)

The conditions for applying for exemption/deferral are described below.

### 1. Exemption for admission fee

- ① Cases in which it would be difficult, for economic reasons, for an applicant recognized as a student of high scholastic standing to pay the admission fee.
- ② Cases in which it is recognized that it would be difficult for the applicant to pay the admission fee due to conditions arising within one year prior to admission, such as the death of the primary income earner in the household or economic hardships imposed on the primary income earner or the applicant due to a natural disaster.
- ③ Cases equivalent to those described under ① above which are determined by the President of the University as qualifying for exemption.

### 2. Deferral of admission fee

- ① Cases in which it would be difficult, for economic reasons, for an applicant recognized as a student of high scholastic standing to pay the admission fee by the payment deadline.
- ② Cases in which it is recognized that it would be difficult for the applicant to pay the admission fee by the payment deadline due to conditions arising within one year prior to admission, such as the death of the primary income earner in the household or economic hardships imposed on the primary income earner or the applicant due to a natural disaster.
- ③ Other cases as deemed unavoidable.

### 3. Exemption from tuition fee

- ① Cases in which it would be difficult, for economic reasons, for an applicant recognized as a student of high scholastic standing to pay the tuition fee by the payment deadline.
- ② Cases in which it is recognized that it would be difficult for the applicant to pay the tuition fee due to conditions arising within one year prior to the payment deadline, such as the death of the primary income earner in the household or economic hardships imposed on the primary income earner or the applicant due to a natural disaster.

### 4. Deferral of tuition fee

- ① Cases in which it would be difficult, for economic reasons, for an applicant recognized as a student of high scholastic standing to pay tuition by the payment deadline.
- ② Cases in which it is recognized that it would be difficult for the applicant to pay tuition by the payment deadline due to conditions arising within one year prior to the payment deadline, such as the death of the primary income earner in his or her household or economic hardships imposed on the primary income earner or the applicant due to a natural disaster.
- ③ Other cases as deemed unavoidable.

## 11. About the Study Support Scholarship (Benefit Type)

This scholarship program pays benefits of 50,000 yen per semester (100,000 yen per year; repayment not required) to students who would find it difficult to pay the tuition fees for financial reasons but are not eligible for exemption from tuition fees under 3 above because they do not meet the standards for recognition of high scholastic standing.

Applicants who wish to apply for this scholarship must complete the specified procedures at the same time they apply for exemption of tuition fees described above.

Consult with the Scholarships Section in the Student Affairs Division for more information. Consultation requests are also accepted before the application process.

## 12. Disclosure of Information on Entrance Examinations

Individual results of screening and entrance examinations for the Graduate School of Fine Arts (MFA Program) will be disclosed **only if requested by the applicants themselves**.

Provided below is an outline of the application procedure and related information.

### 1. How to apply

We accept the request by mail. The applicants themselves must complete the Request for Release/Notice of Entrance Examination Results appended to this Guidance page 23, attach the University's examination card (photocopies not accepted; however, current students at the University may submit photocopies of their student ID cards) and a return envelope (type no. 3 long envelope [12 cm x 23.5 cm], with the name, address, and postal code of the examinee and 404 yen in postage affixed) and mail it to the Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts, by simple registered mail.

(The results will be sent to an address in Japan only, at a later date by simple registered mail.)

### 2. When to apply

Applications must be postmarked by Wednesday, June 1st – Thursday, June 30th, 2022 to be accepted.

### 3. Information released

(1) Only the individual's results of the entrance examinations for the current academic year (2022) will be released.

(2) Individual results will be released in the form of scores or grades.  
Relative rankings of examinees will not be released.

### 4. After receipt of requests for release, results will be sent in late July 2022.

The results will be sent to your address in Japan only, at a later date by simple registered mail.

If you wish to receive your results at a location outside Japan, please ask the Educational Affairs Section of the Faculty of Fine Arts.(E-mail:bijutsu.kyoumu@ml.geidai.ac.jp)



## 13. Handling of Personal Information

Under the Act on the Protection of Personal Information by Incorporated Administrative Agencies (“Personal Information Protection Act” hereinafter), the University will use personal information obtained during the process of selecting students for tasks related to the selection process and for other purposes, as described below.

### 1. Purposes of use

- (1) Personal information concerning admitted students such as names and addresses will be used for tasks related to admission procedures.
- (2) Personal information such as names and addresses concerning persons who have completed admission procedures will be used following matriculation for tasks related to their studies, including management of student records and tasks related to health, such as medical examinations.
- (3) Personal information such as names and addresses concerning persons who have completed admission procedures will be used for tasks related to management of payments, such as collection of enrollment and tuition fees.
- (4) Personal information such as applicant assessments made during the selection process will be used for tasks related to support for studies, including waivers of enrollment fees and tuition fees in the first year and selection of students for scholarships.
- (5) Personal information such as applicant assessments made during the selection process will be used for tasks related to statistical processing, provision of information to prospective students, and surveys and research related to the selection process. In such cases, the personal information will be used in ways that render it impossible to identify individuals.

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

Apart from the cases set forth in Article 9 of the Personal Information Protection Act, personal information obtained by the University will not be used for other purposes or provided to third parties without the permission of the applicants themselves.

However, the minimum required information may be provided in the following cases:

- (1) Tasks involving the handling of personal information described in 1. (1) – (5) above may be entrusted to an external third party after concluding a contract with the third party concerning appropriate handling of personal information.
- (2) To facilitate operations related to acceptance decisions and additional acceptance decisions through the separate installment system in which national and public universities offer two opportunities to take entrance examinations, personal information related to matters such as acceptance and admission procedures (limited to names and examinee nos. for the Common Test for University Admissions) may be provided to the National Center for University Entrance Examinations and any other national and public universities to which the applicant has applied.
- (3) Provision of information to parties outside the University in cases in which this would be in the interests of the person concerned
  - ① Musical Education Promotion Association (Parents’ association for the Faculty of Music supporting faculty education and research and student extracurricular activities.)
  - ② Mori-no-kai (Alumni association of the Faculty of Fine Arts)
  - ③ Dosei-kai (Alumni association of the Faculty of Music)
  - ④ Tokyo University of the Arts Cooperative Association
  - ⑤ Tokyo University of the Arts Campus Facility Management Association (an organization that provides funding for facility management contributing to the enhancement of the campus environment)

# Statement of Reasons for Application

Furigana Name		Major for which the application is being submitted	Global Art Practice
		Research field for which the application is being submitted	Global Art Practice
Past research topics (or undergraduate graduation research theme):			
Brief statement of your reasons for applying to the Graduate School and research topic(s) you wish to study after admission:			
Record of activities (only for majors in Intermedia Art and Global Art Practice):			

\* Applicants to the major in Global Art Practice may write in Japanese or English.

No.

## Request for Release of Graduate School Entrance Examination Results for the 2022 Academic Year, Tokyo University of the Arts

Date (Y/M/D): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

Please inform me of the results of my examinations for entrance to your graduate school.

Examinee category: Graduate School of Fine Arts (**MFA Program**)

Major, research field, etc.: Research field of: \_\_\_\_\_

Examinee no.: \_\_\_\_\_

Name: \_\_\_\_\_

Address: (Postal code:     -     ) \_\_\_\_\_

\_\_\_\_\_

Tel.: \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_

### Notes:

1. Before submitting this request, read the instructions provided under “12. Disclosure of Information on Entrance Examinations” on page 20 of the Guidance for Prospective Students.
2. Submit a self-addressed return envelope (an N3 rectangular envelope [12 cm × 23.5 cm] with 404 yen in postage affixed for simple registered mail).
3. Write all information on this form in your own handwriting.
4. Requests for release are accepted Wednesday, June 1st – Thursday, June 30th, 2022.  
Note that any requests made outside this period will be rejected.
5. After receipt of requests for release, all notices of results will be sent at the same time in late July 2022.

----- (Do not cut here.) -----

No.

## Notice of Graduate School Entrance Examination Results for the 2022 Academic Year, Tokyo University of the Arts

Date (Y/M/D): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Examinee category: Graduate School of Fine Arts (MFA Program)

Major, research field, etc.: Research field of: \_\_\_\_\_

To: Examinee no.: \_\_\_\_\_ ; Name: \_\_\_\_\_

The entrance examination results you requested are attached.

Graduate School of Fine Arts, Tokyo University of the Arts

## Important Notes on taking the examinations

1. Further information on the examinations (not included in this guideline) will be announced via emails from the University, the University website or other media. Please be sure to check this information before the interview.
2. Recording the online interviews (both audio and video) is strictly prohibited.
3. Applicants will be disqualified and will be banned from sitting for the subsequent examinations, if found to have engaged in malpractice (including any audio and video recordings of the online interviews) or if any of the required application documents submitted online differ from the original copies. Admission may also be canceled after enrollment.
4. Applicants should prepare their settings and be ready to take the online interviews at the time indicated by the University via email.
5. Interviews will not be extended for applicants who are late. Should connections fail during the interview, please follow the instructions from the examiners who will contact you via phone or email.
6. Applicants should print their “Examination Tickets” and present them at the interview.

Tokyo University of the Arts  
Graduate School of Fine Arts (MFA Program)  
Guidance for Prospective Students  
Global Art Practice  
Period 2 screening

Published: July 2021  
Tokyo University of the Arts

**Tokyo University of the Arts accepts inquiries  
through the following channels:**

- **Tokyo University of the Arts website**  
<https://www.geidai.ac.jp/english/>
- **Information on admissions: website**  
<https://admissions.geidai.ac.jp/en/>
- **Online Application website**  
<https://e-apply.jp/ds/geidai-net>
- **Information on applicant screenings**  
Educational Affairs Section, Faculty of Fine Arts  
Tel: 050-5525-2122

Inquiries are accepted by telephone Monday – Friday 9:00 – 12:30 and  
13:30 – 16:30 (not accepted on Saturdays, Sundays, and holidays).

**\* Wherever possible, inquiries should be made by the applicant  
themselves.**