

2024 Academic Year

Tokyo University of the Arts

Graduate School of Fine Arts

(Doctoral Course)

Guidance for Prospective Students

* See the separate Guidance for Prospective Students for the research area of Global Art Practice.

July 2023

Tokyo University of the Arts

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

2024

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, to avoid the risk of infecting other examinees and proctors, examinees who have contracted 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 may not undergo the examinations.

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.

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 (including prohibited acts) 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

Table of Contents

1. Graduate School of Fine Arts Admissions Policy.....	1
2. Number of Students Admitted.....	1
3. Eligibility to Apply.....	1
4. Standard Timeframe for Completing the Course	2
5. List of Research Areas and Studios (Faculty Advisors)	2
6. Application Procedures	6
◆ Application steps/methods.....	6
◆ Application period.....	6
◆ Notes on application	7
◆ Prior consultations for applicants with disabilities	7
[1] Internet application registration.....	9
[2] Paying the screening fee	11
[3] Mailing the documents required for application.....	13
[4] Printing the admission ticket	15
7. Submitting/Picking Up Works, Essays, Portfolios, etc.....	16
8. Content, Schedules, and Other Notes of Entrance Examinations	19
9. Entrance Examination Locations	29
10. Announcement of Successful Applicants.....	29
11. Admission Procedures.....	30
12. Exemption/Deferral of Enrollment Fee/Tuition.....	31
13. About the Study Support Scholarship (Benefit Type).....	32
14. Disclosure of Information on Entrance Examinations	32
15. Handling of Personal Information.....	33
* University Campuses (Ueno and Toride)	34
* Submitted Work, Essay, Portfolio, etc. Form (for Attachment/Submission).....	35
* Statement of Reasons for Application	36

1. Graduate School of Fine Arts Admissions Policy

The Doctoral Course of the Graduate School of Fine Arts seeks to train graduates who are capable of achieving even higher levels of expertise and originality in their study and works beyond what acquired in master's degree and other courses, thriving on the international stage, and contributing to society through their research products. Admissions decisions are based on comprehensive evaluations of theses or works submitted, short essays, assessments of language abilities, oral questioning, and other considerations to assess abilities acquired in master's degree and other courses.

2. Number of Students Admitted

Graduate school	Department	Research area		Number to be admitted
Graduate School of Fine Arts	Fine Arts	Japanese Painting Oil Painting Sculpture Crafts Design Architecture Intermedia Art Aesthetics and Art History * ¹ Global Art Practice		25 students
	Conservation	Conservation	* ² Conservation Conservation Science Preventive Conservation	10 students

Note: Each applicant may apply to only one research area.

*¹ See the separate Guidance for Prospective Students for the research area of Global Art Practice.

*² The research field of Oil Painting Conservation in the Department of Conservation will not accept new students for the 2024 Academic Year.

3. Eligibility to Apply

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

1. Possess a master's degree or professional degree (including those who expect to earn their degrees by the end of March 2024).
2. Possess the equivalent of a master's degree or professional degree from a school in a foreign country (including those who expect to be awarded their degrees by the end of March 2024).
3. Possess the equivalent of a master's degree or professional degree by completing in Japan a distance-learning course offered by a foreign school (including those who expect to be awarded their degrees by the end of March 2024).
4. Possess the equivalent of a master's degree or professional degree in a foreign country (including those who expect to be awarded their degrees by the end of March 2024) by completing in Japan a course recognized by the Minister of Education, Culture, Sports, Science and Technology of Japan at an educational facility offering foreign graduate programs operated as part of the educational system of the foreign country in question.
5. Possess the equivalent of a master's degree (including those who expect to earn such degree equivalent by the end of March 2024) by completing a course at the United Nations University established pursuant to the December 11, 1972 resolution of the United Nations General Assembly, as specified in Article 1, Paragraph 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 of 1976).
6. Demonstrate academic ability at least equal to that of a holder of a master's degree by completing an educational program at a foreign university, an educational facility recognized as described under paragraph 4 above, or the United Nations University and by passing the equivalent of the testing and screening specified in Article 16-2 of the standards for establishment of a graduate school (including those expected to become equivalent to the above by the end of March 2024).

7. The following persons recognized by the Minister of Education, Culture, Sports, Science and Technology of Japan:
 - ① University graduate who has 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 this Graduate School or other achievements
 - ② 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 this Graduate School or other achievements
8. Those aged 24 or older who do not meet any of the categories 1–7 above but are recognized to possess academic ability at least equal to that of a holder of a master's degree or a specialized degree through individual screening for eligibility for admission by the Graduate School

Note: If an applicant who does not fulfill any of the requirements listed from 1–6 wishes to apply under eligibility described in 7 or 8, eligibility to apply will be reviewed on an individual basis. Obtain the application form in advance from the Educational Affairs Section, Faculty of Fine Arts and submit the required documents as specified by the Graduate School by registered mail. The application must arrive by the specified deadline (October 12, 2023).

The application documents will be kept on hold until the end of the individual review, and the results of the review will be announced directly to the individual.

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 Three years

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

Enter the name of your desired studio (faculty advisor) from the list below in the designated space on the application form.

Information on studios and faculty advisors from among faculty members newly hired in the future (July 2023 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 2025 but is currently accepting student applications.

● indicates a faculty member who plans to retire at the end of March 2025 and is not accepting student applications.

△ indicates a faculty member who plans to retire at the end of March 2026 but is currently accepting student applications.

▲ indicates a faculty member who plans to retire at the end of March 2026 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 2024 academic year.

Note: Faculty advisors are subject to change as part of continuing improvements in the educational and research organization and other reasons.

The studios listed in the following table are current as of October 1, 2023. A revised version will be posted to the University website (<https://admissions.geidai.ac.jp/postgraduate/fine-arts/appliation/>) as soon as faculty advisor transfers for the 2024 academic year are finalized. Before entering a desired studio in the application form, check the latest version of this list.

Applicants to the research area of Sculpture must be provided an explanation of the nature of the research area by the Studio before submitting the application form.

Apply to: Sculpture Studio (doctor-exam.choukoku@ml.geidai.ac.jp)

Applicants to the research area of Intermedia Art must be provided an explanation of the nature of the research area by the Studio before submitting the application form.

Apply to: Intermedia Art Studio (doctor-exam-info@ima.fa.geidai.ac.jp)

Research area	Studio	Faculty advisor
Japanese Painting	Japanese Painting Studio 1	Kazuho Ueda, Professor
		Yo Ebi, 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	(Appointment to begin during 2024)
	Oil Painting Studio 2	Mami Kosemura, Associate Professor
	Oil Painting Studio 3	Yoriko Takabatake, Associate Professor
	Oil Painting Studio 4	Hiroshi Sugito, Professor
	Oil Painting Studio 5	Yusuke Nishimura, Associate Professor
	Oil Painting Studio 6	Kaoru Usukubo, Associate Professor
	Oil Painting	★ Takenori Miyamoto, 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	Satoshi Iwama, Associate Professor
	Oil Painting Technique and Material Studio 1	Meo Saito, Professor
	Oil Painting Technique and Material Studio 2	Takayuki Akimoto, Professor
Sculpture	Sculpture Studio 1	Rieko Otake, Associate Professor
	Sculpture Studio 2	(Appointment to begin April 2024)
	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 Maeda, Professor
	Metal Carving Studio 2	Hiroki Iwata, Professor
	Metal Hammering Studio 3	Tomomi Maruyama, Professor
	Metal Hammering Studio 4	Kazuhiko Shimura, Associate Professor
	Metal Casting Studio 5	△ Yasunori Tanioka, Professor
	Metal Casting Studio 6	Kazumasa Saegusa, Associate Professor
	Urushi-Art (Japanese Lacquer) Studio 7	△ Norihiko Ogura, Professor
	Urushi-Art (Japanese Lacquer) Studio 8	Kodo Aoki, Associate Professor
	Ceramics Studio 9	Ryo Mikami, Professor
	Ceramics Studio 10	Isamu Shiina, Associate Professor
	Textile Arts Studio 11	Keiya Hashimoto, Associate Professor
	Textile Arts Studio 12	Nanako Yamada, Associate Professor
	Material Art Studio 13 (Woodworking)	(Concurrent post) △ Norihiko Ogura, Professor
	Material Art Studio 14 (Glass)	(Concurrent post) ○ Nobuyuki Fujiwara, Professor

Research area	Studio		Faculty advisor
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, Professor
	Basic	Studio 8 (Draw)	Kazutoshi Oshimoto, Associate Professor
		Studio 9 (Design Embody)	Kazuyuki Hashimoto, Professor
		Studio 10 (Design Critical)	Keiichiro Fujisaki, Professor
Architecture	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 Studio 1		(Appointment to begin April 2024)
	Environmental Design Studio 2		Makoto Yokomizo, Professor
	Structural Design Studio 1		Mitsuhiro Kanada, Professor
	Architectural Theory Studio 1		Wataru Mitsui, Professor
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 projects, fashion expression)	Yoshinari Nishio, Associate Professor
		Studio 5 (Stage design)	Ai Harada, Associate 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
	TBD	Studio 10	(Appointment to begin April 2024)
Aesthetics and Art History	Aesthetics 1		Takayuki Hayashi, Associate Professor
	Aesthetics 2		Tomoyuki Kawase, Associate Professor
	Japanese and Asian Art History 1		(Concurrent post) Mabi Katayama, Professor
	Japanese and Asian Art History 2		Miho Suga, Professor
	Japanese and Asian Art History 3		(Appointment to begin April 2024)
	Japanese and Asian Art History 4		Seiichiro Matsuda, Professor

Research area	Studio		Faculty advisor
Aesthetics and Art History	Western Art History 1		● Mikinosuke Tanabe, Professor
	Western Art History 2		Naoki Sato, Professor
	Western Art History 3		Michiaki Koshikawa, Professor
	History of Crafts		Mabi Katayama, Professor
	Art Education Studio 1		Michiko Aoyagi, Associate Professor
	Art Education Studio 2		Godai Watanabe, Professor
	Art Education Studio 3		● Fumiya Kizu, Professor
	Art Anatomy Studio		Hideto Fuse, Professor
Global Art Practice	Studio 1		○ Nobuyuki Fujiwara, Professor
	Studio 2		Yusaku Imamura, Professor
	Studio 3		Hiraku Suzuki, Associate Professor
	Studio 4		Chiaki Soma, Associate Professor
	Studio 5		Mina Lee, Associate Professor
	Studio 6		Yuko Mohri, Associate Professor
Conservation	Conservation	Japanese Painting Studio 1	Kei Arai, Professor
		Japanese Painting Studio 2	Hanako Kunishi, Professor
		Oil Painting Studio	★ Yuko Tsuchiya, 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 re- search fields of the Crafts Studio (Metal Carving, Metal Hammering, Metal Casting, Urushi-Art [Japanese Lacquer], Ceramics, Textile Arts, Material Art).)	Mariko Kitano, Professor
			(Concurrent post) △ Norihiko Ogura, Professor
			(Concurrent post) Ryo Mikami, Professor
		Buildings and Districts Studio	Katsuhisa Ueno, Professor
			(Concurrent post) Wataru Mitsui, Professor
	Conservation Science	Analytical Science Laboratory	Masahiko Tsukada, Professor
		Materials Science Laboratory 1	Manako Tanaka, Associate Professor
		Materials Science Laboratory 2	Keiko Kida, Associate Professor
	Preventive Conservation (Partner research institution: Tokyo National Research Institute for Cultural Properties)	Conservation 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 are accepted via the Internet. 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.

* For applicants to the research area of Global Art Practice

Application procedures and methods for the research area of Global Art Practice (Doctoral Course) differ from those for other research areas. For more information, see the 2024 Tokyo University of the Arts Graduate School of Fine Arts (Doctoral Course) Guidance for Prospective Students for Global Art Practice, posted separately on the University's entrance examination information site.

①	Internet application registration (See pp. 9–10 for details.)	Access the Internet application site from the University's entrance examination information site and register the necessary information.
▼		
②	Payment of the screening fee (See pp. 11–12 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. 13–14 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 other required documents.
▼		
④	Printing the admission ticket (See p. 15 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 period

Internet application registration period and screening fee payment period	Deadline for submitting required documents to apply
<p>From 10:00 am, November 17 (Friday), 2023 Until 11:59 pm, November 24 (Friday), 2023</p>	<p>Must be received by November 28 (Tuesday), 2023 (date as postmarked).</p> <p>* 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.</p>

◆ 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. 11–12) must be paid by the payment deadline and the required documents (see pp. 13–14) 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 p. 15).
- 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 application 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 Friday, October 20, 2023.

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 holidays; 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 holidays) (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 Web browsers to apply online from a personal computer:</p> <ul style="list-style-type: none"> • 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> Photos that are blurry, contain a dark background, show the face in profile, include multiple people, and are edited are not accepted. In addition, take care to capture a clear picture of your face, especially around the eyes.</p> 
Prepare documents including those certifying your eligibility to apply.	<p>Referring to pp. 13–14, prepare necessary application documents before the submission deadline. Be sure to prepare documents certifying 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 required 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 Advance preparation section on the Internet application site.

1 Internet application registration

During the Internet application registration period, access the Internet application site from “Web出願 (Web application)” on the University’s entrance examination information site homepage, click on “My registration,” and register the information needed for application.

Carefully read the “Procedures for the Internet Application” in the lower part of the Internet application site homepage and other information before beginning the registration process.

Steps	
Access the Internet application site (https://e-apply.jp/ds/geidai-net/).	
▼	
My Page registration	<ul style="list-style-type: none">○ Click on “My registration” (orange button).○ Follow the instructions provided on the screen to enter your personal and other information for advance registration.
▼	
Application registration	<ul style="list-style-type: none">○ Log in to My Page, then click on “Carry out the application procedure”.○ Select “Faculty of Fine Arts • Graduate School of Fine Arts”.○ Select the entrance examination category, department, research field, etc. to which you wish to apply.
▼	
Registering personal information and uploading a photo showing your face Check the content of personal information, such as your name and address, registered during My Page registration. Enter all other required information. Photo: Prepare and upload a color photograph showing your face (see p. 8).	
▼	
Confirming application content	Carefully review the details of the information entered. Click on “Register” if you find no errors.
▼	
Completing application registration	Registration is complete when your reception number appears on the screen. Click on “Payment” to proceed to payment procedures (see pp. 12–13).

* Once registration for your Internet application is complete, an application registration completion email will be sent to your registered email address. Be sure to check for this email.

* Keep the registration completion email in a safe place until the entrance examinations are complete. The reception number is needed to check the application details, print the admission application form, and other purposes.

[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.

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.

Screening fee	Period for payment of screening fee
36,000 yen	<ul style="list-style-type: none">● November 17 (Friday), 2023 – 11:59 pm, November 24 (Friday), 2023● Payment must be made by 11:59 pm within four days, including the date you completed registration of your application online. <p>(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 above will apply.)</p>

* 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 / 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 planning to complete the MFA Course of the Graduate School of Tokyo University of the Arts in March 2024 and 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 have their university issue a Japanese Government Scholarship for Foreign Students Certificate and submit it to the University, along with the documents needed for applications specified under [3] (see pp. 13–14).**
- 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/kenteiryomenjo/>) 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)

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 two to three months following receipt of the Screening Fee Refund Request Form.
- The deadline for submitting the Screening Fee Refund Request Form is March 31, 2024 (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

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 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	<p>Submit the following two documents demonstrating your eligibility to apply:</p> <p>① Academic transcripts for Master course (If you transferred universities, also submit your academic transcripts from the previous university[ies].)</p> <p>② Diploma (or certificate of anticipated graduation) for Master course</p> <p>* Submit the original documents for both ① and ② above (copies, even if in color, will not be accepted).</p> <p>* Attach a <u>Japanese translation</u> if written in any language other than Japanese.</p>		All applicants	Not required from individuals who have graduated from the Graduate School, current students of the Graduate School, 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	<p>Print in color after downloading from the Internet application site and submit.</p>			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				
Statement of reasons for application	<p>Print the form designated by the University on p. 36 of this Guidance, provide the necessary information, and submit the form. You can print this form from the “各種様式 (Forms)” page accessible by clicking on “大学院入試 (Graduate School Examinations)” on the University’s entrance examination information site. http://admissions.geidai.ac.jp/postgraduate/youshiki1/</p>			
Copy of passport	Submit a copy of the passport page showing your face photograph and name.		All international students	
Score certificate of English-language qualification and certification test or Japanese Language Proficiency Test	<p>Please review “8. Content, Schedules, and Other Notes of Entrance Examinations” on pp. 19–29 of this Guidance and submit the test results specified for your desired research area.</p>		Only applicants to research areas other than Aesthetics and Art History (Aesthetics and Art History) and Conservation (excluding the Conservation research field) who are required to submit such a certificate (See pp. 19–29.)	It takes time for official certificates to arrive. Be sure to apply early after reviewing information from the official website for each examination and other sources to ensure that your certificate will arrive in time for your application. *Applicants whose native language is other than Japanese who wish to use the results of the examinations administered in December 2023 should consult with the Educational Affairs Section of the Faculty of Fine Arts before the start of the application period.
Other ㉠-㉣	㉠	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 ㉠-㉣” and prepare the required documents if they apply.
	㉡	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 ㉠ above.		
	㉢	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 from the Internet application site. Affix the printed name and address label to the envelope, enclose the above required documents, and send to the Faculty of Fine Arts.

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]

- Only documents sent by simple registered express mail and arriving by the specified deadline will be accepted. **No documents brought to the University in person will be accepted.**
- The University will not respond to inquiries concerning whether documents 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

You can print your admission ticket from the Internet application site after acceptance of your application. After receiving an email at your registered email address notifying that you can get your admission ticket, log in to My Page and **print your admission ticket in color (single sided) on A4-sized printer paper. Cut along the dotted line and bring with you on the examination date.** Note that **the University will not mail admission tickets.**

Admission tickets available for printing
Starting at 4:00 pm, December 25 (Monday), 2023

[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 January 4 (Thursday), 2024 if the information indicated on your admission ticket differs from the information you registered on the Internet application site or if you are still unable to print your admission ticket, even during the printing period. (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.)
- 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 holidays) (Japanese language only)

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

Applicants to all research areas must submit works, essays, portfolios, etc.
The process of submitting and picking up these materials is outlined below.

1. See “Content and method of examination” for each research area, starting on p. 19, 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 research areas of Oil Painting, Sculpture, Crafts, Design, 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.
3. When submitting, affix a Submitted Work, Essay, Portfolio, etc. Form **For Attachment** on p. 35 of this Guidance to the cover sheet, etc. for each work, essay, or portfolio and submit a Submitted Work, Essay, Portfolio, etc. Form **For Submission** for each work to the designated office. (For a research area 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 area of Japanese Painting, submit only the Submitted Work, Essay, Portfolio, etc. Forms **For Attachment**.

* 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.

Research area	Submission (date, time, and location)	Return (date, time, and location)
Japanese Painting	10:00 am – 12:00 noon, February 5 (Monday) Japanese Painting Studio (short essay) ----- 1:00 pm – 3:00 pm, February 11 (Sunday) Japanese Painting Studio (work)	February 13 (Tuesday) after completing oral examinations * The Japanese Painting Studio will provide detailed instructions.
Oil Painting	[Submit a short essay and portfolio and research plan data] January 5 (Friday) – 4:00 pm, January 10 (Wednesday) Submit digital files via the Internet. The Oil Painting studio will notify applicants separately by email of detailed submission methods. ----- [Submit a work and portfolio] 1:00 pm – 4:00 pm, February 12 (Monday) Oil Painting Studio, Professional Education Building, Toride Campus * Do not submit by post.	Short essays and portfolio and research plan data will not be returned, whether applicants are successful or unsuccessful. ----- [Return of work and portfolio] 1:00 pm – 4:00 pm, February 14 (Wednesday) Oil Painting Studio, Professional Education Building, Toride Campus * Cannot be returned by post.
Sculpture	[Submit a short essay, materials on works, and portfolio] January 22 (Monday) – January 26 (Friday) Submit via the Internet in PDF file format. Applicants will be given instructions by the Sculpture Studio on how to submit these data. ----- [Submit a work] 10:00 am – 3:00 pm, February 12 (Monday) Sculpture Studio (Accepted: 10:00 am – 11:30 am)	February 13 (Tuesday) following oral examinations until 4:00 pm * The Sculpture Studio will provide detailed instructions.
Crafts	10:00 am – 4:00 pm, January 5 (Friday) Studio for each research field (short essay) ----- 10:00 am – 4:00 pm, February 14 (Wednesday) Instructions to be provided on February 10 (Saturday) (work and portfolio)	Short essays will not be returned, whether applicants are successful or unsuccessful. ----- February 15 (Thursday) following oral examinations
Design	9:00 am – 4:00 pm, January 5 (Friday) Educational Affairs Section, Faculty of Fine Arts (short essay) ----- 9:00 am – 4:00 pm, February 1 (Thursday) – February 2 (Friday) (must be received during this period.) Educational Affairs Section, Faculty of Fine Arts (portfolio) ----- 10:00 am – 12:00 noon, February 14 (Wednesday) Joint Design Studio (work)	Short essays will not be returned, whether applicants are successful or unsuccessful. ----- • Return of portfolios to unsuccessful applicants in first-stage examinations If you would like the portfolio to be returned to you via parcel delivery service, enclose a freight-collect shipping label (Yamato Transport, Sagawa Express, or Yu-Pack only) with the necessary information filled out when you submit the portfolio. * Portfolios cannot be returned by international shipping. * Portfolios cannot be returned if no freight-collect shipping label was provided when they were submitted. * Portfolios will be disposed of on or after February 12 (Monday) if no freight-collect shipping label was enclosed when submitting the portfolio or address or contact information is unknown. ----- February 14 (Wednesday) following oral examinations Joint Design Studio
Architecture	9:00 am – 4:00 pm, January 12 (Friday) Educational Affairs Section, Faculty of Fine Arts	February 15 (Thursday) following oral examinations Architecture Studio

Research area	Submission (date, time, and location)	Return (date, time, and location)
Intermedia Art	January 11 (Thursday) – 4:00 pm, January 18 (Thursday) (Japan time) Submit data by post. Follow the instructions on p. 25 for submission procedures.	Digital files of portfolios and other submitted materials will not be returned.
Aesthetics and Art History (Aesthetics and Art History)	Aesthetics and Art History: January 5 (Friday) – 11 (Thursday) (* Must be postmarked by the submission deadline.) 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. 26 when submitting the above. Send by registered mail with “Master’s Thesis Enclosed” written in red on the envelope. Submitted materials will not be accepted if brought in person. Aesthetics and Art History Department Office, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714	In general, these materials will not be returned. If you wish to have these materials returned, refer to the instructions on p. 26.
Aesthetics and Art History (Art Education)	[Essay] Must arrive during the period January 10 (Wednesday) – 18 (Thursday). Write in red on the front of the envelope “Master’s Thesis Enclosed” and send by registered mail. Do not deliver the thesis in person. If you are sending from overseas, use a reliable delivery method such as DHL or EMS. * Follow the instructions on pp. 26–27 when submitting an essay. Art Education staff room, Tokyo University of the Arts, 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714 [Work and portfolio] 11:00 am – 3:00 pm, February 14 (Wednesday) * Follow the instructions provided by the Art Education Studio on the above date.	February 16 (Friday), after the end of oral examinations for all examinees * The Art Education Studio will provide detailed instructions.
Aesthetics and Art History (Art Anatomy)	Art Anatomy: 10:00 am – 4:00 pm, January 15 (Monday) Art Anatomy Studio (essay, etc.)	The Art Anatomy Studio will provide instructions when examinations are complete.
Conservation	Conservation: 1:00 pm – 3:00 pm, February 14 (Wednesday) As instructed by the studio of each field in Conservation on the date indicated above Conservation Science } Submitted materials must Preventive Conservation } arrive by post during the period of dates postmarked from January 19 (Friday) through January 26 (Friday)	After oral examinations Conservation: February 15 (Thursday) Conservation Science } February 14 Preventive Conservation } (Wednesday) The studio of the desired research field will provide instructions.

8. Content, Schedules, and Other Notes 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, works, essays, 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)

In principle, all entrance examinations (except for the department of Global Art Practice) are conducted **solely in Japanese**. This means, whether oral or written, all exam questions are to be asked and answered in Japanese.

* Some studios may allow entrance exams to be conducted in English. Please consult with the Educational Affairs Section, Faculty of Fine Arts **before the application period is announced**.

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.

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.)

(*) Applicants to research areas for which submission of English-language qualifications/tests or Japanese-Language Proficiency Test (JLPT) score certificates is required for language ability screening who come from countries and regions where such tests are not administered due to COVID-19 should contact the Educational Affairs Section of the Faculty of Fine Arts by Friday, October 20, 2023.

Research area	Date and time	Content and method of examination
Japanese Painting		(1) Language ability screening ○ Applicants whose native language is Japanese: Send any of the English-language qualification and certification test score certificates under ①-③ below (for a test taken in 2022 or later) to the Educational Affairs Section of the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form. ① TOEIC Listening & Reading Test score certificate ② TOEFL score certificate * Either PBT or iBT is acceptable. Ask the examination administrator agency (ETS) to issue an Official Score Report for submission. (The Test Taker Score Report will be rejected.) (The DI code for the Graduate School of Fine Arts is B882.) ③ IELTS score certificate * Academic Module only. The General Training Module is not acceptable. ○ Others: Send Japanese Language Proficiency Test (JLPT) certification results and score certificate to the Educational Affairs Section of the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form. * Submit results for <N2> or higher.
	February 5 (Monday), 10:00 am – 12:00 noon [Submit to: Japanese Painting Studio]	(2) Submit a short essay: up to 4,000 characters (Topic: Discuss your thoughts on the research area, the intentions and process of creating the works submitted, and so forth. Submit one original and seven photocopies.)
	February 11 (Sunday), 1:00 pm – 3:00 pm [Submit to: Japanese Painting Studio]	(3) Works to submit: Five to ten pieces in size no. 50 (All works must have been created within the past two years. Do not put them in frames.)
	February 13 (Tuesday), 1:00 pm – <Meet at 12:30 pm in front of the main entrance to the Painting Building.>	(4) Oral examination

Research area	Date and time	Content and method of examination
Oil Painting		<p>(1) Language ability screening</p> <ul style="list-style-type: none"> ○ Applicants whose native language is Japanese: Send any of the English-language qualification and certification test score certificates under ①-③ below (for a test taken in 2022 or later) to the Educational Affairs Section of the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form. ① TOEIC Listening & Reading Test score certificate ② TOEFL score certificate <ul style="list-style-type: none"> * Either PBT or iBT is acceptable. Ask the examination administrator agency (ETS) to issue an Official Score Report for submission. (The Test Taker Score Report will be rejected.) (The DI code for the Graduate School of Fine Arts is B882.) ③ IELTS score certificate <ul style="list-style-type: none"> * Academic Module only. The General Training Module is not acceptable. ○ Others: Send Japanese Language Proficiency Test (JLPT) certification results and score certificate to the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form. <p>* Submit results for either <N1 or N2>.</p>
Oil Painting	<p>January 5 (Friday) – 4:00 pm, January 10 (Wednesday) Submit digital files via the Internet. The Oil Painting studio will notify applicants separately by email of detailed submission methods.</p>	<p>(2) Submit a digital file of your short essay. Conditions:</p> <ul style="list-style-type: none"> • Compose an essay (describing matters such as your thoughts on the research area and the intentions and background of the works submitted) in up to 4,000 characters written horizontally on A4-sized paper (portrait orientation). • Attach a cover sheet showing the essay title, your name, and your examinee number at the front of the essay. • If your essay has footnotes, references, or reference illustrations, attach them to the essay, written horizontally on up to three pages of A4-sized paper (portrait orientation). (The 4,000 character limit excludes footnotes and descriptions of references) • To the end of the essay, attach photographs of the works submitted on up to three pages of A4-sized paper (portrait orientation). • File format: PDF • Maximum file size: 50 MB • Use the filename “Examinee no. ____ : 2024 Doctoral Program in Oil Painting Entrance Exam Short Essay” (enter your examinee number in the space). <p>* Prepare your short essay in Japanese.</p> <p>(3) Submit a digital file of your portfolio. Conditions:</p> <ul style="list-style-type: none"> • Prepare an electronic file of the portfolio containing the same content as the submitted physical portfolio on up to 80 pages of A4 through A3 paper sizes. • Attach your personal background and a history of activities at the start of the portfolio. • File format: PDF • Maximum file size: 200 MB • Use the filename “Examinee no. ____ : 2024 Doctoral Program in Oil Painting Entrance Exam Portfolio” (enter your examinee number in the space).

Research area	Date and time	Content and method of examination
Oil Painting	<p>January 5 (Friday) – 4:00 pm, January 10 (Wednesday) Submit digital files via the Internet. The Oil Painting studio will notify applicants separately by email of detailed submission methods.</p>	<p>(4) Submit a digital file of your research plan Prepare a written research plan on the subject of your research for the three years of the doctoral program, satisfying the conditions below. This document is not a subject of screening for admission. However, it will be referred to in oral examinations.</p> <p>Conditions:</p> <ul style="list-style-type: none"> • Prepare so that the content fits, written horizontally, on one sheet of A4-sized paper (portrait orientation). • Must use a font size of 10.5 points. • Must be printed in Mincho font. • May include charts and photographs. • The theme “Research plan for three years of doctoral program,” followed by your examinee number and name, must be written at the top of the page. • Maximum file size: 50 MB • Use the filename “Examinee no. ____ : 2024 Doctoral Program in Oil Painting Entrance Exam Research Plan” (enter your examinee number in the space). <p>* Prepare your research plan in Japanese. * When submitting the files under (2), (3), and (4) above, fill out the required information on the Submitted Work, Essay, Portfolio, etc. Form on p. 35, save as digital files, and submit together with the files under (2), (3), and (4). * Do not submit anything other than the items specified above. * No special consideration will be given to incomplete files or loss of data due to corrupt files or other such reasons. Note that the files submitted will not be returned.</p>
	<p>February 12 (Monday), 1:00 pm – 4:00 pm Submit to: Oil Painting Studio, Professional Education Building, Toride Campus. The place will be instructed on 3F of the Professional Education Building. * Do not submit by post.</p>	<p>(5) Submit the work(s). Submit by selecting a method from A), B), and C) below.</p> <p>A) Propping against the wall only Submit by propping against the wall in a space of 390 cm (width) × 120 cm (depth) × 240 cm (height).</p> <p>B) Placing on the floor only Submit by placing on the floor in a space of 240 cm (width) × 240 cm (depth) × 240 cm (height).</p> <p>C) Propping against the wall and placing on the floor Submit by propping against the wall and placing on the floor in a space of 240 cm (width) × 180 cm (depth) × 240 cm (height) adjoining the wall.</p> <p>* Indicate method A), B), or C) when submitting the work(s). * You may submit multiple works if they fit within any of the surface areas described in A), B), and C) above. * When carrying in and removing the work(s), the applicant must be present and abide by the instructions provided by the Oil Painting Studio. In principle, you should prop up the work(s) against the wall or place on the floor. The use of nails or screws on the wall, etc. is prohibited. The applicant is responsible for preparing any stands or other fixtures needed. * The work(s) must have been created within the past two years.</p> <p>(6) One real portfolio</p> <p>* Fill out the necessary number of sheets of the “Submitted Work, Essay, Portfolio, etc. Form” for (5) and (6) above and bring them to the reception desk when submitting the works and portfolio. Do not attach the forms.</p>

Research area	Date and time	Content and method of examination
Oil Painting	February 13 (Tuesday) , 1:00 pm – <Meet at 12:30 pm at the meeting place instructed when submitting works on February 12 (Monday)>	(7) Oral examination Applicants must prepare slides showing information such as research plans and images of their works and use the monitor in the examination room for the oral examination. * Participate in prior checking of monitor use beginning at 4:00 pm on Monday, February 12. Bring your own computer and adapter. (The Oil Painting Studio will lend a monitor and HDMI cable.)
*Sculpture		(1) Language ability screening ○ Applicants whose native language is Japanese: Send any of the English-language qualification and certification test score certificates under ①–③ below (for a test taken in 2022 or later) to the Educational Affairs Section of the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form. ① TOEIC Listening & Reading Test score certificate ② TOEFL score certificate * Either PBT or iBT is acceptable. Ask the examination administrator agency (ETS) to issue an Official Score Report for submission. (The Test Taker Score Report will be rejected.) (The DI code for the Graduate School of Fine Arts is B882.) ③ IELTS score certificate * Academic Module only. The General Training Module is not acceptable. ○ Others: Send Japanese Language Proficiency Test (JLPT) certification results and score certificate to the Educational Affairs Section of the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form. * Submit <N1> results.
	January 22 (Monday) – January 26 (Friday) Submit data in PDF format via the Internet. The Sculpture Studio will issue applicants instructions on the submission method.	(2) Short essay: Up to 4,000 characters on A4-sized paper • Submit a short essay discussing matters such as the applicant's thoughts on the research area and the intentions and processes of creating the works submitted. (3) Documentation of the works submitted: Submit one sheet of A4-sized paper per work. • Be sure to include photographs of the work(s) displayed and indicate dimensions, materials, weight, and other details. Submit on A4-sized paper.
	February 12 (Monday) , 10:00 am – 3:00 pm (In principle, reception will end at 11:30 am.) [Submit to: First Floor, Sculpture Building]	(4) Submitting (physical) portfolio: One portfolio of up to 50 pages on A4-sized paper (5) Submitting works: One to three works of sculpture • The works must have been created within the past two years. • If a work requires an electric power supply or incorporates video, prepare instructions on how to start up the work and be sure to submit the instructions when setting up the work. • In principle, bring with you all tools and materials required to carry in and remove the work. (No pedestals will be provided.)
	February 13 (Tuesday) , 10:00 am – <Meet at 9:40 am in front of the main entrance to the Sculpture Building.>	(6) Oral examination

* Applicants to the Sculpture research area who are not Tokyo University of the Arts students at the time of application must receive an explanation of the nature of the research area from their desired studio during the implementation period below. Request the explanation by email during the acceptance period below.

Acceptance period: October 1 (Sunday) – November 1 (Wednesday), 2023

Implementation period: November 4 (Saturday) – 18 (Saturday), 2023

Email: doctor-exam.choukoku@ml.geidai.ac.jp (Be sure to indicate your desired studio clearly in the email.)

Research area	Date and time	Content and method of examination
Crafts		<p>(1) Language ability screening</p> <p>○ Applicants whose native language is Japanese: Send any of the English-language qualification and certification test score certificates under ①-③ below (for a test taken in 2022 or later) to the Educational Affairs Section of the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form.</p> <p>① TOEIC Listening & Reading Test score certificate</p> <p>② TOEFL score certificate</p> <p>* Either PBT or iBT is acceptable.</p> <p>Ask the examination administrator agency (ETS) to issue an Official Score Report for submission. (The Test Taker Score Report will be rejected.) (The DI code for the Graduate School of Fine Arts is B882.)</p> <p>③ IELTS score certificate</p> <p>* Academic Module only. The General Training Module is not acceptable.</p> <p>○ Others: Send Japanese Language Proficiency Test (JLPT) certification results and score certificate to the Educational Affairs Section of the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form.</p> <p>* Submit results for either <N1 or N2>.</p>
	<p>January 5 (Friday), 10:00 am – 4:00 pm [Submit to: Studio of each research field]</p>	<p>(2) Submit a short essay: up to 4,000 characters</p> <p style="margin-left: 40px;">Topic: Discuss your thoughts on the research area, the intentions and process of creating the works submitted, and so forth. Submit one original and 16 photocopies. Reference images (up to 10 cuts) may be attached. Indicate only your desired research field and examinee number.</p>
	<p>February 10 (Saturday), 11:50 am – 12:30 pm <Meet at 11:50 am in front of the Factory Complex.></p>	<p>Instructions will be issued regarding work submission.</p>
	<p>February 14 (Wednesday), 10:00 am – 4:00 pm <Meet at 9:50 am in front of the Factory Complex.> [Submit to: Instructions will be issued on February 10 (Saturday).]</p>	<p>(3) Submit works: Five to ten pieces in your desired research field (for display indoors)</p> <p>* Applicants may be asked to sit for the practical examinations as well.</p> <p>(4) Submit a portfolio: Submit a file in printed form and in PDF format on USB memory. This should include a summary of the applicant's works and creative activities to date. Documents should be A4 in size. Clearly indicate the research area you are applying for and your examinee number only.</p>
	<p>February 15 (Thursday), 1:00 pm – <Meet at 12:50 pm in front of the Factory Complex.></p>	<p>(5) Oral examination</p>
Design	First-stage examinations	
		<p>(1) Language ability screening</p> <p>○ Applicants whose native language is Japanese: Send either of the English-language qualification and certification test score certificates under ① and ② below (for a test taken in 2022 or later) to the Educational Affairs Section of the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form.</p> <p>① TOEIC Listening & Reading Test score certificate</p> <p>② TOEFL score certificate</p> <p>* Either PBT or iBT is acceptable.</p> <p>Ask the examination administrator agency (ETS) to issue an Official Score Report for submission. (The Test Taker Score Report will be rejected.) (The DI code for the Graduate School of Fine Arts is B882.)</p> <p>○ Others: Send Japanese Language Proficiency Test (JLPT) certification results and score certificate to the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form.</p> <p>* Submit <N1> results.</p>

Research area	Date and time		Content and method of examination
Design	First-stage examinations		
	January 5 (Friday) [Submit to: Educational Affairs Section, Faculty of Fine Arts]	9:00 am – 4:00 pm	(2) Submit a short essay: up to 4,000 characters (Topic: Discuss your thoughts on the research area, the intentions) and process of creating the works submitted, and so forth.
	February 1 (Thursday) – February 2 (Friday)	9:00 am – 4:00 pm	(3) Submit a portfolio: A file summarizing past works and creative activities. Portfolio must be A4–A3 size. (Send by post only. Must arrive during the period at left. Those arriving before this period begins will be accepted only if posted from overseas.) Submit to: Educational Affairs Section, Faculty of Fine Arts
	Second-stage examinations		
	February 14 (Wednesday) <Meet at 9:30 am at the 3F reception desk in the Factory Complex.> [Submit to: Instructions will be posted by the Design Department on the date indicated above.]	10:00 am – 12:00 noon	(4) Submit works: Three to five pieces (All works must have been created within the past two years.) * Prepare any equipment and materials needed for submitting works by yourself. External communications 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.
		1:00 pm –	(5) Oral examination
Architecture			(1) Language ability screening ○ Applicants whose native language is Japanese: Send any of the English-language qualification and certification test score certificates under ①-③ below (for a test taken in 2022 or later) to the Educational Affairs Section of the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form. ① TOEIC Listening & Reading Test score certificate ② TOEFL score certificate * Either PBT or iBT is acceptable. Ask the examination administrator agency (ETS) to issue an Official Score Report for submission. (The Test Taker Score Report will be rejected.) (The DI code for the Graduate School of Fine Arts is B882.) ③ IELTS score certificate * Academic Module only. The General Training Module is not acceptable. ○ Others: Send Japanese Language Proficiency Test (JLPT) certification results and score certificate to the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form. * Submit results for either <N1 or N2>.
	January 12 (Friday). 9:00 am – 4:00 pm [Submit to: Educational Affairs Section, Faculty of Fine Arts]		(2) Submit works or essay: The materials submitted must be related to your desired research field. For works, submit two to three pieces (in any format; models not accepted). For the essay, submit a photocopy of your master's thesis or similar essay. (3) Submit a short essay: approx. 8,000 characters. (The essay should be related to the research theme you intend to) study in the doctoral course.
	February 15 (Thursday), 1:30 pm – <Meet at 1:00 pm in front of the main entrance to the Main Building.>		(4) Oral examination

Note: Applicants to the research area of Intermedia Art must receive an explanation of the nature of the research area from their desired studio before submitting their application form. Apply in advance for such explanation to the email address below, indicating your preferred faculty advisor:
doctor-exam-info@ima.fa.geidai.ac.jp

Research area	Date and time	Content and method of examination
Intermedia Art		<p>(1) Language ability screening</p> <ul style="list-style-type: none"> ○ Applicants whose native language is Japanese: Send the original of any of the English-language qualifications/test score certificates under ①, ②, and ③ below (for a test taken in 2022 or later) to the Educational Affairs Section of the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for the application form. <ul style="list-style-type: none"> ① TOEFL (iBT) (PBT or ITP not accepted): Ask the test administrator agency (ETS) to submit an Official Score Report. (The Test Taker Score Report is not acceptable.) (The DI code for the Graduate School of Fine Arts is B882.) ② IELTS (Academic Module only) score certificate ③ TOEIC Listening & Reading Test score certificate (Either the official test or IP test is acceptable.) ○ Others: Send the original of Japanese Language Proficiency Test (JLPT) certification results and score certificate to the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for the application form. <p>* Submit <N1> results.</p>
	<p>January 11 (Thursday) – 4:00 pm, January 18 (Thursday) (Japan time; must arrive during this period.)</p> <p>Submit to: Joint Faculty Advisors' Office, Intermedia Art Toride Campus, Tokyo University of the Arts 5000 Omonma, Toride, Ibaraki Prefecture 302-0001 (Send by registered mail, with "Doctoral Portfolio, etc. Enclosed" written on the envelope in red. Do not submit in person.) If sending from overseas, use a reliable delivery method such as DHL or EMS.</p>	<p>(2) Submit an essay.</p> <ul style="list-style-type: none"> • Submit your master's thesis written in Japanese or English and an abstract (approx. 2,000 characters) in Japanese. If you were not required to write a master's thesis to complete the master's degree program, you must submit another equivalent essay (approx. 20,000 characters) and abstract instead. • Use the filename "Examinee no. ____: 2024 Intermedia Doctoral Program Entrance Exam Essay" (enter your examinee number in the space). Include the abstract and the essay in the PDF file, in that order. <p>(3) Submit 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: 180 MB • Use the filename "Examinee no. ____: 2024 Intermedia Doctoral Program Entrance Exam Portfolio" (enter your examinee number in the space). <p>(4) Submit a reference material.</p> <ul style="list-style-type: none"> • Optionally, you may submit no more than one of the following types of reference materials to supplement your portfolio. • Use the filename "Examinee no. ____: 2024 Intermedia Doctoral Program Entrance Exam Reference Material" (enter your examinee number in the space). <ol style="list-style-type: none"> ① A video up to six minutes long. File format: MOV or MP4. Resolution: 1280 × 720 (max.). Maximum file size: 300 MB ② An audio file up to six minutes long. File format: AIFF or WAV, in stereo (no more than two channels). Maximum file size: 300 MB ③ A collection of photographs, in slideshow format in a video up to six minutes long. File format: MOV or MP4. Resolution: 1280 × 720 (max.). Maximum file size: 300 MB ④ Up to 60 pages of printed materials, scanned from a book, essay (offprint*), or report. File format: PDF. Maximum file size: 300 MB <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>(5) How to submit</p> <ul style="list-style-type: none"> • Prepare digital files of the materials to submit under (2)-(4) 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. Enclose the Submitted Work, Essay, Portfolio, etc. Form (For Submission/For Attachment) in the envelope used to submit the above. <p>(6) Note</p> <ul style="list-style-type: none"> • 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. <p>Files must be readable and playable in Mac OS 10.12 and later.</p>

Research area		Date and time	Content and method of examination
Intermedia Art		February 7 (Wednesday) , 1:00 pm – Meet at 12:30 pm Media Classes, Toride Campus	(4) Oral examination
Aesthetics and Art History	Aesthetics and Art History	January 5 (Friday) – 11 (Thursday) (* Must be postmarked by the submission deadline.) [Submit to: Aesthetics and Art History Department Office] Send by registered mail with “Master’s Thesis Enclosed” written in red on the envelope. Submitted materials will not be accepted if brought in person. * 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). Aesthetics and Art History Department Office, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714	(1) Essay submission: Submit a photocopy of your master’s thesis in your desired research field (Aesthetics, Japanese and Asian Art History, Western Art History, History of Crafts). If you were not required to write a master’s thesis, submit another essay instead. You may submit other written work as reference materials. Note: ① Attach a Japanese abstract of approximately 2,000 characters to the essay. ② Submit ① a copy of an essay and abstract printed and bound into one volume and ② a PDF file of the essay and abstract. Send ① by post as described in the left column. Instructions on how to send ② will be notified at a later date at the email address registered at the time of application. ③ Applicants planning to complete the MFA Course in the Graduate School of Tokyo University of the Arts in March 2024 in the same research field cannot send this essay and abstract separately. This is because the master’s thesis and abstract will be examined as part of the screening. ④ In principle, essays must be submitted in Japanese. However, certain research fields may accept essays written in other languages. We encourage you to inquire with the Educational Affairs Section of the Faculty of Fine Arts (see p. 7 of this Guidance) before the start of the Internet application registration period to determine the Department will accept an essay in your desired language.
		February 15 (Thursday) Meet at 9:30 am in the Main Building main entrance lobby.	(2) Language ability screening with questions asked and answered in Japanese: Choose one of the following languages: English, German, French, and Italian. (All examinees will be lent identical dictionaries at the examination location; dictionaries provided are English-Japanese, German-Japanese, French-Japanese, and Italian-Japanese for the examinations in English, German, French, and Italian, respectively; only pencils and mechanical pencils are allowed to be used.)
		10:00 am – 11:00 am	
		2:00 pm –	(3) Oral examination with questions asked and answered in Japanese
Art Education	Art Education	Must arrive during the period January 10 (Wednesday) – 18 (Thursday). Write in red on the front of the envelope “Master’s Thesis Enclosed” and send by registered mail. Do not deliver the thesis in person. If you are sending from overseas, use a reliable delivery method such as DHL or EMS. Send to: Art Education staff room, Tokyo University of the Arts, 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714 Japan	(1) Submit an essay: Submit a photocopy of your master’s thesis. If you were not required to write a master’s thesis, submit another essay instead. You may submit other written work as reference materials. Notes: ① How to submit • Submit by post to the Art Education Faculty Office. • Attach the Submitted Work, Essay, Portfolio, etc. Form on p. 35 to the essay under (1). ② Applicants planning to complete the MFA Course in the Graduate School of Tokyo University of the Arts in March 2024 in the same research field are not required to the essay under (1). ③ In principle, essays must be submitted in Japanese. However, if the master’s thesis is written in a language other than Japanese, submit a PDF file of the thesis, in addition to sending a copy by post. Information on how to submit the PDF file will be sent at a later date to the email address registered during the application.

Research area		Date and time		Content and method of examination
Aesthetics and Art History	Art Education	February 12 (Monday) 10:30 am – 12:00 noon <Meet at 10:00 am in the Main Building main entrance lobby.>		(2) Language ability screening ○ Applicants whose native language is Japanese: Language ability screening - English * Examinees may bring print dictionaries to these screenings. Note that electronic dictionaries are not permitted. ○ Others: Send Japanese Language Proficiency Test (JLPT) certification results and score certificate to the Educational Affairs Section of the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form. * Submit <N1> results.
		February 14 (Wednesday), 11:00 am – 3:00 pm [Submit to: Instructions will be issued by Art Education Studio.]		(3) ① Submit works. Submit two or more pieces of practical works. If submitting video materials, they must not exceed five minutes in length. (No need to bring monitors, players, etc. Contact the University regarding other media.) * Applicants may be asked to take practical examinations as well. ② One book of a portfolio
		February 16 (Friday), 10:30 am – <Meeting place: Main Building main entrance lobby> Instructions regarding meeting times will be issued separately.		(4) Oral examination
	Art Anatomy	January 15 (Monday), 10:00 am – 4:00 pm [Submit to: Art Anatomy Studio]		(1) Submit an essay: Submit a photocopy of your master's thesis. If you were not required to write a master's thesis, submit another essay instead. You may submit other written work as reference materials. Note: Applicants planning to complete the MFA Course of the Graduate School of Tokyo University of the Arts in March 2024 in the same research field need not submit essays.
		February 11 (Sunday) 〈Meet at 9:30 am in the Main Building main entrance lobby.〉	10:00 am – 11:00 am	(2) Language ability screening: English (Examinees may bring dictionaries; however, electronic dictionaries are not permitted.)
			11:10 am – 12:10 pm	(3) Written examination on your specialization
			2:00 pm –	(4) Oral examination

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

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

Sculpture (Conservation) Studio: 050-5525-2279

Crafts (Conservation) Studio: 050-5525-2281

Buildings and Districts (Conservation) Studio: 050-5525-2284

Conservation Science Studio: 050-5525-2285

Preventive Conservation Studio: systemhozongaku@ml.geidai.ac.jp or 03-3823-2297

Research area	Date and time		Content and method of examination
Conservation	Conservation		<p>(1) Language ability screening</p> <p>○ Applicants whose native language is Japanese: Send any of the English-language qualification and certification test score certificates under ①-③ below (for a test taken in 2022 or later) to the Educational Affairs Section of the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form.</p> <p>① TOEIC Listening & Reading Test score certificate</p> <p>② TOEFL score certificate</p> <p>* Either PBT or iBT is acceptable.</p> <p>Ask the examination administrator agency (ETS) to issue an Official Score Report for submission. (The Test Taker Score Report will be rejected.) (The DI code for the Graduate School of Fine Arts is B882.)</p> <p>③ IELTS score certificate</p> <p>* Academic Module only. The General Training Module is not acceptable.</p> <p>○ Others: Send Japanese Language Proficiency Test (JLPT) certification results and score certificate to the Educational Affairs Section of the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form.</p> <p>* No Japanese Language Proficiency Test (JLPT) level requirements are specified.</p>
		<p>February 14 (Wednesday), 1:00 pm – 3:00 pm { Submit to: To be posted on campus on the date indicated above. }</p>	<p>(2) Submit an essay or works.</p> <p>* Attach an abstract to the submitted essay.</p> <p>* Japanese Painting, Sculpture, and Crafts: Up to five works recently restored or created. However, for sculptures, the package dimensions and weight must not exceed 190 cm high, 90 cm wide, 130 cm deep, and roughly 400 kg.</p> <p>* Buildings and Districts: Submit a short essay of up to 2,000 characters (on the theme you intend to pursue in the Doctoral Program) in addition to the materials under (2) above.</p>
		<p>February 15 (Thursday), 9:00 am – <Meeting times to be instructed on February 14; meeting place: Main Building main entrance lobby></p>	<p>(3) Oral examination</p> <p>* You may be assigned a written examination or practical examination on your specialization as well.</p>
	Conservation Science	<p>Submitted materials must arrive during the period of dates postmarked: January 19 (Friday) – 26 (Friday) (send by registered mail). [Submit to: Studio of your desired research field]</p>	<p>(1) Submit a treatise: Submit a photocopy and abstract of your master's thesis. If you were not required to write a master's thesis, submit another essay instead. You may submit other written work as reference materials. Note: Applicants who completed the MFA Course of the Tokyo University of the Arts in the same desired field need not submit essays.</p> <p>(2) Submit a short essay of up to 2,000 characters (on the theme you intend to pursue in the Doctoral Course).</p>
		<p>February 10 (Saturday) { Meet at 9:30 am in the Main Building main entrance lobby. }</p>	<p>(3) Language ability screening: English (Each examinee may bring one printed English-Japanese dictionary. Note that electronic dictionaries are not permitted.)</p>
		<p>February 14 (Wednesday) <Meeting times to be instructed on February 10; meeting place: Main Building main entrance lobby></p>	<p>(4) Written examination on specialization</p> <p>(5) Oral examination</p>

Research area		Date and time		Content and method of examination
Conservation	Preventive Conservation	Submitted materials must arrive during the period of dates postmarked: January 19 (Friday) – 26 (Friday) (send by registered mail). [Submit to: Studio of your desired research field]		(1) Submit a treatise: Submit a photocopy and a Japanese-language abstract of your master's thesis. If you were not required to write a master's thesis, submit another essay instead. You may submit other written work as reference materials. Note: Applicants who completed the MFA Course of the Tokyo University of the Arts in the same desired field need not submit essays.
		February 10 (Saturday) 〈Meet at 9:30 am in the Main Building main entrance lobby.〉	10:00 am – 12:00 noon	(2) Submit a short essay of up to 2,000 characters (on the theme you intend to pursue in the Doctoral Course). (3) Score/grade certificate etc. demonstrating Japanese language ability (optional): Applicants whose native language is not Japanese are encouraged to submit score/grade certificates attesting to their Japanese language ability if available, such as those of the Japanese Language Proficiency Test (JLPT).
			1:00 pm – 2:00 pm	(4) Language ability screening: English (Examinees will be loaned English-Japanese dictionaries. Do not bring your own.) (5) Written examination on specialization
		February 14 (Wednesday) <Meeting times to be instructed on February 10; meeting place: Main Building main entrance lobby>	10:00 am –	(6) Oral examination

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

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

Transportation:

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

Toride Campus (5000 Omonma, Toride, Ibaraki Prefecture)

Transportation:

- About 15 minutes' 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 research areas of Oil Painting and Intermedia Art are conducted at the Toride Campus. See p. 37.

10. Announcement of Successful Applicants

- **Announcement of successful applicants in first-stage examinations (Design research area only)**
1:00 pm on February 11 (Sunday), 2024

* Examinee nos. of successful applicants will be announced on the University website (<https://admissions.geidai.ac.jp>).

* Be sure to check whether or not you have passed. Information concerning second-stage examinations may be posted as well.

* Applicants who fail to pass the first-stage examinations are ineligible for the second-stage and subsequent examinations. In addition, no paper procedures are required until the announcement of final successful applicants.

○ **Announcement of Final Successful Applicants**

10:00 am on February 20 (Tuesday), 2024

* Examinee nos. of final successful applicants will be announced on the University website (<https://admissions.geidai.ac.jp>).

Admission procedure documents will be sent to final successful applicants around February 22, 2024.

[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 13 (Wednesday), 2024.

(2) **Payment of enrollment fee, etc.**

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

Type	Amount	Remarks
Enrollment fee ^{*1}	338,400 yen	Planned amount Payment is not required from individuals planning to complete the MFA Course of the Tokyo University of the Arts in March 2024 or 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	2,600 yen	Three years' premium
Student casualty insurance additional liability insurance premium	1,020 yen	Three 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, 2024.

^{*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 course.

Payment of tuition is required after admission.

Amounts: 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 must be paid by direct debit from a bank account.
Following the instructions provided for admission procedures, register a bank account for direct debiting of tuition.
- ③ Planned dates of direct debiting in the 2024 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.

Research area	Amount	Breakdown of teaching materials expenses
Oil Painting	60,000 yen	Entire amount paid after admission
Crafts (Glass)	50,000 yen	Instructions to be provided by Studio after admission
Architecture	60,000 yen	Instructions to be provided by Studio after admission

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

(4) Other

Your visa responsibility

- Apart from the admission procedures, it is your responsibility as an applicant for admission 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. In principle, those entering Japan on short-term stay visas may not transition to student visa status while in Japan. (They must apply for certificates of eligibility for residence after returning to their home countries temporarily and apply to the local Japanese embassy or consulate for student visas.)

If you are requesting the University to apply for a certificate of eligibility for residence on your behalf, submit the required documents (of which successful applicants will be notified) when completing the admission procedures.

- * The Ministry of Justice reviews visa applications. The University will not be liable for rejected applications.
- * The exemption or deferral of enrollment fee/tuition and most scholarships for international students are available only to those with student visas.
- * Be careful not to submit duplicate applications for certificates of eligibility for residence. (For example, if you are also accepted to another university or if you already have a valid certificate of eligibility for residence for some other reason. No certificate will be issued if duplicate applications have been submitted. If you are requesting the University to apply for a certificate on your behalf, ask any other institution to which you have already applied to cancel your application.)

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 for 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 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 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 of tuition fees described above.

14. Disclosure of Information on Entrance Examinations

The procedure for requesting the disclosure of results of entrance examinations for the Tokyo University of the Arts Graduate School of Fine Arts will change from the 2024 academic year.

* Note that this procedure differs from the procedure for requesting the disclosure of results through the 2023 academic year.

1. How to apply
 1. Make a request on the Internet application site. Pay 404 yen as the required fee for disclosure of results together with the screening fee.

Notifications of results will be sent in bulk in June 2024. Contact the Educational Affairs Section, Faculty of Fine Arts, if you do not receive the notification during this period.

Notifications returned by the post office after the retention period due to incomplete addresses or absence of the recipient will be kept at the Educational Affairs Section, Faculty of Fine Arts, until the end of August 2024. Be sure to register an address at which you can receive the notification.

* Note that requests for disclosure of results will not be accepted by post or after completing the Internet application. Be sure to request disclosure of results when applying if you would like them to be disclosed.
2. When to apply

10:00 am, November 17 (Friday) – November 24 (Friday), 2023

* During the Internet application period
3. Information released
 - (1) Only the individual's results of the entrance examinations for the current academic year (2024) will be released.
 - (2) Individual results will be released in the form of scores or grades. Relative rankings of examinees will not be released.

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

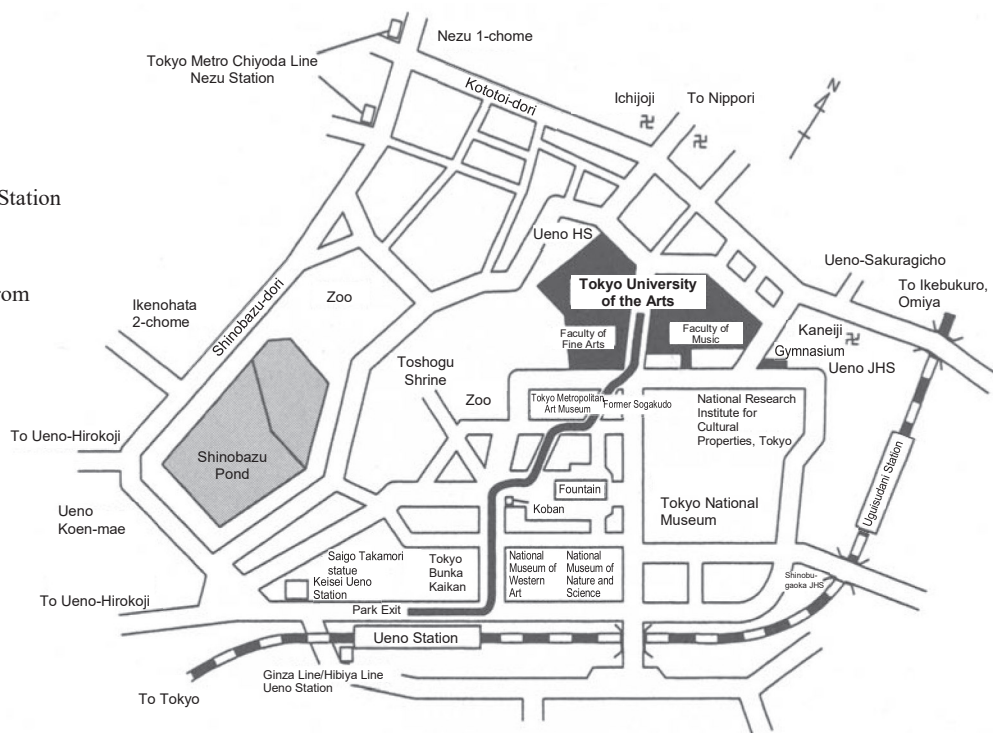
[Transportation]

JR line:

About 10 minutes' walk from either Ueno Station (Park exit) or Uguisudani Station

Tokyo Metro:

About 15 minutes' walk from Ueno Station on the Ginza and Hibiya lines
About 10 minutes' walk from Nezu Station on the Chiyoda line



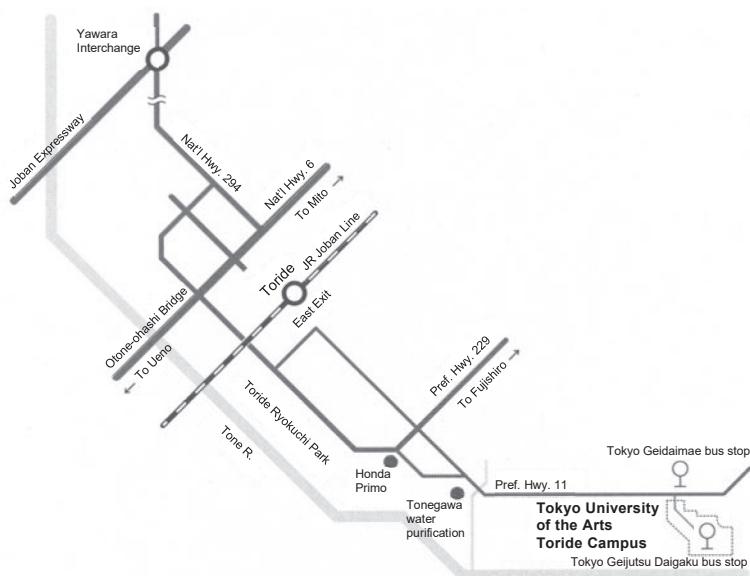
Toride Campus

5000 Omonma, Toride, Ibaraki Prefecture 302-0001

[Transportation]

JR line:

In front of the Tokyo Geijutsu Daigaku bus stop, or 10 minutes' walk from Tokyo Geidaimae bus stop, after about 15 minutes' 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, etc. for works and 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 research area of Art Education (not required from current Graduate School students).

Research field for which the application is being submitted		Examinee no. No.	(Furigana) Name
University attended (circle in red)	Tokyo University of the Arts / Other (graduate school: ; dept.: ; research field:)		
Date prepared	/ / (Y/M/D)	Number of items submitted	Total number of items/bound volumes:
Title of work, essay, etc.			
Certification <small>* If you are unable to obtain certification by a faculty advisor, obtain the certification of another third party familiar with your abilities.</small>	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 <small>* Fill out only if applying to the department of Sculpture.</small>	1. Self (Consult with the Studio in advance if the work will be transported by another party.) 2. Agent (Name: Tel.:)		

* Applicants to the research area of Japanese Painting should submit only this part of the form **For Attachment**.
(They need not submit the lower half of the form for submission.)

Tokyo University of the Arts, Graduate School of Fine Arts

Doctoral Course

(Cut here.)

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
University attended (circle in red)	Tokyo University of the Arts / Other (graduate school: ; dept.: ; research field:)		
Number of items submitted	Total number of items/bound volumes:		
Title of work, essay, etc.			
Method of delivery and removal of sculpture works <small>* Fill out only if applying to the department of Sculpture.</small>	1. Self (Consult with the Studio in advance if the work will be transported by another party.) 2. Agent (Name: Tel.:)		
Return of works <small>* Do not complete this section when submitting this form.</small>	I hereby certify that the above works, essays, theses, and materials have been returned to me. Date (M/D): / Signature:		

Tokyo University of the Arts, Graduate School of Fine Arts

Doctoral Course

Statement of Reasons for Application

Furigana Name		Research area for which the application is being submitted	
		Research field for which the application is being submitted	
Past research topics (or research theme of your master's degree final project): 			
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 research areas of Intermedia Art and Global Art Practice): 			

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

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

Published: July 2023

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 holidays) (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 holidays; 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.