

2024 Academic Year Tokyo University of the Arts Graduate School of Global Arts Guidance for Prospective Research Students 【Entry during the second semester】

I. Eligibility to apply (for examination)

Persons meeting either of the descriptions under ① or ② below are eligible to apply.

- ① Those who have graduated from a university (including those expecting to finish in September 2024)
- ② Those recognized by the University to possess academic ability at least equal to that described under ① above (see **VII. Application procedures: (4) Screening for eligibility to apply** below).

II. Research fields for which applications are accepted

Major	Research field	Faculty Members	
Arts Studies and Curatorial Practices	Arts Management	Sumiko Kumakura	Professor
		Kazumi Minoguchi	Professor
	Curation	Fumihiko Sumitomo	Professor
		Kaku Nagashima	Associate Professor
		Meruro Washida	Associate Professor
	Research	Yoshitaka Mōri	Professor
		Tomoko Shimizu	Associate Professor

III. Number of students admitted

A small number of students

IV. Research periods

Full-year.

Entry during the second semester ◆ Starting October 1, 2024	One year	October 1, 2024 – September 30, 2025
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※ In principle the research period will be 1 year, but when the Director of Graduate School acknowledges that there is a reasonable reason, a 6 month research period may be approved. If you wish for a half year, please contact the Education Affairs before you apply.

V. Screening method

A decision will be made based on comprehensive assessments of documents submitted.

VI. Examination subjects

Research field	Examination subject	Pieces for examination and other instructions
Arts Management Curation Research	Documentary screening (No need to come to the University for this examination)	Submit the Research plan together with the application form, etc. (p. 4) when applying: • Research plan (Any format acceptable. On an A4 sheet of paper; about 1,000 characters (Japanese) or 500 words (English).) *Also, it is desirable to have an interview with faculty before application. (Skype is also acceptable) Those wishing to have an interview should apply from the website below. http://ga.geidai.ac.jp/en/inquiry/

VII. Application procedures

(1) Period applications are accepted

Applications will be accepted if postmarked during the following periods (postmark-based acceptance):

Applicants for entry during the second semester (entering October 1, 2024)	【Winter Term Exam】 January 4, 2024 (Thursday) - January 15, 2024 (Monday) 【Summer Term Exam】 June 1, 2024 (Friday) - June 14, 2024 (Friday)
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Note: **If you wish to apply for a status of residence “Student”, apply for a research student more than half a year before you start your studies in Japan. If you are unable to obtain a visa or status of residence, we may cancel your admission.**

Applications will not be accepted if they are delivered to the University in person or if they are postmarked any other dates beyond the period above.

Send the application by registered mail, writing in red on the front of the envelope “2024 Global Arts research student application enclosed”.

We are planning to recruit research students for entry during the first semester of 2025 from May 31 to June 14, 2024.

Classes at university are conducted in Japanese or English. Please note that if the foreign student from another university wish to apply for us, sufficient language skills are required to continue research without hindrance.

For documents to be submitted, those written in languages other than Japanese and English should be accompanied by translated text.

Mail the application to:

Educational Affairs Section, Senju Campus Administration Center, Tokyo University of the Arts
1-25-1 Senju, Adachi-ku, Tokyo 120-0034 Japan

- ◆ Sending from overseas (check both ① and ② below)
 - ① Make the original documents to PDF data and send the e-mail attached with them to the following e-mail address.
E-mail address: senju.kyomu@ml.geidai.ac.jp
 - ② The original documents must be sent to the above address with the fastest way which can track the delivery situation (EMS etc.) and must be delivered within the period(postmark-based acceptance).
- ◆ Applicants requiring special treatment for the examinations or special consideration during their studies at the University should inform us in advance.
But please note that not all requests made through prior consultation may be granted.

(2) Screening fee

① Amount: 9,800 yen

② Remittance period:

Applicants for entry during the second semester (entering October 1, 2024)	【Winter Term Exam】 January 4, 2024 (Thursday) 10:00 - January 15, 2024 (Monday)23:59 【Summer Term Exam】 May 31, 2024 (Friday)10:00 - June 14, 2024 (Friday) 23:59
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*Please make sure you have completed payment before mailing application documents.

③ Methods for Paying Screening Fees

(a)Payment at convenience stores (◆Payment inside Japan)

[Convenience stores where payments can be made] 7-Eleven, Lawson, and Ministop

[Payment procedures]

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

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

[Mailing the Certificate of Payment]

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

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

(b)Payment by credit card (◆Payment inside Japan ◆Payment outside Japan)

[Payment procedures]

- Go to the University's “入学検定料支払い (Screening Fee Payment)” page (<https://e-apply.jp/n/geidai-net-research/>). Select the entrance examination you are applying for from “お支払い (Payment)”, then enter the basic information requested.

- Review your entries. Make a note of the (12-digit) Payment Processing Number and proceed to the payment screen.

- The cardholder's name may differ from the applicant's name. However, enter information for the applicant (not the cardholder) when entering the basic information on the screen.

[Mailing the Certificate of Payment] After making payment, go to the above URL or the URL indicated in the email notice of completion of payment, then download and print the PDF file from “収納証明書の印刷 (Print the payment certificate)”. Separate the 収納証明書 (Certificate of Payment) from the 取扱明細書 (details of payment) and attach to the back of the Entrance Screening Fee Remittance Proof Submission Form when submitting.

<Attention>

*A separate fee will apply in addition to the entrance screening fee.

*For more information, see “入学検定料支払方法のご案内 (Screening Fee Payment Methods)” at the end.

*If you cannot pay by either method (a) or (b), please consult the following section before applying.

Accounting Section : kaikei-keiri@ml.geidai.ac.jp

Educational Affairs Section : senju.kyomu@ml.geidai.ac.jp

④ Refunds:

Once we receive the application form, we will not return the screening fee transferred for any reason other than (a) - (c) below:

- (a) The screening fee was transferred and the application documents were submitted, but the University did not accept the application.
- (b) The screening fee was transferred but the necessary documents were not submitted.
- (c) The screening fee was transferred twice in error.

In the above cases, please request a refund as follows:

Download the University's designated "Screening Fee Refund Request Form (Research Students/Non-degree Students)" from the University's entrance examination information site, provide the necessary information, attach 収納証明書 (Certificate of Payment) to the form, and mail to the Accounting Section of the Strategic Planning Division, Tokyo University of the Arts (12-8 Ueno Koen, Taito-ku, Tokyo 110-8714).

- * The amount refunded from the University to the applicant is the amount less the transfer fee.
- * Charges incurred when paying the screening fee cannot be refunded.
- * Remittance of refunds normally takes about 2-3 months following receipt of the screening fee refund request form.
- * The deadline for submission the refund request is as follows. If there is no submission by the deadline, the examination fee will not be refunded.

Application period	Deadline for submission of refund
January 4, 2023 (Thursday) - January 15, 2024 (Monday)	March 31, 2024
May 31, 2024 (Friday) - June 14, 2024 (Friday)	September 30, 2024

(3) Documents to submit

Applicants must submit all of the following documents by registered mail:

- ① Admission application form & Curriculum vitae (designated form)
- ② Photograph (taken within three months before the application period; affix to the designated space on the admission application form)
- ③ Research plan (Any format acceptable. On an A4 sheet of paper; about 1,000 characters (Japanese) or 500 words (English).)
- ④ "Entrance Screening Fee Remittance Proof Form" affixed with the certificate of payment
- ⑤ Diploma (or certificate of anticipated graduation or completion) from most recent school attended (not required from graduates or those who have completed or plan to graduate or complete their studies at the Tokyo University of the Arts)
- ⑥ Letter of recommendation (any format; not required from graduates or those who have completed their studies at the Tokyo University of the Arts.)
- ⑦ If you are currently employed, a letter of your supervisor's consent to your taking the examinations (any format)

Notes:

- ① If the family name on a certificate differs from your current family name due to marriage or other reasons, attach an official document that can be used to verify the name change (e.g. a copy of the relevant part of your family register).
- ② All documents other than certificates, the letter of your supervisor's consent to your taking the examinations, and letter of recommendation must be in Japanese or English.
- ③ If a certificate, letter of your supervisor's consent to your taking the examinations, or letter of recommendation is in a language other than Japanese or English, attach a Japanese or English translation.
- ④ Write in English in red on the front of the envelope "2024 Global Arts research student application enclosed".
- ⑤ The examination card will be sent by email to the applicant after receipt of the above documents to submit has been verified.
- ⑥ Once received, the application form and other documents may not be modified or returned for any reason.
- ⑦ Submission of certificates and letter of recommendation is unnecessary for those applying for master's program or doctoral program of Graduate School of Global Arts this year. Please be sure to attach a note indicating that fact.

- ⑧ In principle, all documents submitted must be originals.
 ⑨ If the submitted documents are incomplete or missing, the application will not be accepted.

(4) Screening for eligibility to apply

Those planning to apply under the eligibility to apply I.- ② (see I. Eligibility to Apply above) must submit the following documents by mail to obtain approval to apply. (not required from those who has completed graduate school)

- ① Research plan for after enrollment
- ② Curriculum vitae
- ③ Art activity history
- ④ Letter of recommendation
- ⑤ Other materials for reference in determination of eligibility to apply (ex: Portfolio)

Submit during the periods shown below. Must be arrived during the period.

Applicants for entry during the second semester (entering October 1, 2024)	【Winter Term Exam】 November 17, 2023 (Friday) - December 1, 2023 (Friday)
	【Summer Term Exam】 April 19, 2024 (Friday) – May 7, 2024 (Tuesday)

VIII. Announcement of successful applicants & Admission Procedure

① Announcement of successful applicants

Results will be announced on the University website starting at the following date and time.

Applicants for entry during the second semester (entering October 1, 2024)	【Winter Term Exam】 Starting at 2:00 pm February 14, 2024 (Tuesday)
	【Summer Term Exam】 Starting at 2:00 pm July 16, 2024 (Tuesday)

Successful applicants will be sent admission procedure documents within two weeks after the announcement of successful applicants. Be sure to submit the name and address labels for sending admission procedure documents along with the application form when applying.

- * Since the mailing address must be in Japan, if you reside overseas, designate an agent who resides in Japan.
- * Successful applicants should contact the Educational Affairs Section of the Senju Campus Administration Center if they do not receive admission procedure documents within three weeks.

② Admission Procedure

- ◆ Winter Term Exam : It will be implemented in mid-March, 2024.
- ◆ Summer Term Exam : It will be implemented in mid-September, 2024.
- * Notify details on acceptance notification.

IX. Costs (planned amounts)

* Details will be provided in the admission procedure documents sent to successful applicants.

Upon enrollment	Enrolment fee	84,600 yen
	Global Arts Education and Research Foundation dues:	10,000 yen
	Student casualty insurance premium:	1,000 yen (one year)*1
	Student casualty insurance additional liability insurance premium:	340 yen (one year)*2
After enrollment	Tuition (per year)	427,680yen (First semester: 213,840 yen, Second semester: 213,840 yen)

*1, 2

The term of the insurance policy will be the term of the student's time as a research student. However, since

premiums are charged in annual amounts, the student must pay premiums for an entire year even if enrolling for only a semester.

Notes:

1. The enrollment fee will not be refunded for any reason after admission procedures have been completed.
2. If any costs change between the time of publication of this Guidance and the time admission procedures are completed, the revised amounts shall apply.
3. In principle, tuition is paid by direct debit. Tuition debited automatically from your registered account on the designated dates. (Debiting will take place in late May for the first semester and late November for the second semester.)
Information on other payment methods will be provided if an applicant is unable to pay by direct debit (e.g., because he or she does not have a deposit account.)
4. No system for waiver or reduction of tuition applies to research students.

X. Other information

- ① Applicants are not eligible for student travel fares (student discounts).
- ② If necessary for completion of research, the research period can be extended to up to two years, including the initial research period, with prior approval. Such extension can be granted only one time.
- ③ Procedures for entering Japan and applying for status of residence and renewal period of stay are to be carried out by the applicant at your own risk, apart from the entrance procedure.

Those who would like Tokyo University of the Arts to do the proxy application, please submit the required documents to the university at the occasion of the admission procedures, which will be sent from the university to the final successful applicants.

※Because it is the Ministry of Justice who examines a visa application, please note in advance, even if the application isn't permitted at the end, that the university won't take responsibility for it.

※Please be careful not to be redundant with regard to the application for Certificate of Eligibility.

For example, if you had an admission from another university or you had an already valid Certificate of Eligibility for some reason.

In the event that your application was redundant, Certificate of Eligibility wouldn't be issued.

In that case, please ask the institution to which you have already asked to do the proxy application, to call off the application of Certificate of Eligibility.

Handling of personal information

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

1. Purposes of use

- (1) Personal information concerning successful applicants such as names and addresses will be used for tasks related to admission procedures.
- (2) Personal information, such as names and addresses concerning persons who have completed admission procedures will be used following matriculation for tasks related to their studies, including management of student records and tasks related to health, such as medical examinations.
- (3) Personal information such as names and addresses concerning persons who have completed admission procedures will be used for tasks related to the management of payments, such as collection of enrollment and tuition fees.
- (4) Personal information such as grades obtained during the selection process will be used for tasks related to support for studies, including waivers of enrollment fees and tuition fees in the first year and selection of students for scholarships.
- (5) Personal information such as grades obtained during the selection process will be used for tasks related to statistical processing, provision of information to prospective students, and surveys and research related to the selection process. In such cases, the personal information will be used in 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) to (5) above may be entrusted to an external third party after concluding a contract with them concerning the appropriate handling of personal information
- (2) As required by law and/or as consented to in advance by the person concerned.

**2024 Academic Year: Tokyo University of the Arts,
Graduate School of Global Arts
Admission Application Form for Prospective Research Students**

Examinee number: _____ *office use only

(Furigana) Name	M / F	Affix photo here. (Write your name on the back of the photo) <ul style="list-style-type: none"> 4 cm × 3 cm Top half of your body, facing front, without a hat Taken within three months before the application
Date of birth	Date of birth (YY/MM/DD): / / (years old)	
Permanent residence (nationality)	(Prefecture/country only)	
Current address	(Postal code: -) (TEL — —) (Email address:)	
Academic history1 (Under graduate)	National / Public / Private University: Department: Major: Admitted (YY/MM/DD): / / Completed (YY/MM/DD): / /	
Academic history2 (Graduate School)	National / Public / Private University: Department: Major: Admitted (YY/MM/DD): / / Completed (YY/MM/DD): / /	
Desired research period (YY/MM/DD)	October 1, 2024 – September 30, 2025	
Desired research field	Research field: Arts Management Curation Research * Circle on what you apply	
Desired Faculty advisor	Faculty advisor name:	
Summary of research topic or research plan	Research theme:	

Curriculum vitae

Year	Month	Studies/research history (teachers, published works, essays, etc.)
Year	Month	Academic history (Enter information on university graduation and education beyond.)
		<div>University: Faculty: Dept.:</div> <div>(Graduated)</div>
Year	Month	Employment history

I hereby certify that the above information is correct.

Date (YY/MM/DD): / /

Applicant's signature:

Check list of documents to submit

- ☐ Admission application form & Curriculum vitae (designated form)
- ☐ Photograph (taken within three months before the application period; affix to the designated space on the admission application form)
- ☐ Research plan
- ☐ "Entrance Screening Fee Remittance Proof Form" affixed with the certificate of payment
- ☐ Diploma from most recent school attended
- ☐ Letter of recommendation
- ☐ Letter of your supervisor's consent to your taking the examinations

入学検定料収納証明書提出用紙

Entrance Screening Fee Remittance Proof Submission Form

赤枠内を必ず記入してください。Please fill in the inside of the red line frame.

フリガナ Furigana	
志願者氏名 Name	
アルファベット Name in alphabet	
電話番号 Phone number	
携帯電話番号 Mobile phone number	
Email アドレス Email address	@

①コンビニエンスストアから支払をした場合 Payment at convenience stores

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

Separate the 収納証明書 (Certificate of Payment) from the 取扱明細書 (details of payment) or
取扱明細兼領収書 (details of payment (receipt)) received when making payment at a convenience store and
attach to ① below.

②クレジットカードで支払をした場合 Payment by credit card

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

After making payment, go to the URL indicated in the email notice of completion of payment, then download
and print the PDF file from “収納証明書の印刷 (Print the payment certificate)”. Separate the 収納証明書
(Certificate of Payment) from the 取扱明細書 (details of payment) and attach to ② below.

1

コンビニ支払
収納証明書貼付欄

2

カード支払
収納証明書
貼付欄

入学検定料支払方法のご案内

コンビニ端末でお申込みの場合(インターネット不要)

クレジットカードでお申込みの場合

1 お申込み

セブン-イレブン
マルチコピー機

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

最寄りの「セブン-イレブン」にある「マルチコピー機」へ。



TOP画面の「**学び・教育**」よりお申込みください。



学び・教育
↓
入学検定料等支払

LAWSON Loppi **MINISTOP Loppi**

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

最寄りの「ローソン」「ミニストップ」にある「Loppi」へ。



TOP画面の「**各種サービスメニュー**」よりお申込みください。



「各種申込(学び)」を含むボタン
↓
学び・教育・各種検定試験
↓
大学・短大・専門・小・中・高校等お支払い

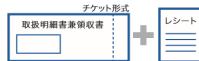
大学院 を選択して **東京藝術大学(研究生・科目等履修生)** をタッチし、
申込情報を入力して「**払込票/申込券**」を発券ください。

※画面ボタンのデザインなどは予告なく変更となる場合があります。

2 お支払い

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


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



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

3 出願

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



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

<パソコン・スマートフォン>

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

本学「**入学検定料支払い**」ページにアクセス



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



お支払いから

画面の指示に従って出願する入試を選んだ後、基本情報を入力。

入力内容が表示されます。間違いがなければ、次のページで表示される「**受付番号(12桁)**」を必ず控え、お支払い画面に進んでください。

※カード決済完了後の修正・取消はできません。
申込を確認する前に、内容をよくご確認ください。

クレジットカードでお支払い



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

お支払い後に上記URLまたは支払い完了メールに記載されたURLへアクセス(※1)し、
収納証明書の印刷 から
PDFファイルをダウンロードの上、**印刷**してください。

※1:お申込の際に発行された「**受付番号(12桁)**」が必要です。

[上記URLからアクセス](#)

※PDFファイルを印刷するためのプリンターが必要となります。

【操作などのお問合わせ先】 学び・教育サポートセンター <https://e-apply.jp/> ※コンビニ店頭ではお応えできません。