

2022 Academic Year

Tokyo University of the Arts

Graduate School of Fine Arts

(MFA Course)

Guidance for Prospective Students

[Important]

Application periods, testing dates, screening methods, and other details in this Guidance are subject to change in light of COVID-19 and related social conditions. Decisions regarding such changes will be posted promptly to the University's entrance examination information site.

* This Guidance does not cover Period 2 screening for the department of Global Art Practice (MFA Course). For more information, see the 2022 Tokyo University of the Arts Graduate School of Fine Arts (MFA Course) Guidance for Prospective Students: Global Art Practice Period 2 Screening, posted separately on the University's entrance examination information site.

July 2021

Tokyo University of the Arts

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

2022

Measures for those with influenza or other infectious diseases

★ Precautions regarding infectious diseases subject to suspension of attendance under the School Health and Safety Act:

In principle, examinees who have been infected with infectious diseases subject to suspension of attendance under the School Health and Safety Act (e.g., influenza, measles, chicken pox, COVID-19) and have not yet recovered as of the date of the entrance examinations, and those identified by a public health office or similar agency as close contact persons (Note), may not undergo the examinations, in order to avoid the risk of infecting other examinees and proctors.

However, this does not apply to those whom a physician has determined to pose little risk of infecting others.

Please note that no special measures such as makeup examinations or refunds of screening fees are available for examinees who have refrained from taking their examinations for these reasons. We encourage examinees to do everything in their power to maintain their health leading up to the examination date.

Note:

However, those who have been in close contact with infected persons but exhibit no symptoms and satisfy the following conditions may take the examinations:

- ① They show negative results for PCR or other valid testing conducted by their local government or a medical institution under instruction from the local government.
- ② They are free of symptoms on the examination date.
- ③ They arrive at the examination location by means other than public transportation (e.g., trains, buses, taxis, aircraft [domestic flights], passenger vessels) and without exposure to crowds.

If you qualify, please contact the Educational Affairs Section of the Faculty of Fine Arts in advance.

(Tel.: 050-5525-2122/fax: 03-5685-7767/email: bijutsu.kyomu@ml.geidai.ac.jp)

Precautions to prevent the spread of COVID-19

We ask that all applicants taking the entrance examinations of the Tokyo University of the Arts Graduate School of Fine Arts for the 2022 academic year take care of themselves to avoid infection and safeguard their health to ensure they are in good health on the examination date. We also ask that they take the following precautions to help prevent the spread of COVID-19 and ensure the safety of all examinees:

- (1) Take your body temperature in the morning or other suitable time starting about seven days before the examination date. Look for any changes in health status.
- (2) Receive an examination at a medical institution before the examination date if you have had any symptoms such as fever or cough within the period of roughly two weeks leading up to the examination date.
- (3) Avoid taking the examination if you have symptoms such as fever or cough and a temperature of 37.5°C or above as measured on the examination date.

In addition, examinees who have symptoms such as fever or cough must notify the Educational Affairs Section of the Faculty of Fine Arts before stepping foot on the campus on the examination date, even if their temperature remains below 37.5°C.

- (4) Whether or not you have symptoms, bring a facemask with you. Wear the mask at all times at the examination site, except during lunch. Minimize (and avoid, if possible) contact and conversation with others during breaks, lunch, and other such times.

* Be sure to contact the Educational Affairs Section of the Faculty of Fine Arts if certain factors make it difficult for you to wear a mask.

- (5) Bring warm clothing such as a jacket on the day of the examination. Windows in the examination rooms will be opened periodically for ventilation.
Bring a lunch if you have examinations during both the morning and the afternoon. The dining hall and other facilities will not be open at the examination site on the examination date. Eat lunch at the location and time specified.
- (6) Ideally, examinees should get vaccinated or take other suitable measures based on their own judgment to minimize the risk of infection.
- (7) In addition to washing and sanitizing hands regularly, cough etiquette, maintaining the proper physical distance, and avoiding the three Cs (closed spaces, crowded spaces, and close-contact settings), do your best to maintain your health through well-balanced meals, moderate exercise, and sufficient rest and sleep.
- (8) We recommend using the COVID-19 Contact-Confirming Application (COCOA). This app notifies users of any possible exposure to persons testing positive for COVID-19 and provides access to prompt support, including subsequent exams by public health offices.

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1. Graduate School of Fine Arts Admissions Policy

Seeking to train graduates who are capable of mastering advanced skills beyond undergraduate study, understanding art from broad-ranging perspectives, and thriving on the international stage, the Graduate School of Fine Arts Master's Course screens applicants comprehensively based on written, practical, oral, and other examinations, as well as interviews and submitted materials (e.g., portfolio, academic papers). Each department has established screening examinations that best reflect the characteristics of the department. The Graduate School seeks applicants who have acquired the basic knowledge and techniques in their respective areas of specialization through undergraduate classwork and other activities while working to attain an ever-higher capacity for creativity and originality.

2. Number of Students Admitted

Notes:

1. In principle, applications will be accepted for one research field each for Period 1 and Period 2 screenings.

As exceptions, applicants for the department of Architecture may apply for up to two of the four research fields within that department, while applicants for the department of Painting may apply for up to two of the four research fields of Oil Painting, Printmaking, Mural Painting, and Oil Painting Technique and Material within that department.

An applicant who has passed the Period 1 screening may not apply for Period 2 screening. (Even if an applicant who has passed Period 1 screening takes an examination for Period 2 screening, he or she will not be eligible to pass the latter examination.)

2. Entrance examinations for international students in the research fields of Conservation, Buildings and Districts, and Conservation Science in the Conservation department will also be administered during Period 2 screening. (Note that international students may take the examinations in Period 1 screening.) The Guidance for Prospective Students explaining these will be distributed separately.

3. Entrance examinations for international students in the department of Global Art Practice will be administered in Period 1 screening. If an international applicant takes an examination in Period 2 screening, he or she will not pass the examination.

The Guidance for Prospective Students explaining entrance examination details for international students will be distributed separately.

4. Application procedures and methods for the department of Global Art Practice (Period 2 screening) differ from those for other departments. For more information, see the 2022 Tokyo University of the Arts Graduate School of Fine Arts (MFA Course) Guidance for Prospective Students: Global Art Practice Period 2 Screening, posted separately on the University's entrance examination information site.

Category	Department	Research field Fields marked with ◇ are optional. You may elect to apply for up to two of these fields within the same department.	Number of students admitted
Period 1 screening (administered August-September 2021)	Architecture	◇ Architectural Design ◇ Environmental Design ◇ Structural Design ◇ Architectural Theory	18
	Global Art Practice	Global Art Practice (Entrance examinations for international students)	*16
	Conservation	Conservation	7
		Buildings and Districts	
		Analytical Science	
		Materials Science	
Period 2 screening (administered January-February 2022)	Painting	Japanese Painting	50
		◇ Oil Painting ◇ Printmaking*2 ◇ Mural Painting ◇ Oil Painting Technique and Material	
	Sculpture	Sculpture	13
	Crafts	Metal Carving Metal Hammering Metal Casting Urushi-Art [Japanese Lacquer] (lacquer work, woodwork) Ceramics & Glass Textile Arts	26
		Design	
		Design	
		Intermedia Art	
	Aesthetics and Art History	Aesthetics Japanese and Asian Art History Western Art History History of Crafts Art Education Art Anatomy	21
		Global Art Practice	
	Conservation	Conservation	*118
Total			216

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

*2 Plans call for implementing a double degree program jointly with the Eugeniusz Geppert Academy of Art and Design of Poland beginning in the 2022 academic year. Details will be announced on the University website around autumn 2021.

3. Eligibility to Apply

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

1. Has graduated (or is expected to graduate by the end of March 2022) 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 a degree by the end of March 2022) as stipulated in Article 104, Paragraph 7 (National Institution for Academic Degrees and Quality Enhancement of Higher Education) of the School Education Act (Act No. 26 of 1947).
3. Has completed (or expects to complete by the end of March 2022) a 16-year program of school education in a foreign country.
4. Has completed (or expects to complete by the end of March 2022) 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 by the end of March 2022) 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 (or expects to complete by the end of March 2022), 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 (see Notification of the Ministry of Education, Science and Culture No. 5 of 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 above.
9. Other persons aged 22 or older who do not fulfill any of the requirements listed from 1 to 8, 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.

Note: Eligibility to apply will be reviewed on an individual basis for applicants who do not meet any of the requirements listed from 1 to 8 but wish to apply under eligibility described in 9. Obtain an application form from the Educational Affairs Section, Faculty of Fine Arts, and submit the required documents by registered mail as specified by the Graduate School. These documents must arrive by the stated deadline (Period 1 screening: July 26, 2021; Period 2 screening: October 12, 2021).

The application documents will be kept on hold until the screening for eligibility to apply is completed. Candidates will be notified of the results directly.

If you are certified as eligible to apply, complete the application procedures by the deadline specified by the Graduate School.

4. Standard Timeframe for Completing the Course Two years

5. List of Research Fields and Studios (Faculty Advisors)

Choose your desired studio (faculty advisor) from the list below when applying via the Internet. Information on studios and faculty advisors from among faculty members newly hired in the future (July 2021 and later) is planned to be posted to the Tokyo University of the Arts website.

Key: ○ indicates a faculty member who plans to retire at the end of March 2023 but is currently accepting student applications.

● indicates a faculty member who plans to retire at the end of March 2023 and is not accepting student applications.

(Concurrent post) indicates a faculty member concurrently serving in another studio in the Graduate School of Fine Arts.

(Dual post) indicates a researcher with the Tokyo National Research Institute for Cultural Properties who is also a faculty member at the Tokyo University of the Arts.

★ indicates a faculty member who is not accepting student applications for the 2022 academic year.

The studio information shown below is current as of July 2021. A revised version will be posted to the University website (http://admissions.geidai.ac.jp/en/?page_id=49) once faculty transfers for the 2022 academic year are finalized. Before entering a desired studio in the application form, check the latest version of this list.

Department	Research field	Studio	Faculty advisor
Painting	Japanese Painting	Japanese Painting Studio 1	Kazuho Ueda, Professor
			Yo Ebi, Associate Professor
		Japanese Painting Studio 2	Norihiko Saito, Professor
			Chiori Miyakita, Associate Professor
		Japanese Painting Studio 3 (including classical studies)	Seiji Yoshimura, Professor
			Keishi Takashima, Associate Professor
	Oil Painting	Oil Painting Studio 1	Masato Kobayashi, Professor
		Oil Painting Studio 2	(Appointment to begin April 2022)
		Oil Painting Studio 3	Taro Shinoda, Associate Professor
		Oil Painting Studio 4	Hiroshi Sugito, Associate Professor
		Oil Painting Studio 5	Yusuke Nishimura, Associate Professor
		Oil Painting Studio 6	Kaoru Usukubo, Associate Professor
		Printmaking Studio 1	Michael Schneider, Associate Professor
		Printmaking Studio 2	Seiichiro Miida, Professor
		Mural Painting Studio 1 (contemporary art, art projects)	Masato Nakamura, Professor
		Mural Painting Studio 2	○ Haruya Kudo, Professor
		Oil Painting Technique and Material Studio 1	Meo Saito, Associate Professor
		Oil Painting Technique and Material Studio 2	Takayuki Akimoto, Professor

Department	Research field	Studio		Faculty advisor
Sculpture	Sculpture	Sculpture Studio 1		Rieko Otake, Associate Professor
		Sculpture Studio 2		Takeshi Hayashi, Professor
		Sculpture Studio 3		Shinji Omaki, Professor
		Sculpture Studio 4		Motohiko Odani, Associate Professor
		Sculpture Studio 5		Shinichi Hara, Professor
		Sculpture Studio 6		Yasuyuki Nishio, Associate Professor
		Sculpture Studio 7		Junichi Mori, Professor
Crafts	Metal Carving	Studio 1		Hiroto mi Maeda, Professor
		Studio 2		Hiroki Iwata, Associate Professor
	Metal Hammering	Studio 1		Tomomi Maruyama, Professor
		Studio 2		Kazuhiko Shimura, Associate Professor
	Metal Casting	Studio 1		○ Kiyoshi Akanuma, Professor
		Studio 2		Yasunori Tanioka, Associate Professor
	Urushi-Art [Japanese Lacquer] (lacquer work, woodwork)	Studio 1 (lacquer work)		Norihiko Ogura, Professor
		Studio 2 (lacquer work)		Kodo Aoki, Associate Professor
		Studio 3 (woodwork)		Hidenori Sonobe, Lecturer
	Ceramics & Glass	Studio 1 (ceramics)		Ryo Mikami, Professor
		Studio 2 (ceramics)		Isamu Shiina, Associate Professor
		Studio 3 (glass)		(Concurrent post) Nobuyuki Fujiwara, Professor
	Textile Arts	Studio 1		(Appointment to begin April 2022)
		Studio 2		Keiya Hashimoto, Associate Professor
Design	Design	Context	Studio 1 (Design Civics)	Sputniko!, Associate Professor
			Studio 2 (Design Alternative)	Michihiko Yanai, Professor
			Studio 3 (Time & Space)	Taro Suzuki, Associate Professor
		Solution	Studio 4 (Visual Communication)	Kei Matsushita, Professor
			Studio 5 (Design Place)	Yasuhiro Kiyomizu, Professor
			Studio 6 (Design Prototyping)	Masahiko Nagahama, Professor
			Studio 7 (Design Experience)	Nobuyoshi Yamazaki, Associate Professor
		Basic	Studio 8 (Draw)	Kazutoshi Oshimoto, Associate Professor
			Studio 9 (Design Embody)	Kazuyuki Hashimoto, Professor
			Studio 10 (Design Critical)	Keiichi ro Fujisaki, Professor

Department	Research field	Studio		Faculty advisor
Architecture	Architectural Design	Architectural Design Studio 1		Ryuji Fujimura, Associate Professor
		Architectural Design Studio 2		Hideyuki Nakayama, Associate Professor
		Architectural Design Studio 3		Fumi Kashimura, Associate Professor
	Environmental Design	Environmental Design Studio 1		Jun Aoki, Professor
		Environmental Design Studio 2		Makoto Yokomizo, Professor
	Structural Design	Structural Design Studio 1		Mitsuhiro Kanada, Professor
	Architectural Theory	Architectural Theory Studio 1		Wataru Mitsui, Professor
		Architectural Theory Studio 2		Kaori Hasegawa, Lecturer
Intermedia Art	Intermedia Art	Perception and Memory	Studio 1 (Criticism/global society and art)	Natsumi Araki, Associate Professor
			Studio 2 (Photos and video)	Risaku Suzuki, Professor
			Studio 3 (Image, installations)	Chikako Yamashiro, Associate Professor
		Language and the Body	Studio 4 (Art communication, art projects)	Katsuhiko Hibino, Professor
			Studio 5 (Stage expression, textual expression)	Hiroshi Hasebe, Professor
		Art and Science	Studio 6 (Experimental music, media expression)	Kiyoshi Furukawa, Professor
			Studio 7 (Media art)	Kazuhiko Hachiya, Professor
		Materials and Creativity	Studio 8 (Photography, spatial expression)	Tokihiro Sato, Professor
			Studio 9 (Painting, installations)	Tsuyoshi Ozawa, Professor
			Studio 10 (Stage design)	Ai Harada, Associate Professor
Aesthetics and Art History	Aesthetics	Aesthetics 1		Takayuki Hayashi, Associate Professor
		Aesthetics 2		Tomoyuki Kawase, Associate Professor
	Japanese and Asian Art History	Japanese and Asian Art History 1		(Concurrent post) Mabi Katayama, Professor
		Japanese and Asian Art History 2		Miho Suga, Associate Professor
		Japanese and Asian Art History 3		Doshin Sato, Professor
		Japanese and Asian Art History 4		Seiichiro Matsuda, Professor
	Western Art History	Western Art History 1		Mikinosuke Tanabe, Professor
		Western Art History 2		Naoki Sato, Associate Professor
		Western Art History 3		Michiaki Koshikawa, Professor
	History of Crafts	History of Crafts		Mabi Katayama, Professor
	Art Education	Art Education Studio 1		Michiko Aoyagi, Associate Professor
		Art Education Studio 2		Godai Watanabe, Associate Professor
		Art Education Studio 3		Fumiya Kizu, Professor
	Art Anatomy	Art Anatomy Studio		Hideto Fuse, Professor

Department	Research field	Studio	Faculty advisor
Global Art Practice	Global Art Practice	Global Art Practice	Nobuyuki Fujiwara, Professor
			Yusaku Imamura, Professor
			Hiraku Suzuki, Associate Professor
			Chiaki Soma, Associate Professor
			Mina Lee, Associate Professor
			Yuko Mohri, Lecturer
Conservation	Conservation	Japanese Painting Studio 1	Kei Arai, Professor
		Japanese Painting Studio 2	Hanako Kunishi, Associate Professor
		Oil Painting Studio	Yuko Tsuchiya, Professor
			(Concurrent post) Takayuki Akimoto, Professor
		Sculpture Studio	Yasushi Okada, Associate Professor
			(Concurrent post) Junichi Mori, Professor
		Crafts Studio (Students in this studio are taught by faculty advisors in their respective research fields of the Crafts department (Metal Carving, Metal Hammering, Metal Casting, Urushi-Art [Japanese Lacquer] [lacquer work, woodwork], Ceramics & Glass, Textile Arts).	Mariko Kitano, Professor
			(Concurrent post) Norihiko Ogura, Professor
			(Concurrent post) Ryo Mikami, Professor
			(Appointment to begin April 2022)
		Buildings and Districts Studio	Katsuhisa Ueno, Professor
			(Concurrent post) Wataru Mitsui, Professor
	Conservation Science	Analytical Science Laboratory	Masahiko Tsukada, Professor
		Materials Science Laboratory 1	○ Fumiyoshi Kirino, Professor
		Materials Science Laboratory 2	Keiko Kida, Associate Professor
	Preventive Conservation (Partner research institution: Tokyo National Research Institute for Cultural Properties)	Museum Environment Studio	(Dual post) Nobuaki Kuchitsu, Professor
			(Dual post) Masahide Inuzuka, Professor
			(Dual post) Yoshinori Sato, Associate Professor
		Conservation Materials Studio	(Dual post) Noriko Hayakawa, Professor
			(Dual post) Masashi Abe, Associate Professor
			(Dual post) Yoshifumi Maekawa, Associate Professor

6. Application Procedures

◆ Application steps/methods

Applications for the Graduate School of Tokyo University of the Arts will be accepted via the Internet starting with the entrance examinations for the 2017 academic year. The steps/methods for application procedures are outlined below. Complete procedures [①](#) and [②](#) by the designated deadlines and mail the required documents [③](#) to the University by the deadline for submission. Application procedures will be deemed complete when it has been confirmed there are no discrepancies in the documents received and that the applicant is eligible to apply. Applicants may print admission tickets from the Internet application site once their applications have been accepted.

* Applicants to the department of Global Art Practice

Application procedures and methods for the Period 2 screening for the department of Global Art Practice (MFA Course) differ from those for other departments. For more information, see the 2022 Tokyo University of the Arts Graduate School of Fine Arts (MFA Course) Guidance for Prospective Students: Global Art Practice Period 2 Screening.

①	Internet application registration (See pp. 10–12 for details.)	Using a PC or similar device, access the Internet application site from the University's entrance examination information site and enter and register the necessary information.
▼		
②	Payment of the screening fee (See pp. 13–15 for details.)	After completing procedure ① above, conduct the procedures for payment of the screening fee based on the instructions provided on the Internet application site.
▼		
③	Sending required documents to apply (See pp. 16–18 for details.)	After completing procedure ② above, print the required documents from the University's entrance examination information site and the Internet application site and send them by post to the University, together with all other required documents.
▼		
④	Printing the admission ticket (See pp. 19–20 for details.)	You can print your admission ticket from the Internet application site after confirmation of your eligibility to apply and acceptance of your application. Each applicant must print his or her admission ticket and bring it with him or her on the examination date.

◆ Application periods

	Department	Internet application registration period and screening fee payment period	Deadline for submitting required documents
Period 1 screening	Architecture	From 10:00 am, July 28 (Wednesday), 2021 Until 11:59 pm, August 4 (Wednesday), 2021	Must be received by August 6 (Friday), 2021 (date as postmarked). * Examinees residing overseas should send applications by a reliable delivery method such as DHL or EMS. Contact the Educational Affairs Section of the Faculty of Fine Arts by email (bijutsu.kyomu@ml.geidai.ac.jp) to submit advance notification of the approximate delivery date.
	Conservation		
	Conservation Science		
	Preventive Conservation		
Period 2 screening	Painting	From 10:00 am, November 17 (Wednesday), 2021 Until 11:59 pm, November 24 (Wednesday), 2021	Must be received by November 26 (Friday), 2021 (date as postmarked). * Examinees residing overseas should send applications by a reliable delivery method such as DHL or EMS. Contact the Educational Affairs Section of the Faculty of Fine Arts by email (bijutsu.kyomu@ml.geidai.ac.jp) to submit advance notification of the approximate delivery date.
	Sculpture		
	Crafts		
	Design		
	Intermedia Art		
	Aesthetics and Art History		
	Global Art Practice		
	Conservation – Conservation (Japanese Painting, Oil Painting, Sculpture, Crafts)		

◆ Notes on application

- When applying online, note that simply registering your information on the Internet application site does not mean that application procedures are complete. The screening fee (see pp. 13–15) must be paid by the payment deadline and the required documents (see pp. 16–18) mailed to the University by registered express mail before the deadline for submission.
- Your application will be accepted once the academic history and other information shown on your submitted application form are confirmed to meet the requirements for eligibility to apply. You may then print your admission ticket from the Internet application site (see pp. 19–20).
- In certain cases, an application may not be accepted if discrepancies or omissions are identified in the required documents submitted.
- You may not amend any submitted documents for any reason after your application has been accepted.

◆ Prior consultations for applicants with disabilities

Applicants requiring special accommodations for examinations or special consideration during their studies at the Graduate School should consult in advance with the Educational Affairs Section of the Faculty of Fine Arts. Enter the required information on the request form found on the “Accepting a request for special testing and studying accommodations” page on the University entrance examination information site. Submit this form by registered mail, along with a doctor’s certificate and other required documents. The request form and attachments must arrive no later than Wednesday, July 21, 2021, for Period 1 screening (administered in September) or Friday, October 22, 2021, for Period 2 screening (administered in January-February).

* Applicants to the department of Global Art Practice for Period 1 screening (entrance examinations for international students) are requested to email the Educational Affairs Section of the Faculty of Fine Arts by Monday, August 2, 2021, attaching digital files of a doctor’s certificate and other required documents. See the Guidance for Prospective International Students for details.

Please also promptly consult the Educational Affairs Section of the Faculty of Fine Arts if an applicant is injured in an accident after the application deadline.

Submit to:


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

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

Consult with (email): bijutsu.kyomu@ml.geidai.ac.jp

- Notes:
- Consult with the University well in advance. It may take a considerable period of time (one or two months) to reply.
 - Please note that not all requests made through prior consultation can be granted.

- **Direct any inquiries concerning how to operate the Internet application site or how to pay the screening fee to:**
DISCO Inc. Learning/Education Support Center
Tel: 0120-202-079 (10:00 am – 6:00 pm, Mon. – Fri., closed Sat., Sun., holidays, and year-end and New Year’s; open 24 hours/day during the application period) (Japanese language only)
Email: cvs-web@disc.co.jp (available in Japanese and English)
* The contact point above cannot respond to questions concerning entrance examinations.
 - **Direct any inquiries concerning entrance examinations to:**
Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts
Tel: 050-5525-2122 (9:00 am – 12:30 pm, 1:30 pm – 4:30 pm, Mon. – Fri., closed Sat., Sun., holidays, the University’s summer vacation, and year-end and New Year’s) (Japanese language only)
* Any inquiries should be made by the applicant him or herself, except where unavoidable.

Please check the following before starting your online application:	
Check your personal computer operating environment	<p>Use one of the following browsers to apply online from a personal computer:</p> <ul style="list-style-type: none"> • Microsoft Internet Explorer 11 or later • Microsoft Edge, latest version • Google Chrome, latest version • Mozilla Firefox, latest version • Apple Safari 8 or later <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>
Set up your email	<p>The following four emails will be sent to the registered email address:</p> <ol style="list-style-type: none"> ① Email notification of initial password assigned when signing up for My Page ② Automatic reply email upon completing registration to apply ③ Automatic reply email upon completing remittance for screening fee ④ Notification email to obtain an admission ticket <p>All emails will be sent from no-reply@e-apply.jp. Set your account to receive messages from this address in advance.</p> <p>* You will be contacted at your registered email address if we identify any omissions or other issues with the documents you submitted. Be sure to check your email regularly.</p>
Prepare an ID photo	<p>You must provide one ID photo (up to 2 MB). The photo must be in color, show the top half of your body facing forward, without a hat, and taken within the last three months. Use the image shown below as a reference.</p> <p><Examples of unacceptable photos></p> <p>Photos that are blurry or edited, contain a dark background, include multiple people, have the area around the eyes obscured with long hair, and show the face in profile are not accepted.</p> 
Documents proving your eligibility to apply	<p>Referring to pages 16–18, prepare necessary submission documents before the submission deadline. Be sure to prepare documents proving your eligibility to apply before registering for the online application.</p>
Prepare an envelope	<p>Prepare a standard K2 rectangular envelope (240 mm × 332 mm) to submit the application documents.</p>
Prepare printer paper	<p>Print all documents from the Internet application site on white A4-size printer paper.</p>

* Please also refer to the Preparation section on the Internet application site.

1 Internet application registration

Online Application Flow

The online application flow is as follows:




STEP
1

Preparations

Make sure you can use a personal computer with an Internet connection, a printer, and other required items. It may take some time for the required documents* to be issued.

Begin preparing early to ensure you receive the required documents in time.

* Required documents: Certificate of graduation, transcripts, etc.
See p. 17 of this Guidance for more information.




STEP
2

Access the application site

Access from Internet application site ▶ <https://e-apply.jp/ds/geidai-net/>

Or


Examination information site ▶ <https://admissions.geidai.ac.jp>




STEP
3

Sign up for My Page


Follow the onscreen instructions to enter the necessary information and sign up for My Page. If you already have signed up for My Page, proceed to STEP 4.




① To sign up for the first time, log in from **マイページ登録**




② Register your email address, then click **仮登録メールを送信**




③ On the user registration page, click **ログインページへ**




④ Your initial password and the URL of the final signup page will be sent to your registered email address.
* Configure your email client to accept messages from the @e-apply.jp domain name.




⑤ On the login page, enter your registered email address and the initial password you received in ④, then click **ログイン**





⑥ Change your initial password.



⑦ Enter your personal information and click **次へ**



⑧ Check your personal information and click **この内容で登録する**

⑨ Signup procedure is complete.
Click **マイページへ**.





⑩ The above screen appears when you have successfully signed up for My Page.
* Proceeding to the application procedures is permitted only during the period in which applications are accepted.
Click **出願手続きを行う** during the application period. Click **ログアウト** outside this period.

STEP

4

Register your application

Review the steps and notes provided on the screen. Enter the necessary information as instructed.

① After logging in to My Page, click **出願手続きを行う** to access the registration page.

② Select your entrance examinations and review the notes.

③ Select your desired faculty, etc.

④ Upload an ID photograph.
Click **写真選択へ** and choose a photo.

⑤ Enter personal information (e.g., name, address).


⑥ Check the application details.
Click **入学願書(サンプル)** to view a sample application.

⑦ Application registration complete
Click **引き続き支払う** to proceed to the screening fee payment page.

⑧ Screening fee payment methods
☐ Convenience store
☐ Pay-easy compatible bank ATM
☐ Internet banking ☐ Credit card

⑨ PDF of required document (example)

* Available for printing only after the screening fee is paid.



If you chose to pay the screening fee at a convenience store or a Pay-easy compatible bank ATM, write the number displayed after you select the payment method. This is required to complete your payment. Pay the screening fee at a convenience store or Pay-easy compatible bank ATM by the indicated payment deadline.

7-Eleven

Payment slip number (13 digits)	
---------------------------------	--

Daily Yamazaki, Seicomart

Online settlement number (11 digits)	
--------------------------------------	--

Lawson, Ministop, FamilyMart, Pay-easy compatible bank ATM

Customer number (11 digits)	
Verification number (6 digits)	
Receiving institution number (5 digits)	5 8 0 2 1

* The receiving institution number is needed when paying by Pay-easy.

You will be sent a confirmation email once your application registration is complete. If your email client is set to filter emails by domain name, please configure it to accept messages from the @e-apply.jp domain.
 * In some cases, you may find the confirmation email in your spam folder.

If you notice a mistake in the registration information, do not pay the screening fee. Instead, click on "Correction" on My Page and correct the information before proceeding to the payment procedures. Note that the registration information cannot be revised after you pay the screening fee.

* If you select a credit card to pay the fee, the payment will be completed at the same time your application is registered.

— 11 —

[Notes on Internet application registration]

- Note that the 12-digit reception no. displayed upon completion of Internet application registration differs from the examinee number.
- Note that if you fail to complete payment procedures by 11:59 pm within four days after completion of Internet application registration (four days including the date on which you registered your application), all registered application data will be considered cancelled and will be deleted. * However, if the date on which application registration is completed is less than four days before the payment deadline, the payment deadline will apply.
- If you notice a mistake in the registration information, do not pay the screening fee. Instead, click on “Correction” on My Page and correct the information before proceeding to the payment procedures. Note that the registration information cannot be revised after you pay the screening fee.
- You may be asked to resubmit a photo if the one you submit is determined not to be appropriate as an application photo.

For applicants to the department of Intermedia Art
(Filling out the application form)

While the actual selection of research areas takes place following admission, enter your desired research area on the application form to enable more objective selection based on knowledge of the kinds of research areas in which applicants are interested.

2 Paying the screening fee

STEP

5



Pay the screening fee

1 Payment by credit card

You can choose to pay by credit card and complete payment when registering your application.

[Accepted credit cards]

VISA, MasterCard, JCB, American Express, MUFG, DC, UFJ, NICOS



Payment completed during application registration

2 Payment by Internet banking

After registering, you will be redirected to the page of the relevant financial institution. Follow the onscreen instructions to complete the payment.

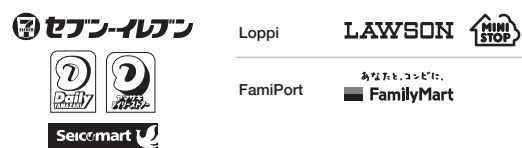
* The account used for payment must be an Internet banking account.

Payment completed on the Web

3 Payment at convenience store

Make a note of the required number(s) displayed after application registration. Complete your payment at a convenience store.

- Payable at cash register
- Payable using an in-store terminal



4 Payment at Pay-easy compatible bank ATM

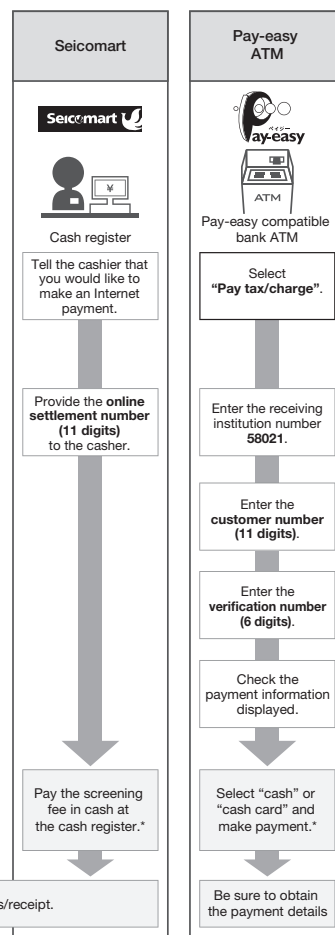
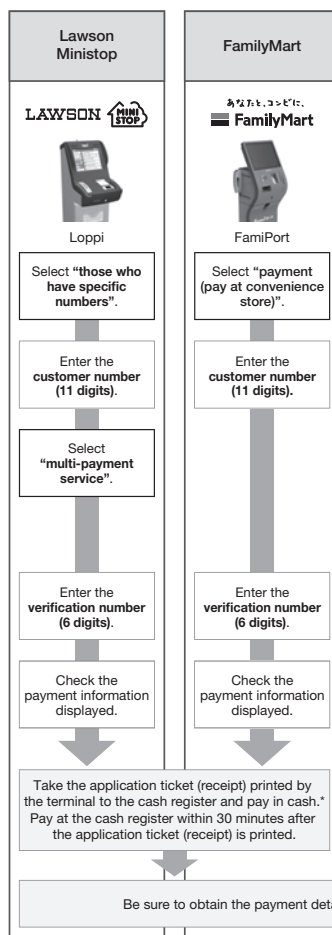
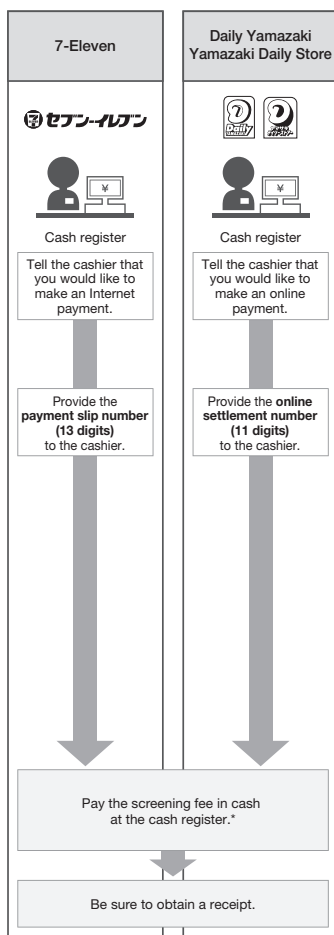
Make a note of the required numbers displayed after application registration. Complete your payment at a Pay-easy compatible bank ATM as instructed on the ATM screen.



* The payment method selection page lists compatible banks.

Enter the necessary information as instructed on the screen of the convenience store terminal or ATM.
Review your information displayed, then pay the screening fee.

3 Convenience store



* When paying using a Japan Post Bank or bank ATM, pay using an ATM card if the cash payment exceeds 100,000 yen. Convenience stores accept cash payments of up to 300,000 yen.

② Paying the screening fee

Remit the screening fee after completing registration of the online application as indicated in ①. After completing application registration, please follow either ① or ② to remit the screening fee.

① Click on the “Payment” button after completing registration application.

② Log in to My Page and complete payment procedures.

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

Screening fee	Period for payment of screening fee		
36,000 yen	Period 1 screening	From July 28 (Wednesday), 2021 Until 11:59 pm, August 4 (Wednesday), 2021	Payment must be made by 11:59 pm within four days, including the date you completed registration of your application online. * However, if the date you completed registration of your application is less than four days prior to the end of the payment period, the end of the payment period on the left will apply.
	Period 2 screening	From November 17 (Wednesday), 2021 Until 11:59 pm, November 24 (Wednesday), 2021	

* You may be charged a separate remittance charge depending on the payment method you choose.

Payment method	Financial institution, etc.
Convenience store	7-Eleven / Lawson, Ministop (Loppi) / FamilyMart (FamiPort) / Daily Yamazaki / Seicomart
Credit card	MUFG / DC / UFJ / NICOS / VISA / MasterCard / JCB / American Express
Post office/bank ATM	ATMs compatible with Pay-easy
Internet banking	Internet banking compatible with Pay-easy / PayPay Bank / Rakuten Bank / SBI Sumishin Net Bank / au Jibun Bank

* An email notice of completion of payment procedures will be sent to your registered email address once you complete the procedures for paying the screening fee.

[Notes on the screening fee]

- See “Payment Method” on the home page of the Internet application site for details, notes, and other information concerning payment procedures.
- You cannot pay the screening fee after the end of the payment period.
- Note that if you fail to complete payment during the payment period, your registration information will be deleted.
- You cannot download and print the documents and other materials required for the application until payment of the screening fee is complete. (* This does not apply to applicants who are Japanese-government-funded international students or to applicants for whom the screening fee has been waived at the time of application.)
- **Applicants who are Japanese-government-funded international students at the time of application need not pay the screening fee. However, Japanese-government-funded international students must submit a Japanese Government Scholarship for Foreign Students Certificate issued by his or her university, together with the required documents shown under ③ (see pp. 17–18).**

- If you are paying by credit card, make sure your card is valid. The card does not need to be in the name of the applicant.
- If you cannot pay using your credit card, try a different card or choose another payment method (for example, paying at a convenience store).

[Screening fee waiver system]

We will waive screening fees for applicants affected by large-scale wind or water damage or similar disasters in Japan as part of special measures to secure educational opportunities for such applicants. Check the University's entrance examination information site (<http://admissions.geidai.ac.jp/kenteiryo-menjo/>) for details of the procedures.

① Application period:

- Up to the day one week before the start date of the application period for each entrance examination

② Documents to submit

- Screening Fee Waiver Application Form (form designated by the University)
- Copy of disaster victim's certificate (issued by municipal government or other authority), etc.

③ Note

- **Conduct Internet application registration after you learn the results of your waiver application.**

Address any inquiries to: Entrance Examination Section, Student Affairs Division, Tokyo University of the Arts
12-8 Ueno Koen, Taito-ku, Tokyo 110-8714
Tel: 050-5525-2075 / Fax: 03-5685-7763
Email: nyuusi-k@ml.geidai.ac.jp

[Refunds of screening fees]

We will not refund the screening fee after payment except in the cases below:

- The screening fee was paid and the necessary documents submitted, but the University did not accept the application.
- The screening fee was paid, but the necessary documents were not submitted.

In either of the above cases, request a refund as follows:

Provide the required information on the University's designated Screening Fee Refund Request Form (download and print the form from the University's entrance examination information site), affix your official seal, and send by post to the address below:

Send to : Accounting Section, Strategic Planning Division, Tokyo University of the Arts
12-8 Ueno Koen, Taito-ku, Tokyo 110-8714

Notes: • We will not refund remittance charges incurred when the screening fee was paid.

- Any remittance charges incurred to refund the screening fee will be deducted from the amount returned by the University to the applicant.
- Remittance of refunds normally takes about 2–3 months following receipt of the Screening Fee Refund Request Form.
- The deadline for submitting the Screening Fee Refund Request Form is March 31, 2022 (date as postmarked). No screening fees will be refunded in cases in which the form is not submitted by the deadline.

3 Mailing the documents required for application

STEP

6

Print and mail the required documents

Note that registration alone does not complete the application.

Print the documents available to download after registering your application and paying the screening fee and mail them over the counter at a post office by simplified registered express mail, along with the other required documents during the application period.

* The documents must be postmarked no later than the application deadline.

Required documents

■ Documents required for application

For more information, see "[3] Mailing the documents required for application" on p. 17 of this Guidance.

Mail to

Faculty of Fine Arts, Tokyo University of the Arts,
12-8 Ueno Koen, Taito-ku, Tokyo 110-8714



Envelope name and address label

Affix the label to a standard K2 rectangular envelope
(24 cm × 33.2 cm).

Printing the application form



(1) Click **入学願書(PDF)** on My Page.

(2) The **入学願書(PDF)** button will be active once payment is complete.
Click to print the application form.

* After acceptance of your application, we will not return the screening fee or required documents submitted.

<Application complete>

Notes on applying

Your application is complete only after you complete the registration process on the Internet application site, pay the screening fee, and mail the required documents.

Note that applications will not be accepted if the documents are not received by the deadline, whether or not the registration is complete.

Internet application is available 24 hours/day. The application registration must be completed by 11:59 pm on the application deadline date, the screening fee must be paid by the application deadline date (business hours vary by convenience store, ATM, etc.), and the required documents must be postmarked by the application deadline date. Give yourself plenty of time to prepare your application.

③ Mailing the documents required for application

Submit the documents required for the application after paying the screening fee (②). Print the relevant forms and the envelope name and address label downloaded from the Internet application site and the University's entrance examination information site, affix the envelope name and address label to the envelope, enclose all documents required for the application in the envelope, and send to the University by **simplified registered express mail** before the specified deadline.

If you reside overseas, send the documents to the University by DHL, EMS, or other reliable delivery method.

Required document	Instructions	To be submitted by	Notes
Documents certifying eligibility to apply	Submit the following two documents demonstrating your eligibility to apply: ① University academic transcripts (If you transferred universities, also submit your academic transcripts from the previous university[ies].) ② University diploma (or certificate of anticipated graduation) * Submit the original documents for both ① and ② above (copies, even if in color, will not be accepted). * Attach a <u>Japanese translation</u> if written in English, Chinese, or any language other than Japanese.	All applicants	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. Required from research students and other nonregular students other than those receiving Japanese government funding. The date of issuance does not matter.
Application form	Print these in color after downloading them from the Internet application site and submit. (The photo card will print automatically when you print the application form.)		In principle, the name you provide must be identical to the name on your family register. You may enter your address as of the time you fill out the form as your current address. If you are not a Japanese national, enter your visa status.
Photo card			
Name and address label sheet for sending admission procedure documents	Provide the necessary information on the label sheet printed from the Internet application site and submit the sheet. (The name and address label sheet for sending admission procedure documents will be printed automatically when you print the application form.)		The name and address label sheet is used to send admission procedure documents to final successful applicants.
Statement of reasons for application	Print the form designated by the University on p. 42 of this Guidance, provide the necessary information, and submit the form. You can also print this form by clicking on "Download Documents" on the Internet application site or clicking on "大学院入試 (Graduate School Entrance Examinations)" and then "各種様式 (Forms)" on the University's entrance examination information site. http://admissions.geidai.ac.jp/postgraduate/youshiki/		
Copy of passport	Submit a copy of the passport page showing your face photograph and name.	All international students	
Other ①-③	① An applicant who is an international student residing in Japan must submit his or her certificate of residence (showing visa status and visa period) issued by the municipality of residence or a copy of his or her residence card. (This is not required from current Tokyo University of the Arts students or Japanese-government-funded international students at the Tokyo University of the Arts.)	As applicable	Check the descriptions under "Other ①-③" and prepare the required documents if they apply.
	② A Japanese-government-funded international student must submit a Japanese Government Scholarship for Foreign Students Certificate (showing his or her enrollment status and enrollment period) issued by his or her university in addition to the document under ① above.		
	③ If your current family name differs from that shown on any certificate or other document, submit a certificate attesting to the name change (for example, an official partial copy of a family register).		


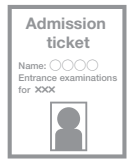
Items to prepare for sending the documents required for the application	
Envelope	Prepare a standard K2 rectangular envelope (240 mm × 332 mm).
Envelope name and address label	Print the name and address label downloaded from the Internet application site. The name and address label will print automatically when you print the application form. Affix the printed name and address label to the envelope, enclose all the documents required for the application in the envelope, and send it to the University.

Submit the necessary documents to: Faculty of Fine Arts, Tokyo University of the Arts, 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714

[Notes on documents required for the application]

- The documents required for the application must arrive by post no later than the specified deadline. **No documents brought to the University in person will be accepted.** Documents required for the application postmarked outside the valid period will not be accepted for any reason.
- No inquiries will be responded to concerning whether or not documents required for the application sent by post have been received.
- **Attach a Japanese translation if a document is in a language other than Japanese.** (The translation need not be certified by a public certificate. The applicant may translate the document him or herself.)
- Do not submit any documents other than those specified by the Graduate School.
- Remove certificates and other documents from the envelopes in which they were placed by the issuing party before submitting them. (The envelopes do not need to be submitted.)
- **In principle, all certificates submitted must be originals.**
- **As a general rule, the documents submitted will not be returned. If you are submitting the original of a certificate or other document that cannot be reissued and you wish to have it returned, be sure to attach a note indicating that fact.**
- When sending the documents required for the application, enclose documents for a single applicant per envelope. (If documents for multiple applicants are submitted in a single envelope, all the documents enclosed will be invalidated.)
- The University may request the submission of other certificates or other documents, if it deems necessary.
- If your current family name differs from that shown on any certificate or other document, submit a certificate attesting to the name change (for example, an official partial copy of a family register; photocopies are acceptable).

4 Printing the admission ticket

STEP	Print your admission ticket	
7	<p>You can download the admission ticket from the Internet application system after the University confirms that your application form submitted is complete and accepts your application. Admission tickets will be available for printing starting on the date indicated on p. 20 of this Guidance. Be sure to print and bring the ticket with you on the examination date. (Note that the University will not mail admission tickets.)</p> <p>* A notice will be sent to the email address you registered during application to notify you that your admission ticket is ready to print.</p> <p>[Note on printing] Be sure to print the admission ticket in color (single sided) on standard A4-sized printer paper.</p>	 
✓ ✓ ✓		

④ Printing the admission ticket

You can print your admission ticket from the Internet application site after acceptance of your application. A notice will be sent to your registered email address to indicate that your admission ticket is ready to print. After receiving this notice by email, log in to My Page and **print your admission ticket in color (single sided) on A4-sized printer paper. Cut out along the dotted line and bring with you on the examination date.** Note that **the University will not mail admission tickets.**

	Department		Admission tickets available for printing
Period 1 screening	Architecture		Starting at 4:00 pm, August 31 (Tuesday), 2021
	Conservation	Conservation (Buildings and Districts)	
		Conservation Science	
		Preventive Conservation	
Period 2 screening	Painting		Starting at 4:00 pm, December 24 (Friday), 2021
	Sculpture		
	Crafts		
	Design		
	Intermedia Art		
	Aesthetics and Art History		
	Global Art Practice		
	Conservation – Conservation (Japanese Painting, Oil Painting, Sculpture, Crafts)		

[Notes concerning admission tickets]

- **Be sure to review the information provided on the admission ticket after printing it.** Contact the Educational Affairs Section of the Faculty of Fine Arts by September 2 (Thursday), 2021 for Period 1 screening or January 4 (Tuesday), 2022 for Period 2 screening if the information shown on your admission ticket differs from the information you registered on the Internet application site. (You can review the information provided on registration by clicking on “Confirm Application/Print Application Documents for Fine Arts” at the bottom of the home page of the Internet application site.)
- Contact the Educational Affairs Section of the Faculty of Fine Arts by September 2 (Thursday), 2021 for Period 1 screening or January 4 (Tuesday), 2022 for Period 2 screening if you are unable to print the admission ticket after the time it should be available for printing.
- An admission ticket must be presented on the examination date. You will not be able to take the examination using just the reception no. you received when registering your application or other information.
- The reception no. received when you completed Internet application registration is not the same as your examinee number.
- Note that if you change your email address after completion of application registration, you will not be able to receive the email message notifying you that the admission ticket is ready to print.

Contact: Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts, tel. 050-5525-2122 (9:00 am – 12:30 pm, 1:30 pm – 4:30 pm, Mon. – Fri., closed Sat., Sun., holidays, the University’s summer vacation, and year-end and New Year’s) (Japanese language only)

7. Submitting/Picking Up Works, Essays, Portfolios, etc.

All applicants to research fields other than those of Art Anatomy, Conservation Science, and Preventive Conservation must submit works, essays, portfolios, etc. The process of submitting and picking up these materials is outlined below.

1. See “Screening examination content and methods” for each research field, starting on p. 23, for information on the content, submission methods, and other details regarding the works, essays, portfolios, etc. to be submitted.
2. You must submit a portfolio when applying to the departments of Oil Painting, Sculpture, Crafts, Design, Architecture, Intermedia Art, and Art Education. A portfolio refers to a file containing materials that provide an easily understandable overview of the applicant’s activities to date. See “Screening examination content and methods” for each research field, starting on p. 23, for information on how to submit a portfolio.
3. When submitting, affix a Submitted Work, Essay, Portfolio, etc. Form **For Attachment** on p. 41 of this Guidance to each work, essay or portfolio and submit a Submitted Work, Essay, Portfolio, etc. Form **For Submission** for each work to the designated office. (For research fields for which you are instructed to submit by post, enclose the Submitted Work, Essay, Portfolio, etc. Forms **For Submission** in the envelope.) For the research field of Japanese Painting, submit only the Submitted Work, Essay, Portfolio, etc. Forms **For Attachment**.

Applicants to the research field of Intermedia Art must prepare digital files of all materials to be submitted and their respective Submitted Work, Essay, Portfolio, etc. Forms **For Submission**, save the files to a USB memory device or SD card, and send by post.

* The main purposes of the Submitted Work, Essay, Portfolio, etc. Forms are to certify that the works submitted are those of the examinee and to prevent works from getting mixed up with those of other examinees after submission. An applicant to a department for which the certification field needs to be filled out who is unable to obtain certification in that field by his or her faculty advisor must obtain certification by another third party familiar with his or her abilities. Attach this to all works, essays, etc. unless otherwise instructed.

4. When delivering or picking up works, examinees must enter the University campus through the main gate and follow signs or instructions given by the examination staff. If you are using a shipping company, make arrangements to ensure that the delivery will arrive during the time specified for each research field and be sure to be present in person when it is delivered.
(If special measures are required [such as use of a large crane], **be sure to consult with the relevant studio in advance**. Since there is very little parking space available on campus and around Ueno Park, vehicles must leave the premises promptly after completing delivery or pickup.)
5. The examinee him or herself must submit/pick up works, essays, portfolios, etc. at the specified date and time. (If the help of others is required, the examinee must make the relevant arrangements him or herself and must be present.) Submission/pickup is not permitted outside the specified date and time.
(Note that works not picked up at the specified date and time will be disposed of by the University.)
6. Works that present impediments in terms of safety management, health, or sanitation will not be accepted.
7. When submitting works, bring the admission ticket printed from the Internet application site.

* Note

Due to the effects of COVID-19, applicants for this academic year may be asked to submit work, essays, portfolios, and other materials online in digital format in place of the procedures above.

Notification of such changes will be posted to the University’s entrance examination information site. Please check the site regularly.

Period 1 screening (for the departments of Architecture and Conservation [Conservation, Buildings and Districts])

Research field		Submission date, time, and location	Return date, time, and location
Architectural Design, Environmental Design, Structural Design, Architectural Theory		September 2 (Thursday), 3 (Friday), 9:00 am – 4:00 pm Educational Affairs Section, Faculty of Fine Arts (Must arrive during the designated period if sent by post.) * Submit the portfolio and essay in digital format, separately of materials sent by post. Follow the instructions on p. 23 for submission procedures.	After end of entrance examinations on September 23 (Thursday) Architecture Studio
Conservation	Buildings and Districts	September 17 (Friday), 9:00 am – 4:00 pm Educational Affairs Section, Faculty of Fine Arts (Must arrive during the designated period if sent by post.)	After end of interviews on September 22 (Wednesday) As instructed by the department of Conservation

Period 2 screening (for the departments of Painting, Sculpture, Crafts, Design, Intermedia Art, Aesthetics and Art History, and Conservation)

Research field		Submission date, time, and location	Return date, time, and location
Japanese Painting		February 12 (Saturday), 9:00 am – 10:30 am As instructed on the preceding day by the Japanese Painting Studio	After end of interviews on February 12 (Saturday) Japanese Painting Studio
Oil Painting, Printmaking, Mural Painting, Oil Painting Technique and Material		February 7 (Monday), 10:00 am – 12:00 noon, 1:00 pm – 3:00 pm Oil Painting Studio	February 12 (Saturday), 10:00 am – 12:00 noon, 1:00 pm – 3:00 pm Oil Painting Studio
Sculpture		February 12 (Saturday), 10:00 am – 3:00 pm (Accepted: 10:00 am – 11:30 am) Sculpture Studio	February 15 (Tuesday), 10:00 am – 3:00 pm Sculpture Studio
Metal Carving	* See pp. 27–30 for more information on submission dates and times.	February 12 (Saturday) Submitting portfolios	After end of interviews on February 14 (Monday) Each studio * Metal Hammering: After end of interviews on February 13 (Sunday) Metal Hammering Studio
Metal Hammering		February 13 (Sunday) Submitting works Metal Hammering, Urushi-Art [Japanese Lacquer] (lacquer work, woodwork), Ceramics & Glass	
Metal Casting		February 14 (Monday) Submitting works Metal Carving, Metal Casting, Textile Arts	
Urushi-Art [Japanese Lacquer] (lacquer work, woodwork)		If you are sending a work using a shipping company, send it to arrive during the morning of February 10 (Thursday), with “Work for _____” indicated in red on the outside of the package. Send to: _____ Studio of the Department of Crafts, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714 (Enter the name of the research field where blank spaces are shown above.) See the instructions for each research field on pp. 27-30 for instructions given by individual studios.	
Ceramics & Glass			
Textile Arts			
Design		First-stage examinations 9:00 am – 4:00 pm, February 3 (Thursday) – February 4 (Friday) (Must arrive during this period.) Send the following two items to the Educational Affairs Section of the Faculty of Fine Arts by post: (A) File of works (portfolio) (B) Research plan * Follow the instructions on p. 30 when submitting (A) and (B) above.	* Return of portfolios of those who did not pass the first-stage examination: 1:00 pm – 4:00 pm, February 11 (Friday) Educational Affairs Section, Faculty of Fine Arts Contact the Educational Affairs Section of the Faculty of Fine Arts if you would like the portfolio to be returned by post. * Postage paid by addressee * Portfolios will be disposed of on or after March 20 (Sunday) if the applicant’s address and contact information is unknown.
		Second-stage examinations (for those who have passed the first-stage examinations) 10:00 am – 12:00 noon, February 16 (Wednesday) Joint Design Studio	5:00 pm – 7:00 pm, February 16 (Wednesday) Joint Design Studio
◎ Intermedia Art		Submit by post in digital format from January 12 (Wednesday) to 4:00 pm, January 19 (Wednesday) (Japan time). Follow the instructions on p. 31 for submission procedures.	Digital files of portfolios and other submitted materials will not be returned.
Aesthetics, Japanese and Asian Art History, Western Art History, History of Crafts		January 4 (Tuesday) – 7 (Friday) Submit a copy of an essay and abstract printed and bound into one volume and a PDF file of the essay and abstract. * Follow the instructions on p. 32 when submitting the above. 9:00 am – 4:00 pm, Educational Affairs Section, Faculty of Fine Arts (accepted only on weekdays if brought in person) Must arrive during the above period if sent by post. Send by registered mail with “Aesthetics and Art History Graduation Thesis Enclosed” written in red on the envelope. Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714	The Aesthetics and Art History Department Office will provide instructions after examinations are complete.
Art Education		February 14 (Monday), 11:00 am – 3:00 pm * The Art Education Studio will provide instructions on the above date.	February 15 (Tuesday), after the end of interviewing all examinees * The Art Education Studio will provide detailed instructions.
Conservation	Japanese Painting	February 10 (Thursday), 1:00 pm – 3:00 pm Information will be posted on campus on the above date.	February 13 (Sunday) After end of interviews The Conservation department will provide instructions on the above date.
	Oil Painting		
	Sculpture		
	Crafts		

Note: Studios accepting submission of works, essays, portfolios, etc. denoted by a double circle (◎) in the table above are located in Toride Campus. Others are located in Ueno Campus.

8. Content, Dates, and Times of Entrance Examinations

The Graduate School determines whether to admit a student based on a comprehensive evaluation that includes examinations of academic abilities (including written, practical, and oral examinations) conducted by the Graduate School, an interview, and a review of documents, essays, portfolios, etc. submitted by the applicant.

Applicants who fail to complete even one of the assigned examinations (including submission of works and other materials) will be disqualified. Note that screening fees will not be refunded (even if you show up for the examination on the wrong date).

Use of mobile phones and other electronic devices with photographic and communication functions is prohibited on campus. Such items may be held for you by the University or individual studios during the examination period.

Note (all departments)

Examination dates, screening methods, and other details in this Guidance are subject to change in light of COVID-19 and related social conditions. Decisions regarding such changes will be posted promptly to the University's entrance examination information site.

Note (all departments)

Bring a lunch and beverage if you have examinations in both the morning and the afternoon. (Examinees will not be allowed to leave the campus during breaks.)

Period 1 screening (administered in September 2021)

Department	Research field	Date and time		Screening examination content and methods
Architecture	Architectural Design	September 2 (Thursday) — September 3 (Friday)	9:00 am – 4:00 pm	Portfolio and short essay (1) Portfolio Provide a clear summary of the applicant's activities to date. Clearly indicate if the portfolio contains any collaborative works. Submit a digital file separately (up to 20 MB). (2) Short essay In approximately 1,600 characters, summarize your reasons for applying to the MFA Course and your research program in your desired studio. Additionally, submit a digital file separately. • Submit the portfolio and short essay to the Educational Affairs Section of the Faculty of Fine Arts during the period indicated at left. Any materials sent by post must arrive during this period. • Information on how to submit the portfolio and short essay in digital format will be sent to the email address registered with your Web application.
		Environmental Design		
	Structural Design	* ¹ September 20 (Monday) Meeting time and location: 8:30 am in front of the main entrance to Main Building	9:00 am – 11:00 am	Written exam (Architectural History)
			11:15 am – 12:15 pm	Written exam (English) (No use of dictionaries permitted)
			1:00 pm – 2:30 pm	Written exam (Structure Mechanics)
	Architectural Theory		3:00 pm –	Interview (conducted by the faculty advisor for the applicant's desired studio)
		* ¹ September 22 (Wednesday) Meeting time and location: 8:30 am in front of the main entrance to Main Building	9:00 am – 5:00 pm	Practical examination on design (Bring drafting and coloring tools.)
	* ¹ September 23 (Thursday) Meeting time and location: 8:30 am in front of the main entrance to Main Building	9:00 am –	Presentation and explanation of work prepared in practical examination on design on the previous day and Q&A session	

* Note (department of Architecture)

Due to the effects of COVID-19, some or all entrance examinations for this academic year scheduled for Monday, September 20, Wednesday, September 22, and Thursday, September 23 may be administered online in place of the procedures specified above. Any changes in examination procedures will be announced on the University's entrance examination information site by Tuesday, August 31.

Note: Ideally, each applicant to the department of Conservation should have the nature and scope of the department in Conservation explained in person in his or her desired studio before submitting the application form.
 Conservation (Buildings and Districts) Studio: 050-5525-2284
 Conservation Science Studio: 050-5525-2285
 Preventive Conservation Studio: 03-3823-2297

Department	Research field	Date and time		Screening examination content and methods
Conservation	Conservation (Buildings and Districts)	September 17 (Friday)	9:00 am – 4:00 pm	Submitting a portfolio (one portfolio) Submit to: Educational Affairs Section, Faculty of Fine Arts (must arrive during the period at left if sent by post.) When submitting a work, etc., affix the Submitted Work, Essay, Portfolio, etc. Form [For Attachment] to the work and submit the Submitted Work, Essay, Portfolio, etc. Form [For Submission] to the designated office. The works submitted will be returned after the end of interviews on September 22 (Wednesday). Note: Portfolio dimensions must not exceed A3 paper size. A single portfolio may contain no more than three pieces of works or research results.
		September 20 (Monday) Meeting time: 9:30 am Main Building main entrance lobby	10:00 am – 4:00 pm	Practical examination <pencil drawing (cross-section diagram, etc.)>
		September 21 (Tuesday) Meeting time: 8:30 am Main Building main entrance lobby	9:00 am – 10:30 am	Written examinations (1) Short essay exam on conservation and restoration
			11:00 am – 12:30 pm	(2) Exam on desired specialization
		September 22 (Wednesday)	1:00 pm –	Interview
	Conservation Science	September 20 (Monday) Meeting time: 9:30 am Main Building main entrance lobby	10:00 am – 12:00 noon	Written examination (English) (Each examinee may bring one printed English-Japanese dictionary. Note that electronic dictionaries are not permitted.)
			12:45 pm – 2:45 pm	Written examination Examination on basic knowledge concerning conservation science
			3:00 pm – 5:00 pm	Short essay
		September 21 (Tuesday) Meeting time: 9:30 am Main Building main entrance lobby	10:00 am – 1:00 pm	Written examination, etc. Assigned as appropriate depending on the examinee's specialization. Practical examination on experiment techniques or other matters may be conducted as well. Interview and oral examination
			2:00 pm –	
		September 22 (Wednesday) Meeting time to be indicated on September 20 Main Building main entrance lobby	10:00 am –	

* Note (research field of Conservation [Buildings and Districts], department of Conservation)
 Due to the effects of COVID-19, entrance examinations for this academic year may be administered online or submission of portfolios may be accepted online in digital format in place of the procedures specified above. Any changes in examination procedures will be announced on the University's entrance examination information site by Tuesday, August 31.

Department	Research field	Date and time		Screening examination content and methods
Conservation	Preventive Conservation	September 20 (Monday) Meeting time: 9:30 am Main Building (main entrance lobby)	10:00 am – 12:00 noon	Written examination (English) (Examinees will be loaned English-Japanese dictionaries. Do not bring your own.)
			12:45 pm – 2:45 pm	Written examination Examination of basic knowledge concerning cultural property conservation and science
			3:00 pm – 5:00 pm	Short essay
		September 21 (Tuesday) Meeting time: 9:30 am Main Building (main entrance lobby)	10:00 am – 1:00 pm	Written examination, etc. Assigned as appropriate depending on the examinee's specialization. Practical examination on experiment techniques or other matters may be conducted as well. } Interview and oral examination
			2:00 pm –	
		September 22 (Wednesday) Meeting time to be indicated on September 20 Main Building (main entrance lobby)	10:00 am –	

Period 2 screening (administered in January – February 2022)

Department	Research field	Date and time		Screening examination content and methods
Painting	Japanese Painting	February 11 (Friday) Meeting time: 8:30 am In front of the main entrance to Painting Building	9:00 am – 4:00 pm	Practical examination (Human figure: pencil drawing. The University will provide paper for the examination. Bring your own drawing tools and erasers.)
		February 12 (Saturday)	9:00 am – 10:30 am	Submitting works (Two pieces in size no. 50 (up to 116.7 cm × 116.7 cm) The works must have been created within the past year. Mount on panels (with no frames). Submit a portfolio of your own works (up to 10 pages in length on A4-size paper) in addition to the works. Submit to: Instructions will be provided from the Japanese Painting Studio on the preceding day.
			1:00 pm – 12:45 pm Meeting time: 12:45 pm In front of the main entrance to Painting Building	Interview
	Oil Painting	February 7 (Monday)	10:00 am – 12:00 noon 1:00 pm – 3:00 pm	[Submitting works] Do not send works by post. Submit to: Oil Painting Studio (Information about where to submit works will be posted near the entrance to the Painting Building.) * The applicant must be present for the delivery and pickup of submitted works and must follow the instructions provided by the Oil Painting Studio. (In general, leave works propped up against walls or placed on the floor. Do not mount on walls or other fixtures using nails or screws. The applicant is responsible for providing the stand or other fixture if required for the display of submitted works.) ◆ Oil Painting research field (A) One work (up to 228 cm × 182 cm; up to 228 cm in depth) * The work must have been created within the past year. (B) One file of drawings (C) One portfolio ◆ Printmaking research field (A) Up to two works * The work must have been created within the past year. (B) Indication of future research intentions (may include preliminary sketches, work plans, or text.) ◆ Mural Painting research field (A) One work (up to 228 cm × 182 cm; up to 228 cm in depth) * The work must have been created within the past year. (B) One file of drawings (C) One portfolio ◆ Oil Painting Technique and Material research field (A) One work (up to 228 cm × 182 cm; up to 228 cm in depth) * The work must have been created within the past year. (B) One file of drawings (C) One portfolio
	Printmaking			
	Mural Painting			
	Oil Painting Technique and Material	February 10 (Thursday)	9:00 am – 11:00 am Meeting time: 8:20 am Elevator hall, first floor, Painting Building	Practical examination (Drawing The University will provide paper, etc. (Bring your own set of drawing materials and erasers.)
				Interview (To be conducted after practical examination Instructions concerning methods and start times will be provided on the day of the interview.)

Department	Research field	Date and time		Screening examination content and methods
Sculpture	*Sculpture	February 12 (Saturday)	10:00 am – 3:00 pm	<p>Submitting a work and portfolio Submit to: First Floor, Sculpture Building Accepted: 10:00 – 11:30 am (Accepted only during the above hours, except in special circumstances) Work: One piece of sculpture • Must have been created within the past year. • Be sure to check with the Sculpture Studio before application if your work is longer than three meters on a single side or weighs more than three tons. (Sculpture Studio: tel. 050-5525-2163) • Enter the dimensions of the work (H × W × D) as accurately as possible on the application site. (Requests to secure minimum exhibition space will be rejected.) • If the work requires an electric power supply or incorporates video, prepare <u>instructions on how to start up</u> the work and be sure to submit the instructions when setting up the work. • Bring with you all tools and materials required to carry in and remove the work. (No pedestals will be provided.)</p> <p>Portfolio: One portfolio in A4 paper size • Submit no more than 30 pages including plans (e.g., rough sketches, drawings, etc.) for production following admission. • Submission method: To be submitted at the same time as acceptance of works • Return method: To be returned at the same time as removal of works</p>
		February 14 (Monday) Meeting time to be indicated on February 12 In front of the main entrance to Sculpture Building	10:00 am –	Interview
Crafts	Metal Carving	February 12 (Saturday) Meeting time: 12:30 pm In front of Open Factory, Factory Complex	12:40 pm – 12:50 pm	Submit a portfolio (in A4 paper size, contained in a file with no more than 20 pockets). Submit to the Crafts Studio.
			1:00 pm – 4:00 pm	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Sunday) Meeting time: 9:30 am In front of Open Factory, Factory Complex	10:00 am – 4:00 pm	Practical examination (techniques specific to metal carving) (Bring writing tools, a set of chisels for carving, a metal hammer [otafuku], and a grindstone for chisels.)
		February 14 (Monday) Meeting time: 9:30 am Main Building main entrance lobby	10:00 am – 3:00 pm	Written examination (Specialized knowledge in metal carving) Submitting works and sitting for the interview (Bring three to five pieces of works created within the past two years and sit for the interview.) * Do not send works by post. Submit to: Metal Carving Studio
	Metal Hammering	February 12 (Saturday) Meeting time: 12:30 pm In front of Open Factory, Factory Complex	12:40 pm – 12:50 pm	Submit a portfolio (in A4 paper size, contained in a file with no more than 20 pockets). Submit to the Crafts Studio.
			1:00 pm – 4:00 pm	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Sunday) Meeting time: 9:30 am In front of Open Factory, Factory Complex	10:00 am – 5:00 pm	Practical examination (techniques specific to metal hammering) (Bring writing tools, metal hammers [one set for shibori], and metal scissors.) Written examination (Specialized knowledge in metal hammering) Submitting works (Submit up to three pieces of your own works created within the past year.) Submit to: Metal Hammering Studio
				Interview

Note (for the department of Sculpture)

* Should COVID-19 or other circumstances make it difficult to accept the submission of works or conduct or interviews, changes in submission and interview procedures will be announced on the University's entrance examination information site on February 1, 2022.

Department	Research field	Date and time		Screening examination content and methods
Crafts	Metal Casting	February 12 (Saturday) Meeting time: 12:30 pm In front of Open Factory, Factory Complex	12:40 pm – 12:50 pm	Submit a portfolio (in A4 paper size, contained in a file with no more than 20 pockets). Submit to the Crafts Studio.
			1:00 pm – 4:00 pm	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Sunday) Meeting time: 9:30 am In front of Open Factory, Factory Complex	10:00 am – 4:00 pm	Practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 14 (Monday) Meeting time: 9:30 am In front of Metal Casting entrance, Building B, Factory Complex	10:00 am – 11:00 am	Written examination (Specialized knowledge in metal casting)
			12:00 noon – 4:00 pm	Submitting works and sitting for the interview (Bring up to three pieces of your own works and sit for the interview.) Submit to: Metal Casting Studio
	Urushi-Art [Japanese Lacquer] (lacquer work)	February 12 (Saturday) Meeting time: 12:30 pm In front of Open Factory, Factory Complex	12:40 pm – 12:50 pm	Submit a portfolio (in A4 paper size, contained in a file with no more than 20 pockets). Submit to the Crafts Studio.
			1:00 pm – 4:00 pm	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Sunday) Meeting time: 9:00 am In front of Open Factory, Factory Complex	9:00 am – 9:50 am	Submitting works (Submit up to three pieces of your own works created within the past two years.) * Must be set up within 50 minutes. Contact the Urushi-Art [Japanese Lacquer] Studio before applying if you are unable to bring the works yourself or would prefer to send them by post. (Urushi-Art [Japanese Lacquer] Studio: 050-5525-2191) Submit to: Urushi-Art [Japanese Lacquer] Studio
			10:00 am – 5:00 pm	Morning: Written examination (Specialized knowledge in lacquer work) Afternoon: Practical examination: Bring a set of the following supplies: (Three maki-e brushes, tamehake brushes [large, small], spatulas [large, small], pencil, eraser, knife for pencil sharpening)
		February 14 (Monday) Meeting time: 9:30 am Elevator hall, 5F, Factory Complex	10:00 am – 4:00 pm	Interview
	Urushi-Art [Japanese Lacquer] (woodwork)	February 12 (Saturday) Meeting time: 12:30 pm In front of Open Factory, Factory Complex	12:40 pm – 12:50 pm	Submit a portfolio (in A4 paper size, contained in a file with no more than 20 pockets). Submit to the Crafts Studio.
			1:00 pm – 4:00 pm	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Sunday) Meeting time: 9:00 am In front of Open Factory, Factory Complex	9:00 am – 9:50 am	Submitting works (Submit up to three pieces of your own works created within the past two years.) * Must be set up within 50 minutes. Contact the Urushi-Art [Japanese Lacquer] Studio before applying if you are unable to bring the works yourself or would prefer to send them by post (Urushi-Art [Japanese Lacquer] Studio: 050-5525-2191). Submit to: Urushi-Art [Japanese Lacquer] Studio
			10:00 am – 5:00 pm	Morning: Written examination (Specialized knowledge in woodwork) Afternoon: Practical examination (Bring writing tools.)

Department	Research field	Date and time		Screening examination content and methods
Crafts	Urushi-Art [Japanese Lacquer] (woodwork)	February 14 (Monday) Meeting time: 9:30 am Elevator hall, 5F, Factory Complex	10:00 am – 4:00 pm	Interview
	Ceramics & Glass (ceramics)	February 12 (Saturday) Meeting time: 12:30 pm In front of Open Factory, Factory Complex	12:40 pm – 12:50 pm	Submit a portfolio (in A4 paper size, contained in a file with no more than 20 pockets). Submit to the Crafts Studio.
			1:00 pm – 4:00 pm	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Sunday) Meeting time: 9:30 am In front of Open Factory, Factory Complex	10:00 am – 5:00 pm	Submitting works Submit to: Ceramics Studio * Set up the work(s) on the designated stand (1,200 mm × 1,300 mm). You will be given 30 minutes to complete the setup.
				Practical examination (Bring a set of tools needed for color and pencil sketching.)
				Written examination (Specialized knowledge in ceramics)
		February 14 (Monday) Meeting time: 9:45 am (Overglaze painting room)	10:00 am – 5:00 pm	Interview
	Ceramics & Glass (glass)	February 12 (Saturday) Meeting time: 12:30 pm In front of Open Factory, Factory Complex	12:40 pm – 12:50 pm	Submit a portfolio (in A4 paper size, contained in a file with no more than 20 pockets). Submit to the Crafts Studio.
			1:00 pm – 4:00 pm	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Sunday) Meeting time: 9:30 am In front of Open Factory, Factory Complex	10:00 am – 5:00 pm	Submitting works Submit to: Ceramics Studio * Set up the work(s) on the designated stand (1,200 mm × 1,300 mm). You will be given 30 minutes to complete the setup.
				Practical examination (Bring a set of tools needed for color and pencil sketching.)
				Written examination (specialized knowledge in glass work)
		February 14 (Monday) Meeting time: 9:45 am (Overglaze painting room)	10:00 am – 5:00 pm	Interview
	Textile Arts	February 12 (Saturday) Meeting time: 12:30 pm In front of Open Factory, Factory Complex	12:40 pm – 12:50 pm	Submit a portfolio (in A4 paper size, contained in a file with no more than 20 pockets). Submit to the Crafts Studio.
			1:00 pm – 4:00 pm	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)

Department	Research field	Date and time		Screening examination content and methods
Crafts	Textile Arts	February 13 (Sunday) Meeting time: 9:30 am In front of Open Factory, Factory Complex	10:00 am – 4:00 pm	Written examination (Specialized knowledge in textile arts)
				Practical examination (A notice specifying the necessary tools and materials will be provided on the preceding day.)
		February 14 (Monday) Meeting time to be indicated on the preceding day (Textile Arts workshop)	10:00 am – 4:00 pm	Submitting works and sitting for the interview (Bring about five pieces of your own works and sit for the interview.) Submit to: Textile Arts Studio
Design	Design	First-stage examinations February 3 (Thursday) – February 4 (Friday)	9:00 am – 4:00 pm	Submit a file of works and a research plan. (These must be submitted by post and arrive during the period indicat- ed to the left. Only those sent from overseas will be accepted if arriving before the period indicated to the left.) Submit to: Educational Affairs Section, Faculty of Fine Arts (A) Works file (portfolio) * A3 size, compiled into one book (B) Research plan (Roughly 2,000 characters on A4-size paper, con- cerning individual research topics you plan to study in graduate school) Be sure to fill out and submit the Submitted Work, Essay, Portfolio, etc. Form (For Submission and For Attach- ment) for each of the submissions under (A) and (B) above.
		Second-stage examinations February 16 (Wednesday) Meeting time: 9:30 am Reception, 3F, Factory Complex	10:00 am – 12:00 noon	(C) Submitting works (Submit three to five pieces of works created within the past two years. The appli- cant will be disqualified if the works are deemed not to be his or her own works.) * To be submitted only by applicants who have passed the first-stage examinations (See p. 35 concerning announcement of successful applicants.) * You are responsible for preparing any equipment and materials needed to submit the works yourself. External communication connections to personal computers or mobile phones, via the Internet or other means, are not permitted when submitting works. If you are submitting Internet-based works, you must prepare data for submission that are available offline. * For works for which it would be difficult to bring the actual piece, submitting a panel display is acceptable. * Submit works entirely placed or set up within the designated space. Works may not be hung on or suspended from the walls. * Contact the Joint Design Studio in advance if you are submitting large works or others that present unusual requirements.
			1:00 pm – 4:00 pm	Presentation and interview examination
			5:00 pm – 7:00 pm	Carrying out works

Department	Research field	Date and time		Screening examination content and methods
Intermedia Art	Intermedia Art	<p style="text-align: center;">First-stage examinations</p> <p style="text-align: center;">January 12 (Wednesday) — 4:00 pm, January 19 (Wednesday) (Japan time; must arrive during this period.)</p> <p style="text-align: center;">Submit to: Joint Faculty Advisors' Office, Intermedia Art, Toride Campus, Tokyo University of the Arts 5000 Omonma, Toride, Ibaraki Prefecture 302-0001</p> <p>(Send by registered mail with "MFA Portfolio Enclosed" written in red on the envelope. Do not submit in person.) If sending from overseas, use a reliable delivery method such as DHL or EMS.</p>		<p>1. Submitting a portfolio</p> <ul style="list-style-type: none"> • Submit an A4-sized portfolio of up to 60 pages in length in PDF format. • File format: PDF; maximum file size: 120 MB • Use the filename "Examinee no. ____ : 2022 Intermedia Art MFA Entrance Exam Portfolio" (enter your examinee number in the space). <p>2. Submitting reference materials</p> <ul style="list-style-type: none"> • Optionally, the applicant may submit no more than one of the following types of reference materials to supplement the portfolio. Send a digital file with the filename "Examinee no. ____ : 2022 Intermedia Art MFA Entrance Exam Reference Material" (enter your examinee number in the space). <p>① A video file up to three minutes long. File format: MOV or MP4. Resolution: 1280 × 720 (max.). Maximum file size: 300 MB</p> <p>② An audio file up to three minutes long. File format: AIFF or WAV, stereo (no more than two channels). Maximum file size: 300 MB</p> <p>③ A collection of photographs, in slideshow format in a video up to three minutes long. File format: MOV or MP4. Resolution: 1280 × 720 (max.). Maximum file size: 300 MB</p> <p>④ Up to 40 pages of printed materials scanned from a book, essay (offprint*), or report. File format: PDF. Maximum file size: 300 MB</p> <p>* Academic journals typically contain essays contributed by multiple authors combined into a single publication. An offprint refers to a copy of the applicant's essay only, extracted from a journal for ease of reading.</p> <p>3. How to submit Prepare digital files of the materials to submit under 1 and 2 above, save them to a USB memory device or SD card, and send by post to the Joint Faculty Advisors' Office, Intermedia Art, Toride Campus. When submitting these materials, affix the Submitted Work, Essay, Portfolio, etc. Form on page 41 to each of 1. Portfolio and 2. Reference Materials. Provide the required information on the form, make a digital copy, and attach to each of the materials.</p> <p>4. Note No special consideration will be given for losses attributable to reasons such as incomplete files or corrupted files. Note that submitted reference materials will not be returned. Files must be readable and playable in Mac OS 10.12 and later.</p>
		February 9 (Wednesday) Meeting time: 10:00 am	11:00 am – 1:00 pm	Short essay
		<p style="text-align: center;">Second-stage examinations</p> <p style="text-align: center;">February 16 (Wednesday) or February 17 (Thursday)</p> <p style="text-align: center;">Media Classes, Toride Campus</p>		<p>Interview</p> <p>* Interview examinations will be conducted on one of the following days: February 16 (Wednesday) or February 17 (Thursday). Details will be announced at the time of announcement of successful applicants in the first-stage examinations. (See p. 35.)</p>

Department	Research field	Date and time		Screening examination content and methods
Aesthetics and Art History	Aesthetics	January 4 (Tuesday)	9:00 am – 4:00 pm	Essay submission: Submit ㉠ a copy of an essay and abstract printed and bound into one volume and ㉡ a PDF file of the essay and abstract. Send ㉠ by post to the address below. In principle, essays and abstracts submitted will not be returned. If you wish to have your essay and abstract returned, enclose a return envelope (with postage affixed and a return address indicated). Instructions on how to send ㉡ will be sent at a later date to the email address registered at the time of application.
		January 7 (Friday)		Submit to: Educational Affairs Section, Faculty of Fine Arts (If sent by post, this must arrive during the period indicated to the left.) Submit an essay (such as a graduation thesis) within your desired research field (Aesthetics, Japanese and Asian Art History, Western Art History, History of Crafts). (If sending by post, send this essay separately. Do not send it with the application form.) Send by registered mail with “Aesthetics and Art History Graduation Thesis Enclosed” written in red on the envelope. Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714 * Attach to the essay a Japanese abstract of approximately 2,000 characters in length. * In principle, essays must be submitted in Japanese. However, certain research fields may accept essays written in other languages. We encourage you to inquire via the Educational Affairs Section of the Faculty of Fine Arts (see p. 8 of this Guidance) before the start of the Internet application registration period to determine the Department will accept an essay in your desired language.
	Japanese and Asian Art History	* Applicants who wish to submit the essays in person must do so on weekdays.		(Applicants expecting to graduate in March 2022 from the Department of Aesthetics and Art History of Tokyo University of the Arts do not need to submit an essay and abstract if the subject of his or her graduation thesis matches his or her desired research field in the graduate school.)
Aesthetics and Art History	Western Art History	February 14 (Monday) (Meeting time: 9:30 am Main Building main entrance lobby)	10:00 am – 12:00 noon	Written examination (foreign language ability; all examinees will be lent identical dictionaries at the examination location; dictionaries provided are English-Japanese, German-Japanese, French-Japanese, Italian-Japanese, and Chinese-Japanese for the examinations in English, German, French, Italian, and classical Japanese and Asian languages (Japanese and Chinese classics), respectively; only pencils and mechanical pencils are allowed to be used.) ◆ Applicants to the research fields of Aesthetics and Western Art History: (Take examinations in two languages chosen from the following: English, German, French, and Italian.) ◆ Applicants to the research field of Japanese and Asian Art History: (Take an examination in one language chosen from English, German, French, and Italian as well as the examination in classical Japanese and Asian languages (Japanese and Chinese classics). However, applicants desiring to study modern art history in the research field of Japanese and Asian Art History should take examinations in two languages chosen from the following: English, German, French, Italian, and classical Japanese and Asian languages (Japanese and Chinese classics).) ◆ Applicants to the research field of History of Crafts: (Applicants desiring to study Western craft history should take examinations in two languages chosen from the following: English, German, French, and Italian. Applicants desiring to study Japanese and Asian craft history should take an examination in one language chosen from English, German, French, and Italian as well as an examination in classical Japanese and Asian languages (Japanese and Chinese classics).)
	History of Crafts			

Department	Research field	Date and time		Screening examination content and methods
Aesthetics and Art History	Aesthetics			
	Japanese and Asian Art History	February 16 (Wednesday) Meeting time and place to be indicated on February 14 (Monday)	10:00 am –	Oral examination
	Western Art History			
	History of Crafts			
	Art Education	February 12 (Saturday) Meeting time: 10:00 am Main Building main entrance lobby	10:30 am – 12:00 noon	Translation examination (1): English - Japanese (May bring a dictionary; however, electronic dictionaries are not permitted.)
			1:00 pm – 2:30 pm	Written examination (2): Short essay on practical skill
			3:00 pm – 4:30 pm	Written examination (3): Short essay on theory
		February 13 (Sunday) Meeting time: 9:30 am Main Building main entrance lobby	10:00 am – 4:00 pm	Practical examination [Bring drawing materials. Paper, pasteboard, and easels will be provided by the University.]
		February 14 (Monday) Meeting time: 11:00 am Main Building main entrance lobby	11:00 am – 3:00 pm	Submit the following: ① Three to five pieces of practical works (Works must have been created within the past year.) Video materials must not exceed five minutes in length. (No need to bring monitors, players, etc. Contact the University regarding other media.) ② One portfolio Submit to: Instructions to be provided by the Art Education Studio.
		February 15 (Tuesday) Meeting time and place to be indicated on February 14 (Monday)	10:00 am –	Interview
	Art Anatomy	February 10 (Thursday) Meeting time: 9:30 am Main Building main entrance lobby	10:00 am – 12:00 noon	Written examination (English) (May bring a dictionary; however, electronic dictionaries are not permitted.)
			1:00 pm – 3:00 pm	Written examination (short essay)
		February 11 (Friday) Meeting time: 10:00 am Main Building main entrance lobby	10:30 am – 12:30 pm	Interview
			1:30 pm – 4:30 pm	Testing in power of observation (pencil drawing) [While the University will provide paper, drawing boards, and easels, bring your own pencils.]

Note: Ideally, each applicant to the department of Conservation should be provided an explanation of the nature of the department in Conservation (in a briefing) by his or her desired studio before submitting the application form.

Japanese Painting (Conservation) Studio: 050-5525-2276

Oil Painting (Conservation) Studio: 050-5525-2278

Sculpture (Conservation) Studio: 050-5525-2279

Crafts (Conservation) Studio: 050-5525-2281

Department	Research field	Date and time		Screening examination content and methods
Conservation	Conservation (Japanese Painting Oil Painting Sculpture Crafts)	February 10 (Thursday)	1:00 pm – 3:00 pm	Submitting a work (one recent piece in your desired specialization; graduation work not acceptable) Submit to: To be posted on campus on the date [When submitting a work, affix the Submitted Work, Essay, Portfolio, etc. Form <u>For Attachment</u> to the work and submit the Submitted Work, Essay, Portfolio, etc. Form <u>For Submission</u> to the designated office. The works submitted will be returned on February 13 (Sunday) after the end of interviews.] ◆ Painting (Japanese Painting, Oil Painting): Work (size 30; must be a work created within the past year and not yet publicly displayed) and reference materials ◆ Sculpture: Work (of a size capable of being transported by one person) and reference materials ◆ Crafts: Work (of a size capable of being transported by one person) and reference materials
		February 11 (Friday) Meeting time: 9:30 am Main Building main entrance lobby	10:00 am – 4:00 pm	Practical examination (pencil drawing)
		February 12 (Saturday) Meeting time: 8:30 am Main Building main entrance lobby	9:00 am – 10:30 am	Written examinations (1) Examination on conservation and restoration
			11:00 am – 12:30 pm	(2) Examination on desired specialization
		February 13 (Sunday) Meeting times to be indicated on February 12; meeting place: Main Building main entrance lobby		Interview

Note (research field of Conservation [Japanese Painting, Oil Painting, Sculpture, Crafts], department of Conservation)

Due to the effects of COVID-19, procedures for entrance examinations and submitting works and other materials for this academic year are subject to change. Any changes in examination procedures will be announced on the University's entrance examination information site by Friday, January 28, 2022.

9. Entrance Examination Locations (Faculty of Fine Arts, Tokyo University of the Arts)

Ueno Campus (12-8 Ueno Koen, Taito-ku, Tokyo)

- Approximately a 10-minute walk from JR Ueno Station (Park Exit) or Uguisudani Station
- Approximately a 15-minute walk from Ueno Station on the Tokyo Metro Ginza and Hibiya Lines; about a 10-minute walk from Nezu Station on the Tokyo Metro Chiyoda Line

Toride Campus (5000 Omonma, Toride, Ibaraki Prefecture)

- Approximately a 15-minute ride on the Otone Kotsu Bus from the East Exit of JR Toride Station. Get off at the Tokyo Geijutsu Daigaku bus stop right in front of the campus, or get off at the Tokyo Geidaimae bus stop and then walk for about 10 minutes.

* Entrance examinations for the department of Intermedia Art are conducted at the Toride Campus.
(See p. 40.)

10. Announcement of Successful Applicants

○ Announcement of successful applicants in first-stage examinations (departments of Design and Intermedia Art only)

Examinee numbers of successful applicants and other information will be posted on the University website (<http://admissions.geidai.ac.jp>) as outlined below.

Period 2 screening (Department of Design)	1:00 pm on February 11 (Friday), 2022
Period 2 screening (Department of Intermedia Art)	1:00 pm on February 12 (Saturday), 2022

* Be sure to check whether or not you have passed the examinations, because information on the second-stage examinations may be posted at the same time.

* Applicants who fail to pass the first-stage examinations are ineligible to take the second-stage examinations. Admission procedures will take place after the announcement of final successful applicants.

○ Announcement of final successful applicants

Examinee numbers of successful applicants and other information will be posted on the University website (<http://admissions.geidai.ac.jp>) as outlined below.

Period 1 screening (Architecture, Conservation [Conservation-Buildings and Districts, Conservation Science, Preventive Conservation])	10:00 am on September 29 (Wednesday), 2021 (Admission procedure documents will be sent to successful applicants on or around February 22, 2022.)
Period 2 screening (All departments not included in Period 1 screening)	10:00 am on February 20 (Sunday), 2022 (Admission procedure documents will be sent to successful applicants on or around February 22, 2022.)

[Notes on announcement of successful applicants in first-stage examinations and announcement of final successful applicants]

1. No inquiries will be accepted by telephone.
2. Note that due to heavy traffic, it may be difficult to access the University website around the time the results are announced. If this happens, try again later.

11. Admission Procedures

(1) Period for completing admission procedures

Accepted by post only

Must arrive by March 11 (Friday), 2022.

Applicants who fail to complete admission procedures during the above period will be considered to have declined the admission.

(2) Fees

- Pay fees using the remittance forms distributed after the announcement of successful applicants.

Type	Amount	Remarks
Enrollment fee ^{*1}	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 dues ^{*2}	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 course.

Payment of tuition is required after admission.

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

*** Not required from Japanese-government-funded international students**

- ① Any change in tuition during your time as an enrolled student will enter into effect at the time of the change.
- ② In principle, tuition is paid by direct debit from the student's bank account. Submit the Direct Debit Application Form during the admissions process.
- ③ Planned dates of direct debiting in the 2022 academic year are in late May for the first semester and in late November for the second semester.

(3) Teaching materials expenses

Following admission, in addition to the tuition and fees above, students are required to pay teaching materials expenses. Each studio will inform students of payment procedures and other specifics.

Department, research field	Amount	Breakdown of teaching materials expenses
Painting (Oil Painting, Printmaking, Mural Painting, Oil Painting Technique and Material)	60,000 yen	Entire amount paid after admission
Crafts (glass)	50,000 yen	Instructions to be provided by Studio after admission
Design	70,000 yen	Entire amount paid after admission
Architecture	60,000 yen	Entire amount paid after admission
Intermedia Art	130,000 yen	Entire amount paid after admission
Global Art Practice	300,000 yen	Instructions to be provided by Studio after admission
Conservation (Oil Painting)	50,000 yen	Instructions to be provided by Studio after admission

* The amounts shown above are for the student's time in the MFA Course, not annual amounts.

(4) Other

Your visa responsibility

- Apart from the admission procedures, **it is your responsibility as an international student to obtain an appropriate visa to stay and study in Japan.** You may come to Japan on a short-term stay visa to take the examination. Note that you must obtain student visa status before enrolling.

12. Exemption/Deferral of Enrollment Fee/Tuition

The University offers a program to exempt/defer the enrollment fee and tuition. To benefit from this program, check the following application conditions, then complete the designated procedures **before paying your enrollment fee or tuition.**

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

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

(1) Exemption from enrollment 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 enrollment fee
- ② Cases in which it is recognized that it would be difficult for the applicant to pay the enrollment fee due to conditions arising within one year prior to admission, 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 Cases equivalent to those described under ① above which are determined by the President of the University as qualifying for exemption

(2) Deferral of enrollment 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 enrollment fee by the payment deadline
- ② Cases in which it is recognized that it would be difficult for the applicant to pay the enrollment 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 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

(3) Exemption from tuition

- 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
- ② Cases in which it is recognized that it would be difficult for the applicant to pay tuition due to conditions arising within the 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 applicant due to a natural disaster

(4) Deferral of tuition

- 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

13. 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 the above tuition fees 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 from tuition fees described above.

14. Disclosure of Information on Entrance Examinations

Individual results of screening and entrance examinations for the Graduate School of Fine Arts (MFA Course) will be disclosed only if requested by **the examinee him or herself** (released in a notice sent by post to an address in Japan only).

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

1. How to apply

Applications are accepted by post only. The examinee him or herself must print and complete the Request for Release/Notice of Entrance Examination Results appended to this Guidance, attach a photocopy of the University's admission ticket (current students at the University may submit photocopies of their student ID cards) and a return envelope (N3 rectangular envelope [12 cm × 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. Write "Request for Release of Entrance Examination Results Enclosed" in red on the front of the envelope. (The results will be sent at a later date by simple registered mail.)

2. When to apply

To be accepted, applications must be postmarked during the following periods:

Examinees taking Period 1 screening entrance examinations: October 29 (Friday) – November 18 (Thursday), 2021

Examinees taking Period 2 screening entrance examinations: June 1 (Wednesday) – 30 (Thursday), 2022

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, we will send notices of results all at once in late December 2021 for Period 1 screening examinations and in late July 2022 for Period 2 screening examinations.

15. 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 fees and tuitions.

(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 tuitions 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 Environmental Improvement Support Committee (organization intended to support activities such as improvements in University facilities to enhance the University's campus environment)

University Campuses

Ueno Campus

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

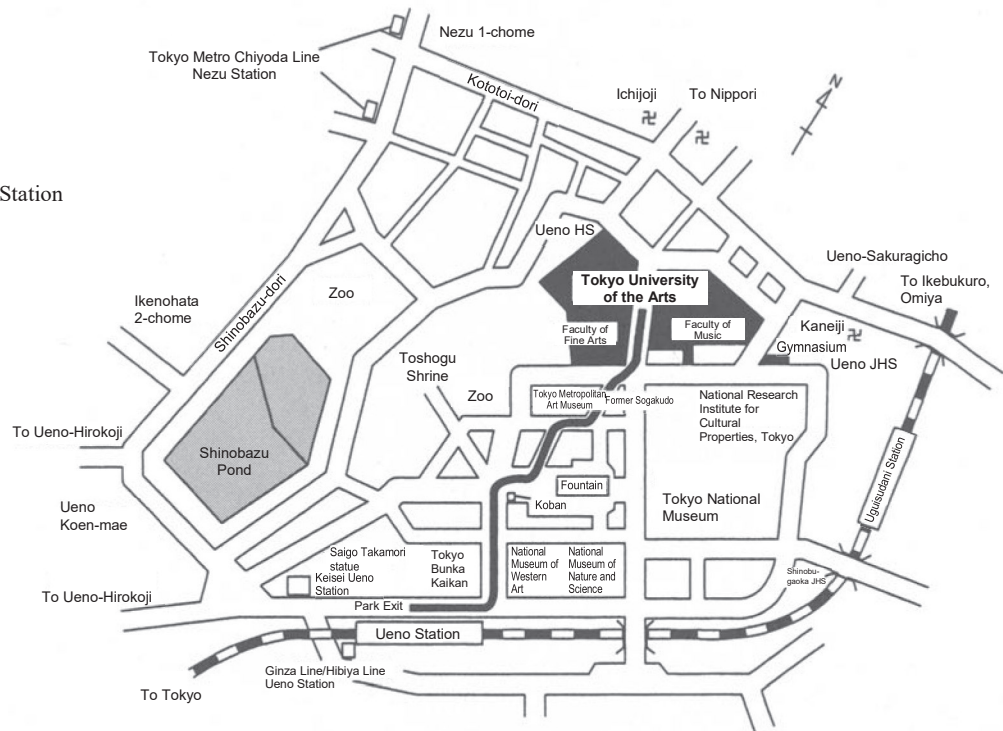
[Transportation]

JR line:

10 minutes on foot
from either Ueno Station
(Park exit) or Uguisudani Station

Tokyo Metro:

15 minutes on foot from
Ueno Station on the
Ginza and Hibiya lines
10 minutes on foot
from Nezu Station
on the Chiyoda line



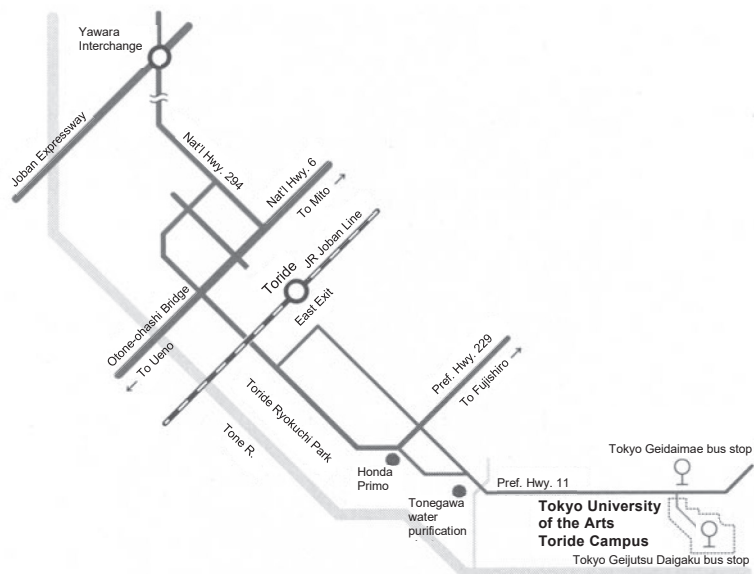
Toride Campus

5000 Omonma, Toride, Ibaraki Prefecture 302-0001

[Transportation]

JR line:

In front of the Tokyo Geijutsu Daigaku
bus stop, or a 10-minute walk from
Tokyo Geidaimae bus stop,
after a 15-minute ride
on the Otone Kotsu Bus from
the East Exit of Toride Station
(40 minutes from Ueno Station
on the JR Joban Line)



Address any inquiries on entrance examinations to:

**Educational Affairs Section, Faculty of Fine Arts,
Tokyo University of the Arts
12-8 Ueno Koen, Taito-ku, Tokyo 110-8714
Tel: 050-5525-2122**

For Attachment

Submitted Work, Essay, Portfolio, etc. Form

- Notes: 1. Attach this form to the cover sheets for works or other materials submitted. (Use glue or other means.)
 2. Attach this form to each work, essay, etc. submitted. (If you need more forms, make photocopies of this one.)
 3. Works and other materials that pose problems with respect to safety, health, or sanitation will not be accepted.
 4. The Certification section must be filled out only for applicants to the department of Design and the research field of Art Education (not required from current Tokyo University of the Arts students).

Research field for which the application is being submitted		Examinee no. No.	(Furigana) Name	Male Female
University attended (circle in red)	Tokyo University of the Arts / Other (university: ; faculty: ; dept./major:)			
Date prepared / / (Y/M/D)	Number of items submitted	Total number of items/bound volumes:		
Title of work, essay, etc.				
Certification * If you are unable to obtain certification by a faculty advisor, obtain the certification of another third party familiar with your abilities.	I hereby certify that the above works/portfolio are the work of the applicant named above. Title of person signing certification (e.g., faculty advisor) Date: / / (Y/M/D) Name: Seal			
Method of delivery and removal of sculpture works * Fill out only if applying to the department of Sculpture.	1. Self (Consult with the Studio in advance if the work will be transported by another party.) 2. Agent (Name: Tel.:)			

* Applicants to Japanese Painting need submit only this form.
 (They need not submit the bottom half [For Submission] of the form.)

Tokyo University of the Arts, Graduate School of Fine Arts

MFA Course

(Cut here.)

Complete both forms.

For Submission

Submitted Work, Essay, Portfolio, etc. Form

- Notes: 1. Do not attach this form to your works or other materials submitted. Instead, submit it to the office designated in this Guidance (individual studio or the Educational Affairs Section of the Faculty of Fine Arts). If you are sending this form by post, enclose along with your works in the same envelope.
 2. Submit this form for each work, essay, etc. submitted. (Make photocopies of this form if you need multiple forms.)
 3. Works and other materials that pose problems with respect to safety, health, or sanitation will not be accepted.

Research field for which the application is being submitted		Examinee no. No.	(Furigana) Name	Male Female
University attended (circle in red)	Tokyo University of the Arts / Other (university: ; faculty: ; dept./major:)			
Number of items submitted	Total number of items/bound volumes:			
Title of work, essay, etc.				
Method of delivery and removal of sculpture works * Fill out only if applying to the department of Sculpture.	1. Self (Consult with the Studio in advance if the work will be transported by another party.) 2. Agent (Name: Tel.:)			
Return of works * Do not complete this section when submitting this form.	I hereby certify that the above works, essays, theses, and materials have been returned to me. Date (M/D): / Signature:			

Applicants to the department of Intermedia Art must prepare digital files of materials to be submitted and this [For Submission] form, save to a USB memory device or SD card, and send by post.

Tokyo University of the Arts, Graduate School of Fine Arts

MFA Course

Statement of Reasons for Application

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

* Do not use more than one sheet for this form.

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 Course**)

Department/research field of: _____

Examinee no.: _____

Name: _____

Address: (Postal code: -) _____

Tel.: _____ () _____

Notes:

1. Before submitting this request, read the instructions provided under “14. Disclosure of Information on Entrance Examinations” on page 38 of this Guidance.
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 Friday, October 29 – Thursday, November 18, 2021 for Period 1 screening and Wednesday, June 1 – Thursday, June 30, 2022 for Period 2 screening. 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 December 2021 for Period 1 screening and in late July 2022 for Period 2 screening.

(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 Course)

Department, 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

Notes on taking the examinations

1. Examination information beyond that provided in this Guidance will be announced via campus bulletin boards, the University website, and other media on the day of the examinations. Be sure to check for such information before coming to the campus.
2. Viewing the examination location before the examinations, photographing the examination location, and other such actions are prohibited.
3. Use of mobile phones and electronic devices with photographic or communication functions on campus is prohibited. Note that such devices may be removed and retained by the University during the examinations.
4. Examinees who engage in inappropriate action will receive failing scores on the relevant examinations and will be barred from sitting for subsequent examinations. Their examination results may also be invalidated, even after admission.
5. Examinees should arrive for the examinations at the meeting times and locations indicated in this Guidance.
6. Examination times will not be extended for examinees who arrive late. If you anticipate delays or disruption of public transportation due to snowfall or other reasons, take precautionary measures, for example, arriving the night before at lodgings near the examination location.
7. Be sure to bring your admission ticket. Contact the Educational Affairs Section of the Faculty of Fine Arts if you forget or lose this ticket.
8. Do not take forms or other materials distributed by the University with you unless instructed to do so by the proctor.
9. Examinees are not permitted to enter buildings, classrooms, or other facilities other than the locations specified for the examinations.
10. Follow all of the proctor's instructions during the examinations.
11. Bring a lunch and beverage if the examination spans both morning and afternoon hours. (Examinees are not permitted to leave the campus during breaks.)
12. The entire University campus is non-smoking, even during lunch break.
13. Contact the Educational Affairs Section of the Faculty of Fine Arts immediately in the event of any change in the information provided on the application form. Note that you will not be permitted to change your desired department or chosen subjects.
14. If you leave anything behind at the examination location, contact the Educational Affairs Section of the Faculty of Fine Arts within one week after the examinations.

Tel: 050-5525-2122

Tokyo University of the Arts
Graduate School of Fine Arts
(MFA Course)
Guidance for Prospective Students

Published: July 2021

Tokyo University of the Arts

Contacting the Tokyo University of the Arts

○ **Tokyo University of the Arts website**

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

○ **Entrance examination information site of the University**

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

○ **Internet application site of the University**

<http://e-apply.jp/ds/geidai-net/>

○ **Information on applicant screenings**

Educational Affairs Section, Faculty of Fine Arts Tel: 050-5525-2122

Telephone inquiries will be accepted 9:00 am – 12:30 pm and 1:30 pm – 4:30 pm, Mon. – Fri. (closed Sat., Sun., holidays, the University's summer vacation, and year-end and New Year's) (Japanese language only).

*** If at all possible, the applicant should make any inquiries him or herself.**

Direct any inquiries concerning how to operate the Internet application site or how to pay the screening fee to:

DISCO Inc. Learning/Education Support Center

Tel: 0120-202-079 (10:00 am – 6:00 pm, Mon. – Fri., closed Sat., Sun., holidays, and year-end and New Year's; open 24 hours/day during the application period) (Japanese language only)

Email: cvs-web@disc.co.jp (available in Japanese and English)

* The contact point above cannot respond to questions concerning entrance examinations.