2023 Academic Year

Tokyo University of the Arts Graduate School of Global Arts (Ph.D. Program) Guidance for General, and International Students Entrance Examination

April 2022

Tokyo University of the Arts

Address any inquiries to the following:
Educational Affairs Section, Senju Campus Administration Center, Tokyo University of the Arts
Tel: 050-5525-2754
Email: kyomu.senju@ml.geidai.ac.jp

◆ 2023 academic year entrance examination schedule

* All dates shown are indicated in JST.

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Thursday, December 1, 2022	Deadline for submitting application for screening for eligibility to apply	3
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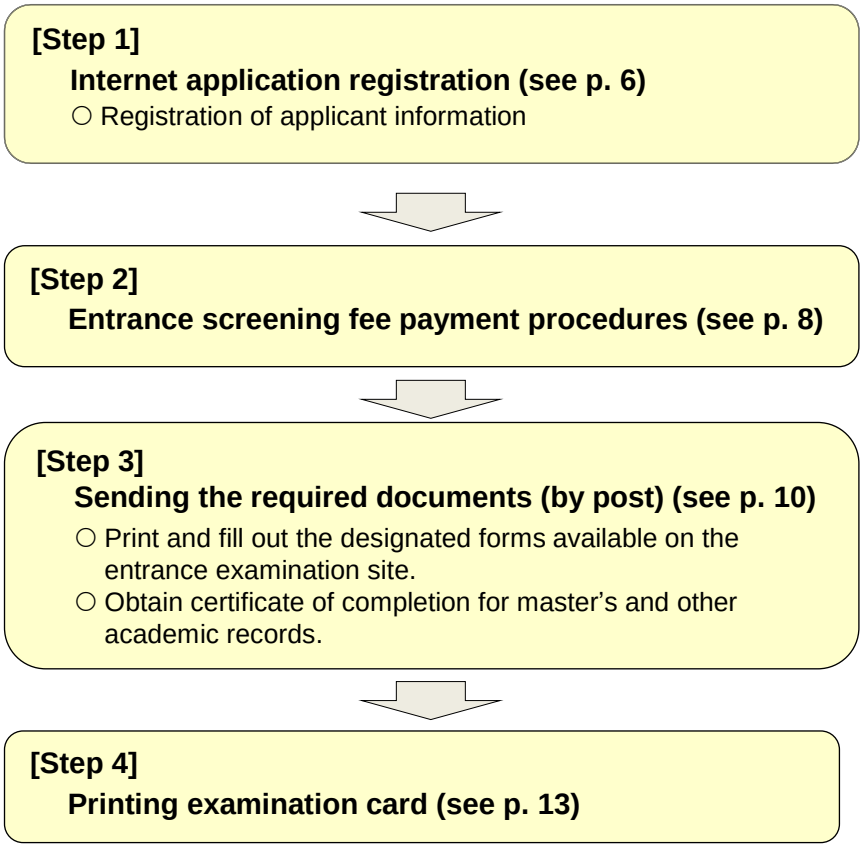
Monday, February 13, 2023	Announcement of final successful applicants	15

* Admission procedures will be conducted on Tuesday, March 14 and Wednesday, March 15, 2023 (see p. 16).

(In case of mailing, the admission procedure documents must be received by Monday, March 13, 2023.)

◆ Internet application

Applications to the Graduate School will be accepted online. All procedures must be completed by the indicated deadlines.



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[Notes on taking examinations]

1. Matters related to examinations other than those covered in this Guidance will be posted and announced in the Senju Campus lobby and on the University website (http://admissions.geidai.ac.jp/) on the examination date and on the date of the announcement of interim results.
2. No inquiries will be accepted concerning the posted test details or announcements of successful applicants.
3. On the examination date, examinees should follow the instructions provided by staff when entering the exam hall. Keep your examination cards with you at all times. Notify staff if you have forgotten your examination card.
4. Be sure to arrive at the specified time on the examination date.
5. Examinees engaging in improper behavior will be disqualified from the examination and prohibited from attending future examinations.
6. Examinees may not enter any buildings or classrooms other than the designated locations.
7. Generally speaking, no inquiries concerning examinations will be accepted by telephone.
8. Note that all dates and times shown in this Guidance are indicated in JST.
9. Either Japanese or English will be used in the test.

○ Graduate School of Global Arts admissions policy

The Graduate School of Global Arts conducts the first screening of applicants based on their application documents including a research plan, essays, and practical activities up to the time of application, and a certificate of language proficiency, which allow us to understand applicants' abilities regarding specialized knowledge and practices acquired through previous studies, as well as their communication skills in a foreign language. Successful applicants will be called for an oral examination. The final results will be decided considering the results of the first screening and oral examination.

I. Numbers of students admitted

Major	Areas of specialization	Number to be admitted
Arts Studies and Curatorial Practices	Arts Management Curating Research	General:3 Students International Students:2 students

(Note) Applicants can apply only to one areas of specialization in the major that applies.
We do not allow you to apply for entrance examinations for both General and International Students.

II. Eligibility to apply

1. Eligibility to apply

1 Persons who are eligible to apply to the **General** entrance examination of the Graduate School (Ph.D. Course) are **Japanese** or **non-Japanese nationals** who meet one of the following requirements:

2 Persons who are eligible to apply to **the International Students** entrance examination of the Graduate School (Ph.D. Course) are **non-Japanese nationals** (We do not accept prospects for acquisition) meeting one of the following requirements:

*We do not allow you to apply for both entrance examinations for General and International Students.

1	You have attained (or are expected to attain by March 2023) a master's degree or professional degree.
2	You have attained (or are expected to attain by March 2023), in an overseas country, a degree equivalent to a master's degree or professional degree.
3	You have undertaken a distance learning course in Japan offered by a school in an overseas country and have attained (or are expected to attain by March 2023) a degree equivalent to a master's or professional degree.
4	You have completed a curriculum at an educational facility in Japan specially designated by the Minister of Education, Culture, Sports, Science and Technology that offers curriculum from an overseas graduate school established within the school education system of that overseas country and have attained (or are expected to attain by March 2023) a degree equivalent to a master's degree or professional degree.
5	You have completed a curriculum offered by the United Nations University established in accordance with the United Nations General Assembly resolution adopted on December 11, 1972 that is provided in Article 1(2) of the Act on Special Measures Incidental to Enforcement of the Agreement between the United Nations and Japan regarding the Headquarters of the United Nations University (Act No. 72, 1976), and have attained (or are expected to attain by March 2023) a degree equivalent to a master's degree.
6	You have completed an educational curriculum at an overseas school, the designated educational facility described in 4 above, or the United Nations University, have passed examinations and reviews equivalent to the examinations and reviews provided in Article 16(2) of the Standards for Establishment of Graduate Schools, and have attained (or are expected to attain by March 2023) a degree equivalent to a master's degree.
7	You have been designated by the Minister of Education, Culture, Sports, Science and Technology: (i) University graduate who has taken part in research for at least two years at a university, research center, or similar facility and is recognized to possess academic ability at least equal to that of a holder of a master's degree based on the results of such research at a graduate school or other achievements (ii) Those who, after completing 16 years of school education in a foreign country or completing 16 years of foreign school education by completing in Japan a distance-learning course offered by a foreign school, have taken part in research for at least two years at a university, research center, or similar facility and are recognized to possess academic ability at least equal to that of a holder of a master's degree based on the results of such research at a graduate school or other achievements
8	You are 24 years of age or older and have, through eligibility screening, been assessed by the School of Global Arts as possessing a level of academic ability equal to or greater than that of a person who has a master's degree or professional degree.

* If you wish to apply for application based on Eligibility Criteria 2 to 6, please contact the Senju Campus Administration Center in advance.

2. Screening for eligibility to apply

If you wish to apply under the qualification described under Paragraph 7 or 8 of "Eligibility to apply" above, you must undergo a screening for eligibility to apply in advance. Contact the Academic Affairs Section of the Senju Campus Administration Center of the University in advance to request the required documents and submit the documents by 5:00 pm (JST) on Thursday, December 1, 2022. (Academic Affairs Section, Senju Campus Administration Center Tel.: 050-5525-2754 Email: kyomu.senju@ml.geidai.ac.jp)

III. Standard number of years to complete the program

※ The information provided from III onwards will be common for entrance examination for General and International Students.

Standard number of years: 3 years

IV. Faculty members

◇ 2023 academic year (planned)

Major	Area of specialization	Faculty members	
Arts Studies and Curatorial Practices	Arts Management	Sumiko Kumakura	Professor
		Kazumi Minoguchi	Associate Professor
	Curating	Fumihiko Sumitomo	Professor
		—	—
	Research	Yoshitaka Mōri	Professor
		Tomoko Shimizu	Associate Professor

*There is a possibility that Prof. Sumitomo will stop recruiting students for the Ph.D. program scheduled to enroll in April 2023 due to various reasons.

V. Application procedures

The Graduate School will only accept applications online.
Application procedures will be complete when the following procedures (1, 2) have been completed by the designated deadlines and when we have confirmed that there are no discrepancies in the required documents (3) submitted by the corresponding deadlines.
Applicants may print examination cards from the Internet application site once their applications have been accepted.

1	Internet application registration (see p. 6)	Access the Internet application site from the University's entrance examination information site and register the necessary information.
2	Entrance screening fee payment procedures (see p. 8)	After completing Procedure 1 above, complete the steps necessary for the payment of the entrance screening fee on the Internet application site.
3	Sending the required documents (by post) (see p. 10)	After completing Procedure 2 above, print the required documents from the Internet application site and the entrance examination information site and send them to the University, together with the other required documents.
4	Printing examination card (see p. 13)	You can print your examination card from the Internet application site after confirming your eligibility to apply and completing the application procedures. Each applicant must print his or her examination card and bring it with him or her on the examination date. * The University will not send examination cards.

[Application periods]

* All dates shown are indicated in JST.

Internet application registration period	**Wednesday, January 4 – Tuesday January 10, 2023** Give yourself enough time to complete the registration process. After completing the entrance screening fee payment procedures, you will need to print the documents to submit designated by the University from the Internet application site.
Entrance screening fee payment procedure period	**Wednesday, January 4 – Wednesday, January 11, 2023** Note that you cannot print the documents to submit designated by the University until you have completed the entrance screening fee payment procedures.
Deadline for sending required documents (by post)	**Must be mailed by Friday January 13, 2023 (no exceptions made).** Ensure that you send the documents by **registered express mail**. Documents brought to the University in person will not be accepted. **When sending from outside Japan**, please submit the scan data (PDF) of the certificate · thesis etc. to the following in advance. Submit to: kyomu.senju@ml.geidai.ac.jp

Note: Check the following points before Internet application registration:

Item	Details
Operating environment of PC, etc. (recommended)	◇ Browser Microsoft Edge latest version / Google Chrome latest version / Mozilla Firefox latest version / Apple Safari 8 or later * If you use the tab function of the browser to perform the application operation simultaneously on multiple tabs, the selected content may be handed over to other tabs, and other issues may occur. Please refrain from simultaneously operating the application in multiple tabs. * Smartphones and tablet terminals are deprecated.
Email settings	Emails will be sent to applicants' designated email addresses during the application procedures to notify them that they have completed the necessary procedures and for other reasons. Ensure that you configure your email settings so that you can receive the following messages: ◇ Internet application registration (Send test email, notice of completion of application registration) ◇ Notice of completion of entrance screening fee payment procedures ◇ Notice of examination card available for printing ◆ **Messages will be sent from the following ID**: no-reply@e-apply.jp
Preparing a photograph	◇ A digital photograph (in any format) in which the applicant is easily identifiable is required. ◇ The photograph must be in color, with no background. It must have been taken within three months prior to the application, and it must show the top half of your body, facing forward, without a hat. ◇ The photograph file must not be more than 2 MB in size. ◇ Refer to the illustration at right for an example of the type of photograph to submit. ◇ After uploading the photo, use it for your student ID card.
Documents certifying eligibility to apply	◇ Obtain a certificate of completion for master's or other documentation of your academic record before Internet application registration (see p. 11).
Preparing an envelope	◇ You will need to send the required documents to the University. ◇ Type 2 rectangular envelope (24.0 × 33.2 cm)
Preparing printer paper	◇ You will need to print certain forms, as specified by the Graduate School, including your application form. (See p. 10 concerning forms.) ◇ A4-sized white paper

1. Internet application registration

During the Internet application registration period, access the Internet application site from the University's entrance examination information site, and register the information needed for the application.

Site to access	[Internet application site] https://e-apply.jp/ds/geidai-net/
Period accepted	**Wednesday, January 4 – Tuesday, January 10, 2023** You may register at any time, 24 hours/day, from 10:00 am on January 4 through 11:59 pm on January 10.

Note: Give yourself enough time to complete the registration process. After completing the entrance screening fee payment procedures, you will need to print the documents designated by the University for submission from the Internet application site.

Note: All dates and times are indicated in JST.

[Step 1] Choose a graduate school.

○ Click on "Register" on the top page, register your personal information following instructions on the screen.

[Step 2] Choose your desired exam and area of specialization.

○ Choose entrance examinations for General or International Students.
○ Choose the area of specialization you wish to apply for from the choices of Arts Management, Curating, and Research.

[Step 3] Register applicant information

○ Check your registered personal information on "Mypage", enter all necessary information.

◆ **Uploading a photograph**
See p. 5 for details of the photograph.

[Step 4] Register your academic history, activities history, career history, rewards/punishments, and licenses.

◆ Enter your academic history while referring to certifying documentation such as your graduate school certificate. Ensure that there are no errors in school names, year/month of graduation, etc.

Continued on next page

[Step 5] Check content of registration.

◆ Your payment information, desired area of specialization, and applicant information will be displayed. Check to ensure that this information is correct.

[Step 6] Complete the application registration.

○ Your 12-digit reception no. will be displayed on screen.

◆ Check to ensure that the registration completion email has been received at the email address you registered under Step 3.
* The reception no. will be mentioned in the email.

◆ Do not delete the registration completion email. Save it until you have finished the examinations. You will need the reception no. for the entrance screening fee payment procedures and to print the application form and other documents.

○ Continue to entrance screening fee payment procedures.

*** Notes on Internet application registration**

(1) **Note that the reception no. is not the same as the examinee no.**

(2) **Note that you cannot revise your information after completing the application registration (after completing [Step 6]).**

(3) Note that **if you fail to conduct payment procedures by 11:59 pm within four days (including the date of completion of application registration)** after completing the application registration, **the data you registered will be considered cancelled and will be deleted**.
* If you complete the application registration on or after Monday, January 9, 2023, you must complete payment procedures by Wednesday, January 11, 2023.

(4) You may be asked to resubmit a photograph if the one you submitted is determined as not suitable as an application photograph.

(5) Note that all dates and times above are indicated in JST.

● Direct any inquiries concerning the use of the Internet application site or how to pay the entrance screening fee to the following:
DISCO Inc. (Learning/Education Support Center)
Tel: 0120-202-079 (Available on weekdays from 10:00 am to 6:00 pm, closed on weekends, holidays and New Year's Eve / New Year's Day. 24 hours during application period.)
* Available only in Japanese. The contact point above cannot answer questions regarding entrance examinations.
Email: cvs-web@disc.co.jp (Available in English and Japanese)

● Direct any inquiries concerning entrance examinations to the following:
Senju Campus Administration Center, Tokyo University of the Arts
Tel: 050-5525-2754 (9:00 am – 5:00 pm M-F)
* Closed on weekends, holidays, summer break (August 7-15), and New Year holidays.

● Inquiries should not be made by any party other than the applicant except when unavoidable.

2. Entrance screening fee payment procedures

Continue to entrance screening fee payment procedures after completing the Internet application registration. Ensure that you complete payment procedures promptly; **you will not be able to print the University's designated forms for submission (see p. 10) until payment procedures are complete**.

◇ **If you completed the Internet application registration procedures without completing the entrance screening fee payment procedures, perform the following steps:**

* Only if you have completed the procedures through Step 6 under "1. Internet application registration" above

○ Access the Internet application site (**https://e-apply.jp/ds/geidai-net/**).

▼

○ Click on "Login" on the top page, enter your email address and password and log in to "Mypage".

▼

○ Proceed to entrance screening fee payment procedures.

① Amount: 36,000 Japanese yen

② Payment period: Wednesday, January 4 – Wednesday, January 11, 2023

◇ Check with the financial institution, etc. that you plan to use concerning the hours during which payment procedures may be conducted. Please note that **payment on the final day** is accepted only until **11:59 pm**, regardless of the handling time of each financial institution.

◇ Complete payment procedures within four days after completing the Internet application registration. (The four-day period includes the date on which you completed the Internet application registration.)

◇ Note that **if you complete the Internet application registration on or after Monday, January 9, 2023, regardless of the completion date of the procedure, the deadline for payment will be 11:59 pm on Wednesday, January 11, 2023**.

◇ Note that all dates and times are indicated in JST.

③ Payment methods

Payment method	Financial institution, etc.
Convenience store	7-Eleven / Lawson / Ministop (Loppi) / Family Mart / Daily Yamazaki / Seicomart
Credit card	MUFGCARD / DC / UFJ Card / NICOS / VISA / MasterCard / JCB / AMERICAN EXPRESS
Post office, bank, or other financial institution	ATMs compatible with Pay-easy
Internet banking	Internet banking compatible with Pay-easy / PayPay Bank / Rakuten Bank / SBI Sumishin Net Bank / au Jibun Bank

Notes:

1. See the Internet application site for details of payment procedures.
2. See the URL below for financial institutions and ATMs compatible with Pay-easy: http://www.pay-easy.jp/where/index.html
3. Only credit card payments may be used from outside Japan.

④ Notes on entrance screening fee payment procedures

(1) Check to ensure that you have received a payment procedure completion email.
(2) Do not delete the payment procedure completion email. Save it until you have finished taking the examinations.
(3) Payment is unnecessary for persons expected to graduate from the graduate school (master's course) of Tokyo University of the Arts in March 2023.
(4) International students funded by the Japanese government do not need to pay this fee. However, such a student must submit a Certificate of Attendance on Japanese Government Scholarship for Foreign Students issued by his or her university.
(5) Payment procedures cannot be conducted outside the payment period. Note that if you fail to complete the procedures during the payment period, your registration information will be invalidated.
(6) If you are paying by credit card, ensure that your card is valid. The card need not be issued in the name of the applicant him or herself.
(7) If you are unable to pay by credit card, try another card or use another payment method.

⑤ Screening fee waiver system

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

① Application period
◇ Until one week before the first day of internet application registration period.

② Documents to be submitted
◇ Screening Fee Waiver Application Form (specific form assigned by the University)
◇ A copy of your Disaster Victim Certificate (issued by your municipality)

③ Notes:
◇ Please start registering for the online application after receiving a decision on your waiver application.

Contact：12-8 Ueno Park, Taito-ku, Tokyo, 110-8714, JAPAN
Tokyo University of the Arts, Student Affairs Section
TEL：050-5525-2075／FAX：03-5685-7763
Email：nyuusi-k@ml.geidai.ac.jp

⑥ Refunds of entrance screening fees

(1) We will not refund the entrance screening fee for any reason other than the following:
i. Payment procedures were completed for the entrance screening fee, but the University did not accept the application.
ii. Payment procedures were completed for the entrance screening fee, but the necessary documents for the application were not submitted.

(2) In either of the above cases, request a refund as follows:
Download the University's designated form from the URL below, enter the required information, and send by post.
i. Designated form (Screening Fee Refund Request Form): URL: http://admissions.geidai.ac.jp/
ii. Submit the form to the following: Accounting Section, Strategic Planning Division, Tokyo University of the Arts (12-8 Ueno Koen, Taito-ku, Tokyo 110-8714)

Notes: 1. Remittance charges will be deducted from the amount returned by the University to the applicant.
2. Fees incurred when paying the entrance screening fee are not eligible for refunds.
3. Remittance of refunds normally takes about one month following receipt of the Screening Fee Refund Request Form.

4. Refund request submission deadline is March 31, 2023. If there is no submission by the above deadline, no refund will be made.

3. Sending the required documents (by post)

After completing the entrance screening fee payment procedures, print the University's designated documents to be submitted from the Internet application site, provide the necessary information, and send them to the University, enclosing a certificate of completion for master's or other documentation of your academic record. (Submit all the original documents except those stating that copying is permitted)

Access the Internet application site after you receive the screening fee payment procedure completion email.

① Deadline for submission

Must be mailed by Friday, January 13, 2023 (no exceptions made).

Note: Ensure that you send the documents by **registered express mail**. Documents brought to the University in person will not be accepted. (When mailing from overseas, see p.4)

② Envelope sent to the University

(1) Ensure that you use the envelope name and address label printed from the Internet **application site**. (The envelope name and address label will be printed together with the application form.)
(2) Send the documents to be submitted inside a Type 2 rectangular envelope (24.0 × 33.2 cm) without bending them.

③ Documents to submit I [University-designated forms (printed from Internet application site)]

* Please ensure that you register on Wednesday, January 4 – Tuesday, January 10, 2023.
Must be mailed (strictly confirmed) by Friday, January 13, 2023.

Form	Entry instructions, etc.
Application form	Print on A4-sized paper. **Ensure that your academic history entered agrees with that of the certificate of completion for master's or other documentation to be submitted.**
Photo card	Print on A4-sized paper.
Skype examination request	Submit only if requesting examination via Skype. Applicants outside Japan who cannot come to the location of the examinations on the examination date may be permitted to take their examinations via Skype. See p.14 for details.

[How to obtain documents]

Site to access	[Internet application site] **https://e-apply.jp/ds/geidai-net/**
Application form Envelope name and address label Photo card	○ Click on "Login" on the top page, enter your email address and password and log in to "Mypage". ▼ ○ Click on "Open the PDF application form." Print each of the forms displayed (PDF files) on A4-sized paper.
Skype examination request May be downloaded from either of the locations mentioned on the right.	○ Click on "Download Documents" on the top page. ▼ ○ Click on "Download documents for Graduate School of Global Arts." ◆ Entrance examination information site on the University homepage "GLOBAL ARTS (Graduate Students(Master/Doctor))" http://admissions.geidai.ac.jp/postgraduate/youshiki1/

④ Documents to submit II [Documents prepared by the applicant]

*Must be mailed by Friday, January 13, 2023 (no exceptions made).

Form name	Entry instructions, etc.
Certificate of Completion for Master's (or certificate of anticipated graduation)	Must be certified by the president of your university or head of your department. * Not required from applicants who are graduates of or current students at the Tokyo University of the Arts
Academic transcripts	Must be certified by the president of your university or head of your department. * Not required from applicants who are graduates of or current students at the Tokyo University of the Arts * Must be placed in a sealed envelope.
Research plan	Any format acceptable. A4-sized paper, approximately 2,400 Japanese characters or 1,200 English words. Applicants are required to refer to the following topics regarding their own research for the doctoral program. 1 Your research subject and its preliminary research 2 A critical examination of previous studies related to your research subject 3 An annual research plan (If your research includes any projects or practices, specify them as well.) 4 Expected academic outcomes and the significance
Master's thesis (copy)	Submit two copies, and email PDF data after your submission. (Note1)Not required from applicants who are graduates of the MA program at the Graduate School of Global Arts, Tokyo University of the Arts. Current students of the MA program at the Graduate School of Global Arts, Tokyo University of the Arts need to email PDF file. (Note2) In case you are unable to submit your master's thesis for one of the following reasons, prepare an essay (approximately10,000 Japanese characters or about 5,000 English words) on your desired research field instead. You may also submit an essay dealing with topics related to your desired research field, which you have published in the past (A thesis currently under review for a degree is also accepted.) ① Applicants who have completed master's degree coursework. ② Applicants who have obtained a master's degree by submitting a thesis that is not related to the research field studied at the Graduate School of Global Arts. (Note3) The above mentioned thesis or essay should be prepared either in Japanese or English and submitted along with a summary (approximately 2000 Japanese characters or 1000 English words.) In case they were written in other languages, they should be translated into either Japanese or English and should meet the character/word count requirements. (Note4) You may also submit reference materials about your practices related to the desired research field.
Letter of recommendation	Submit two letters of recommendation in Japanese or English. If the original letter is in another language, attach a translation. Must be placed in a sealed envelope. (Note 1) Not required from applicants who within 3 years graduating or current students of the MA program at the Graduate School of Global Arts, Tokyo University of the Arts.
Certificate of foreign-language ability	Certified scores (score sheets) from one of the following exams: TOEFL, TOEIC, IELTS * See p.12 for details. * It is not a requirement for those who speak English as their mother tongue and those who acquired degrees (including expectations) at higher education institutions (above universities) in English-speaking countries. (Note 1) Not required from applicants who within 3 years graduating or current students of the MA program at the Graduate School of Global Arts, Tokyo University of the Arts.
Certificate of Attendance on Japanese Government Scholarship for Foreign Students	A Japanese-government-funded international student must ask his or her university to issue a certificate of status as a recipient of a Japanese Government Scholarship for Foreign Students and submit it to the University.

Certificate of residence, etc.	An applicant who is a resident of Japan must submit a copy of his or her certificate of residence, issued by the municipality of residence. An applicant who resides outside of Japan must submit a copy of his or her passport.

Notes:
1. If the family name shown on your certificates differs from your current family name, attach a certificate or other documentation of your name change (such as an official partial copy of a family register).
2. If you completed a master course program at two or more schools (due to transfer or other reasons), submit academic transcripts from all schools attended.
3. Attach a Japanese translation if a certificate is in a language other than Japanese or English.
4. **Documents cannot be amended and will not be returned for any reason after the completion of application procedures.**
5. **After sending the documents, please email the PDF data of the thesis to the following in advance.**
   Email to: kyomu.senju@ml.geidai.ac.jp

4. Submitting a certificate of foreign-language ability

The Graduate School screens applicants for language ability using language examinations administered by outside organizations.
Eligible language examinations are indicated below.

Name	Types
TOEFL	TOEFL iBT or TOEFL PBT * TOEFL ITP is not accepted.
TOEIC	TOEIC Listening & Reading * For TOEIC, both "public test" and "IP test" (except "IP test (online)") are covered. * You may submit scores of TOEIC Speaking & Writing, TOEIC Speaking Test, or TOEIC Bridge. However, they are considered as auxiliary information, and you must always submit scores of TOEIC Listening & Reading.
IELTS	Academic Module * General Training Module is not accepted.

① Certified scores

(1) Only exams taken in **January 2021 or later** are valid.
   * The expiration date for scores issued by each organization is two years from the date on which the examination was taken. Any older scores are ineligible for the examination.

(2) The original certificate issued by each implementing organization shall be submitted, and the score printed out by applicant himself / herself printed from the Internet cannot be submitted. Check the number of days it takes to issue certified scores with the testing organization. This varies across organizations.

(3) Each implementation organization may mail our university directly. In that case, enclose the memo such as "mailing the language proficiency certificate directly from the executing agency" in the mailing data.

(4) A certificate of foreign-language ability may be sent more than once. Multiple institutions may be sent.

◇ **Check the testing organization's website or other sources concerning testing schedules, number of days required to issue scores, and other specifics.**
TOEFL: http://www.cieej.or.jp/toefl/ (※TOEFL DI Code: B889)
TOEIC: http://www.toeic.or.jp/toeic/about.html
IELTS: http://www.eiken.or.jp/ielts/

5. Printing your examination card

You can print the examination card from the Internet application site once you have received an email notifying you that it is available for printing following the completion of application procedures. **On the examination date, each applicant must bring his or her examination card printed on a sheet of A4-sized paper.** (The University will not issue printed examination cards.)

Site to access	[Internet application site] **https://e-apply.jp/ds/geidai-net/**
How to get your card	○ Click on “Login” on the top page, enter your email address and password and log in to “Mypage”. ▼ ○ Click on “Open the PDF Examination Card.”

Notes:

1. Ensure that you print the examination card promptly and check its content. Contact the Academic Affairs Section of the Senju Campus Administration Center if the content shown on your examination card differs from the information you registered on the Internet application site.
2. Contact the Academic Affairs Section of the Senju Campus Administration Center if you have not received an email notifying you that the examination card is available for printing by Friday, January 20, 2023.
3. **Ensure that you print the examination card.** Using a card displayed on a smartphone or other device on the examination date is not acceptable.

◆ Academic Affairs Section, Senju Campus Administration Center
Tel: 050-5525-2754 Email: kyomu.senju@ml.geidai.ac.jp

6. Prior consultation for applicants with disabilities

Applicants requiring special consideration during their studies or in the entrance examinations should confirm the following links and submit a "Request form" and "Doctor’s certificate" to the Academic Affairs Section of the Senju Campus Administration Center before applying.
Applicants who require special consideration after the deadline for application due to accidental injury or other reasons should promptly consult with the Academic Affairs Section.
【Accepting a request for special testing and studying accommodations】http://admissions.geidai.ac.jp/en/?page_id=5150

(Note) * Since it may take a considerable period to respond to advance consultation, try to consult as early as possible.
Advance consultation may not always guarantee the desired treatments.

VI. Location of entrance examinations

Location	Senju Campus, Tokyo University of the Arts
Address	1-25-1 Senju, Adachi-ku, Tokyo
Nearest railway stations	5 min. on foot from JR Kitasenju Station 5 min. on foot from Kitasenju Station on the Tokyo Metro Chiyoda and Hibiya lines 5 min. on foot from Kitasenju Station on the Tobu Isesaki line 5 min. on foot from the Tsukuba Express Kitasenju Station
Access information	See the University website (Access) http://www.geidai.ac.jp/access/senju-2

VII. Content of examinations and examination schedule

Applicants will be screened for admission based on comprehensive assessment of an oral examination administered by the Graduate School and review of submitted documents.
An applicant who has failed to complete even one of the assigned examinations (including submission of required documents) will be disqualified from admission. The entrance screening fee will not be refunded. The same holds true if an applicant appears on the wrong date and time for an examination.

*** Note that all dates and times in the examination schedule are indicated in JST.**

Examination type	Date and time	Examination content and method
Oral examination	Tuesday, February 7, 2023 - Wednesday, February 8, 2023	◇ Oral examination concerning mainly the submitted reason for application, research plan, and master's thesis ◇ The oral examination will take approximately 20 minutes per applicant, including a question and answer session. ◇ The examination is conducted in Japanese or English. Please tell the interviewer the language to use at the beginning of the exam.
Announcement of final successful applicants: Starting at 2:00 pm on Monday, February 13, 2023		

*** About the oral examination schedule**

(1) The oral examination schedule will be announced on the University's entrance examination information site on **Monday, January, 23, 2023**. Applicants are responsible for checking the schedule themselves.
(2) Applicants cannot request schedule changes.
(3) Carefully check the schedule. You will lose your eligibility to sit for the examination if you arrive on the incorrect date.

*** Oral examinations via Skype (only for applicants who request it)**

(1) It is recommended that applicants come to the examination location in person for their oral examinations.
(2) However, applicants from outside Japan or with unavoidable circumstances who are unable to come to the location of the entrance examinations on the examination date may complete the entrance examinations via Skype after obtaining permission in advance.
    * Only applicants who submit a Skype examination request when submitting their required documents can take the oral examination via Skype.
(3) Applicants requesting examination via Skype will be assigned a date for checking the Skype connection. This date and the procedures for checking the connection will be announced on the University's entrance examination information site on Monday, January 23, 2023.
(4) Applicants who submit a Skype examination request should keep in mind that the University will not be liable for any problems with the examination that arise due to difficulties with communication or other factors during the examination.
(5) Do not deactivate your Skype account after submitting the Skype examination request.
(6) Make a photocopy of the Skype examination request before submitting it. Keep the copy in a safe place until you have completed the examination.

◇ The University's entrance examination information site:http://admissions.geidai.ac.jp/schedule-results/gac/
◇ Skype examination request: http://admissions.geidai.ac.jp/postgraduate/youshiki1/

VIII. Announcement of successful applicants

Examination type	Date and time
Announcement of final successful applicants	**Monday, February 13, 2023** ◇ 2:00 pm (lobby, first floor, Senju Campus) ◇ Approximately 3:00 pm (University website)

1. Announcement on the University website

① **URL:** http://admissions.geidai.ac.jp/schedule-results/gac/
(Tokyo University of the Arts entrance examination information site / Entrance examination schedule/announcement of successful applicants / Graduate School of Global Arts)

② **Notes**

(1) Due to heavy traffic, it may be difficult to access the website around the time the results are announced. If this occurs, try again later.

(2) Note that all dates and times are indicated in JST.

2. Sending admission procedure documents

① Final successful applicants will be sent admission procedure documents on Monday, February 20, 2023 (scheduled).

Note:

1. In principle, documents will be sent to addresses within Japan. Preferably, applicants residing overseas should designate a representative in Japan to receive these documents.
2. Final successful applicants should contact the Academic Affairs Section of the Senju Campus Administration Center if they do not receive the admission procedure documents by Friday, February 24, 2023.
   (Academic Affairs Section, Senju Campus Administration Center Tel: 050-5525-2754)

3. Other notes

① Inquiries concerning examination results and other subjects will not be accepted by telephone, email, or similar means.

② During announcement of results, entry to areas other than the specified location is prohibited.

IX. Admission procedures

1. Period for completing admission procedures

① Accepted by post

Must be received by March 13 (Monday), 2023.

② Accepted in person

(1) Dates: March 14 (Tuesday) and March 15 (Wednesday), 2023
(2) Times 10:00 am – 12:00 noon, 2:00 – 5:00 pm

③ Place

(1) Academic Affairs Section, Senju Campus Administration Center, Tokyo University of the Arts (1-25-1 Senju, Adachi-ku, Tokyo 120-0034)

◇ Note that all dates and times are indicated in JST.

2. Fees

Type	Amount	Notes
Enrollment fee (※1)	338,400 yen	Planned amount
Global Arts Education and Research Foundation dues	30,000 yen	
Student casualty insurance premium	2,600 yen	For 3 years
Student casualty insurance additional liability insurance premium	1,020 yen	For 3years
Tokyo University of the Arts Campus Facility Management Association (※2)	50,000yen	

Notes:

※1:

①No enrollment fee is required from international students funded by the Japanese government.

②Payment is unnecessary for persons expected to graduate from the graduate school (master's course) in March 2023.

③The enrollment fee will not be refunded after the completion of admission procedures, even if the applicant applies to withdraw on or before March 31, 2023.

④The University offers a program of exemption/deferral of the enrollment fee for qualifying candidates.

※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 doctor’s degree.

3. Fees payable after admission

Tuition

(1) First semester: 321,480 yen, Second semester: 321,480 yen; full year: 642,960 yen [planned amounts]
(2) Timing of direct debit from the student’s designated bank account: late May for first semester, late November for second semester
(3) Any change in tuition during your time as an enrolled student will enter effect at the time of the change.
(4) Tuition is not required from international students funded by the Japanese government.
(5) Similar to enrollment fees, the University offers a program of exemption/deferral of tuition for qualifying candidates.

4. Other notes

* Your visa responsibility

・Apart from the enrollment procedures, it is your responsibility as an international student to obtain an appropriate visa to stay and study in Japan.

・If coming to Japan to take the examination, please bring your examination admission ticket and obtain a "Short stay" visa for the purpose of examination at an overseas Japanese embassy. You will be permitted to remain in Japan for 15, 30 or 90 days. However, once completing entrance procedures while in Japan, you may apply to change your residency status. In order to avoid an illegal stay, please be aware that it takes 1 to 3 months for change in residency status.

X. Release of information on entrance examinations

Individual scores on the Graduate School of Global Arts (Ph.D. Course) entrance examinations will be released **only if the examinee himself or herself so requests**. The method of requesting release of scores is described below.

1. How to apply

① Application by a student admitted to the University

The examinee must himself or herself fill out all of the underlined sections of the Request for Release/Notice of Entrance Examination Results on p.20 of this Guidance and apply by submitting it, together with the examination card and return envelope (a Type 3 rectangular envelope [12 × 23.5 cm], with the name, address, and postal code of the examinee written on it and a 404-yen postal stamp affixed), to the Academic Affairs Section of the Senju Campus Administration Center.
(Scores will be sent by simplified registered mail approximately two weeks after the deadline for requests.)

② Application by an examinee other than those under ① above

The examinee must himself or herself fill out all of the underlined sections of the Request for Release/Notice of Entrance Examination Results on p.20 of this Guidance and apply by sending it, together with the examination card and return envelope (a Type 3 rectangular envelope [12 × 23.5 cm] with the name, address, and postal code of the examinee written on it and a 404-yen postal stamp affixed), to the Academic Affairs Section of the Senju Campus Administration Center by simplified registered mail.
(Scores will be sent by simplified registered mail approximately two weeks after the deadline for requests.)

[Send to]
Academic Affairs Section, Senju Campus Administration Center,
Tokyo University of the Arts
1-25-1 Senju, Adachi-ku, Tokyo 120-0034

2. Period requests are accepted

① Monday, May 8 – Monday, May 15, 2023
② Students admitted to the University: During the hours that the Senju Campus Administration Center counter is open.
③ Other examinees: Accepted only if postmarked during the period under ① above

3. Information released

① Only individual information on entrance examinations for the current academic year (2023) will be released.
② Only individual scores and grades will be released. Rankings will not be released.

XI. 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 successful applicants 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 the management of payments, such as collection of enrollment and tuition fees.
④ Personal information such as grades obtained during the selection process will be used for tasks related to support for studies, including waivers of enrollment fees and tuition fees in the first year and selection of students for scholarships.
⑤ Personal information such as grades obtained 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 a manner that renders 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 to ⑤ above may be entrusted to an external third party after concluding a contract with them concerning the 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 National Center Test) 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's education, research, and students' extracurricular activities)
   (2) Mori-no-kai (alumni association for the Faculty of Fine Arts)
   (3) Dosei-kai (alumni association for the Faculty of Music)
   (4) Tokyo University of the Arts Cooperative Association
   (5) Tokyo University of the Arts Campus Facility Management Association－organized to provide funding for facility management contributing to the enhancement of the campus environment

Tokyo University of the Arts Graduate School of Global Arts
Request for Release of Entrance Examination Results for 2023 Academic Year

Date (Y/M/D): / /

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

I hereby request notification of the results of my entrance examination for your Graduate School.

1.	Area of specialization:	
2.	Examinee no.:	
3.	Name:	
4.	Address:	
5.	Tel:	

Notes:
1. This form (underlined sections) is to be filled out by the examinee himself or herself.
2. Read “X. Release of information on entrance examinations” (p. 18) before applying.

(To be cut here by University)

Tokyo University of the Arts Graduate School of Global Arts
Notice of Entrance Examination Results for 2023 Academic Year

Date (Y/M/D): / /
*** Do not fill out the above date.**

1.	Area of specialization:	
2.	Examinee no.:	
3.	Name:	

As per your request, the results of your entrance examination are attached.

Director, Graduate School of Global Arts, Tokyo University of the Arts