

2024 Academic Year

Tokyo University of the Arts

Graduate School of Fine Arts

(MFA Course)

Guidance for Prospective Students

* See the separate Guidance for Prospective Students for the department 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.....	2
4. Standard Timeframe for Completing the Course	2
5. List of Research Fields and Studios (Faculty Advisors).....	3
6. Application Procedures	7
◆ Application steps/methods.....	7
◆ Application periods.....	7
◆ Notes on application	8
◆ Prior consultations for applicants with disabilities	8
[1] Internet application registration.....	10
[2] Paying the screening fee	12
[3] Mailing the documents required for application.....	14
[4] Printing the admission ticket	16
7. Submitting/Picking Up Works, Essays, Portfolios, etc.....	17
8. Content, Schedules, and Other Notes of Entrance Examinations	19
9. Entrance Examination Locations	31
10. Announcement of Successful Applicants.....	31
11. Admission Procedures.....	32
12. Exemption/Deferral of Enrollment Fee/Tuition	33
13. About the Study Support Scholarship (Benefit Type).....	34
14. Disclosure of Information on Entrance Examinations	34
15. Handling of Personal Information.....	34
* University Campuses (Ueno and Toride)	36
* Submitted Work, Essay, Portfolio, etc. Form (For Attachment/Submission)	37
* Statement of Reasons for Application	38

1. Graduate School of Fine Arts Admissions Policy

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

2. Number of Students Admitted

Notes:

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

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

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

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

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

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

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

5. Application procedures and methods for the department of Global Art Practice (Period 2 screening) differ from those for other departments. For more information, see the 2024 Tokyo University of the Arts Graduate School of Fine Arts (MFA Course) Guidance for Prospective Students: Global Art Practice Period 2 Screening, posted separately on the University's entrance examination information site.

Category	Department	Research field Fields marked with ◇ are optional. You may elect to apply for up to two of these fields within the same department.		Number of students admitted
Period 1 screening (administered August-September 2023)	Architecture	◇ Architectural Design ◇ Environmental Design ◇ Structural Design ◇ Architectural Theory		18
	Global Art Practice	Global Art Practice (Entrance examinations for international students)		*16
	Conservation	Conservation	Buildings and Districts	7
		Conservation Science	Analytical Science	
			Materials Science	
		Preventive Conservation	Conservation Environment	
Conservation Materials				
Period 2 screening (administered January-February 2024)	Painting	Japanese Painting		50
		◇ Oil Painting ◇ Printmaking ◇ Mural Painting ◇ Oil Painting Technique and Material		
	Sculpture	Sculpture		13
	Crafts	Metal Carving Metal Hammering Metal Casting Urushi-Art Ceramics Textile Arts Material Art		26
		Design	Design	
	Intermedia Art	Intermedia Art		22
	Aesthetics and Art History	Aesthetics Japanese and Asian Art History Western Art History History of Crafts Art Education Art Anatomy		21
	Global Art Practice	Global Art Practice		*118
	Conservation	Conservation	Japanese Painting Sculpture Crafts	11
Total				216

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

3. Eligibility to Apply

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

1. Has graduated (or is expected to graduate by the end of March 2024) from a university in Japan, as stipulated in Article 83 of the School Education Act (Act No. 26 of 1947).
2. Possesses a bachelor's degree (or expects to obtain such a degree by the end of March 2024) as stipulated in Article 104, Paragraph 7 (National Institution for Academic Degrees and Quality Enhancement of Higher Education) of the School Education Act (Act No. 26 of 1947).
3. Has completed (or expects to complete by the end of March 2024) a 16-year program of school education in a foreign country.
4. Has completed (or expects to complete by the end of March 2024) a 16-year program of school education in Japan through a distance-learning course offered by a foreign school.
5. Has completed (or expects to complete by the end of March 2024) a foreign university program in Japan, which is specified separately by the Minister of Education, Culture, Sports, Science and Technology of Japan and offered by an educational facility operated as part of the educational system of the foreign country in question (subject to the condition that students completing such program are considered to have completed a 16-year program of school education in the foreign country in question).
6. Has completed (or expects to complete by the end of March 2024), on or after the date specified by the Minister of Education, Culture, Sports, Science and Technology of Japan, a specialized program at an advanced vocational school, which is specified separately by the Minister (subject to the condition that the program requires at least four years to complete and satisfies other criteria specified by the Minister).
7. Other persons deemed eligible by the Minister of Education, Culture, Sports, Science and Technology of Japan (see Notification of the Ministry of Education, Science and Culture No. 5 of 1953).
8. Possesses a degree equivalent to a bachelor's degree (or expects to obtain such a degree by the end of March 2024) by completing a program at a foreign school, which requires at least three years of study. The school must be properly acknowledged by a certified personnel of the government or other appropriate institutions in the foreign country, or is specified separately by the Minister of Education, Culture, Sports, Science and Technology of Japan. Students can also complete such program in Japan through a distance-learning course offered by a foreign school, or complete the program at an educational institution acknowledged in the school education system of a foreign country, if it is designated as above.
9. Other persons aged 22 or older who do not fulfill any of the requirements listed from 1 to 8, and are deemed eligible by the Graduate School through an individual entrance qualification exam for having sufficient or better academic ability than a college graduate.

Note: Eligibility to apply will be reviewed on an individual basis for applicants who do not meet any of the requirements listed from 1 to 8 but wish to apply under eligibility described in 9. Obtain an application form from the Educational Affairs Section, Faculty of Fine Arts, and submit the required documents by registered mail as specified by the Graduate School. These documents must arrive by the stated deadline (Period 1 screening: July 25, 2023; Period 2 screening: October 12, 2023).

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

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

4. Standard Timeframe for Completing the Course Two years

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

Choose your desired studio (faculty advisor) from the list below when applying via the Internet. Information on studios and faculty advisors from among faculty members newly hired in the future (July 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.

(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.

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

Department	Research field	Studio	Faculty advisor
Painting	Japanese Painting	Japanese Painting Studio 1	Kazuho Ueda, Professor
			Yo Ebi, 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	Printmaking Studio 1	Michael Schneider, Associate Professor
		Printmaking Studio 2	Seiichiro Miida, Professor
	Mural Painting	Mural Painting Studio 1 (contemporary art, art projects)	Masato Nakamura, Professor
		Mural Painting Studio 2	Satoshi Iwama, Associate Professor
	Oil Painting Technique and Material	Oil Painting Technique and Material Studio 1	Meo Saito, Professor
		Oil Painting Technique and Material Studio 2	Takayuki Akimoto, Professor

Department	Research field	Studio		Faculty advisor
Sculpture	Sculpture	Sculpture Studio 1		Rieko Otake, Associate Professor
		Sculpture Studio 2		(Appointment to begin October 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 mi Maeda, Professor
		Studio 2		Hiroki Iwata, Professor
	Metal Hammering	Studio 3		Tomomi Maruyama, Professor
		Studio 4		Kazuhiko Shimura, Associate Professor
	Metal Casting	Studio 5		Yasunori Tanioka, Professor
		Studio 6		Kazumasa Saegusa, Associate Professor
	Urushi-Art (Japanese Lacquer)	Studio 7		Norihiko Ogura, Professor
		Studio 8		Kodo Aoki, Associate Professor
	Ceramics	Studio 9		Ryo Mikami, Professor
		Studio 10		Isamu Shiina, Associate Professor
	Textile Arts	Studio 11		Keiya Hashimoto, Associate Professor
		Studio 12		Nanako Yamada, Associate Professor
Design	Design	Context	Studio 1 (Design Civics)	Sputniko!, Associate Professor
			Studio 2 (Design Alternative)	Michihiko Yanai, Professor
			Studio 3 (Time & Space)	Taro Suzuki, Associate Professor
		Solution	Studio 4 (Visual Communication)	Kei Matsushita, Professor
			Studio 5 (Design Place)	○ Yasuhiro Kiyomizu, Professor
			Studio 6 (Design Prototyping)	Masahiko Nagahama, Professor
			Studio 7 (Design Experience)	Nobuyoshi Yamazaki, Professor
		Basic	Studio 8 (Draw)	Kazutoshi Oshimoto, Associate Professor
			Studio 9 (Design Embody)	Kazuyuki Hashimoto, Professor
			Studio 10 (Design Critical)	Keiichiro Fujisaki, Professor

Department	Research field	Studio		Faculty advisor
Architecture	Architectural Design	Architectural Design Studio 1		Ryuji Fujimura, Associate Professor
		Architectural Design Studio 2		Hideyuki Nakayama, Associate Professor
		Architectural Design Studio 3		Fumi Kashimura, Associate Professor
	Environmental Design	Environmental Design Studio 1		(Appointment to begin April 2024)
		Environmental Design Studio 2		Makoto Yokomizo, Professor
	Structural Design	Structural Design Studio 1		Mitsuhiro Kanada, Professor
	Architectural Theory	Architectural Theory Studio 1		Wataru Mitsui, Professor
		Architectural Theory Studio 2		Kaori Hasegawa, Lecturer
Intermedia Art	Intermedia Art	Perception and Memory	Studio 1 (Criticism/global society and art)	Natsumi Araki, Associate Professor
			Studio 2 (Photos and video)	Risaku Suzuki, Professor
			Studio 3 (Image, installations)	Chikako Yamashiro, Associate Professor
		Language and the Body	Studio 4 (Art 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	Aesthetics 1		Takayuki Hayashi, Associate Professor
		Aesthetics 2		Tomoyuki Kawase, Associate Professor
	Japanese and Asian Art History	Japanese and Asian Art History 1		(Concurrent post) Mabi Katayama, Professor
		Japanese and Asian Art History 2		Miho Suga, Professor
		Japanese and Asian Art History 3		(Appointment to begin April 2024)
		Japanese and Asian Art History 4		Seiichiro Matsuda, Professor
	Western Art History	Western Art History 1		○ Mikinosuke Tanabe, Professor
		Western Art History 2		Naoki Sato, Professor
		Western Art History 3		Michiaki Koshikawa, Professor
	History of Crafts	History of Crafts		Mabi Katayama, Professor
	Art Education	Art Education Studio 1		Michiko Aoyagi, Associate Professor
		Art Education Studio 2		Godai Watanabe, Professor
		Art Education Studio 3		○ Fumiya Kizu, Professor
	Art Anatomy	Art Anatomy Studio		Hideto Fuse, Professor

Department	Research field	Studio	Faculty advisor
Global Art Practice	Global Art Practice	Global Art Practice	○ Nobuyuki Fujiwara, Professor
			Yusaku Imamura, Professor
			Hiraku Suzuki, Associate Professor
			Chiaki Soma, Associate Professor
			Mina Lee, Associate Professor
			Yuko Mohri, 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 research fields of the Crafts department (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	(Dual post) Nobuaki Kuchitsu, Professor
			(Dual post) Masahide Inuzuka, Professor
			(Dual post) Yoshinori Sato, Associate Professor
		Conservation Materials	(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.

* Applicants to the department of Global Art Practice

Application procedures and methods for the Period 2 screening for the department of Global Art Practice (MFA Course) differ from those for other departments. For more information, see the 2024 Tokyo University of the Arts Graduate School of Fine Arts (MFA Course) Guidance for Prospective Students: Global Art Practice Period 2 Screening.

①	Internet application registration (See pp. 10–11 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. 12–13 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. 14–15 for details.)	After completing procedure ② above, print the required documents from the University's entrance examination information site and the Internet application site and send them by post to the University, together with all other required documents.
▼		
④	Printing the admission ticket (See p. 16 for details.)	You can print your admission ticket from the Internet application site after confirmation of your eligibility to apply and acceptance of your application. Each applicant must print his or her admission ticket and bring it with him or her on the examination date.

◆ Application periods

	Department	Internet application registration period and screening fee payment period	Deadline for submitting required documents to apply
Period 1 screening	Architecture	From 10:00 am, July 27 (Thursday), 2023 Until 11:59 pm, August 3 (Thursday), 2023	Must be received by August 7 (Monday), 2023 (date as postmarked). * Examinees residing overseas should send applications by a reliable delivery method such as DHL or EMS. Contact the Educational Affairs Section of the Faculty of Fine Arts by email (bijutsu.kyomu@ml.geidai.ac.jp) to submit advance notification of the approximate delivery date.
	Conservation		
	Conservation (Buildings and Districts)		
	Preventive Conservation		
Period 2 screening	Painting	From 10:00 am, November 17 (Friday), 2023 Until 11:59 pm, November 24 (Friday), 2023	Must be received by November 28 (Tuesday), 2023 (date as postmarked). * Examinees residing overseas should send applications by a reliable delivery method such as DHL or EMS. Contact the Educational Affairs Section of the Faculty of Fine Arts by email (bijutsu.kyomu@ml.geidai.ac.jp) to submit advance notification of the approximate delivery date.
	Sculpture		
	Crafts		
	Design		
	Intermedia Art		
	Aesthetics and Art History		
	Global Art Practice		
	Conservation – Conservation (Japanese Painting, Sculpture, Crafts)		

◆ Notes on application

- **When applying online, note that simply registering your information on the Internet application site does not mean that application procedures are complete. The screening fee (see pp. 12–13) must be paid by the payment deadline and the required documents (see pp. 14–15) 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. 16).
- In certain cases, an application may not be accepted if discrepancies or omissions are identified in the required documents submitted.
- You may not amend any submitted documents for any reason after your application has been accepted.

◆ Prior consultations for applicants with disabilities

Applicants requiring special accommodations for examinations or special consideration during their studies at the Graduate School should consult in advance with the Educational Affairs Section of the Faculty of Fine Arts. Enter the required information on the request form found on the “Accepting a request for special testing and studying accommodations” page on the University entrance examination information site. Submit this form by registered mail, along with a doctor’s certificate and other required documents. The request form and attachments must arrive no later than Friday, July 21, 2023, for Period 1 screening (administered in September) or Friday, October 20, 2023, for Period 2 screening (administered in January-February).

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. 14–15, 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. 9).	
▼	
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.

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

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

② Paying the screening fee

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

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

② Log in to My Page and complete payment procedures.

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

Screening fee	Period for payment of screening fee		
36,000 yen	Period 1 screening	From July 27 (Thursday), 2023 Until 11:59 pm, August 3 (Thursday), 2023	Payment must be made by 11:59 pm within four days, including the date you completed registration of your application online. * However, if the date you completed registration of your application is less than four days before the end of the payment period, payment is due by the end of the payment period on the left.
	Period 2 screening	From November 17 (Friday), 2023 Until 11:59 pm, November 24 (Friday), 2023	

* 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 who are Japanese-government-funded international students at the time of application need not pay the screening fee. However, Japanese-government-funded international students must submit a Japanese Government Scholarship for Foreign Students Certificate issued by his or her university, together with the required documents shown under ③ (see pp. 14–15).**

- 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 (<https://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	Submit the following two documents demonstrating your eligibility to apply: ① University academic transcripts (If you transferred universities, also submit your academic transcripts from the previous university[ies].) ② University diploma (or certificate of anticipated graduation) * Submit the original documents for both ① and ② above (copies, even if in color, will not be accepted). * Attach a <u>Japanese translation</u> if written in any language other than Japanese.	All applicants	Not required from applicants who are graduates or current students of the Faculty of Fine Arts of the Tokyo University of the Arts or Japanese-government-funded international students (including research students) at the Tokyo University of the Arts. Required from research students and other nonregular students other than those receiving Japanese government funding. The date of issuance does not matter.
Application form	Print in color after downloading from the Internet application site and submit.		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	Print the form designated by the University on p. 38 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. https://admissions.geidai.ac.jp/postgraduate/youshiki1/		
Copy of passport	Submit a copy of the passport page showing your face photograph and name.	All international students	
Other ①-③	① An applicant who is an international student residing in Japan must submit his or her certificate of residence (showing visa status and visa period) issued by the municipality of residence or a copy of his or her residence card. (This is not required from current Tokyo University of the Arts students or Japanese-government-funded international students at the Tokyo University of the Arts.)	As applicable	Check the descriptions under “Other ①-③” and prepare the required documents if they apply.
	② A Japanese-government-funded international student must submit a Japanese Government Scholarship for Foreign Students Certificate (showing his or her enrollment status and enrollment period) issued by his or her university in addition to the document under ① above.		
	③ If your current family name differs from that shown on any certificate or other document, submit a certificate attesting to the name change (for example, an official partial copy of a family register).		

Items to prepare for sending the documents required for the application	
Envelope	Prepare a standard K2 rectangular envelope (240 mm × 332 mm).
Envelope name and address label	Print the name and address label downloaded from the Internet application site. 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.**

	Department		Admission tickets available for printing
Period 1 screening	Architecture		Starting at 4:00 pm, August 31 (Thursday), 2023
	Conservation	Conservation (Buildings and Districts)	
		Conservation Science	
		Preventive Conservation	
Period 2 screening	Painting		Starting at 4:00 pm, December 25 (Monday), 2023
	Sculpture		
	Crafts		
	Design		
	Intermedia Art		
	Aesthetics and Art History		
	Global Art Practice		
	Conservation – Conservation (Japanese Painting, Sculpture, Crafts)		

[Notes concerning admission tickets]

- **Be sure to review the information provided on the admission ticket after printing it.**
Contact the Educational Contact the Educational Affairs Section of the Faculty of Fine Arts by September 4 (Monday), 2023 for Period 1 screening or January 4 (Thursday), 2024 for Period 2 screening if the information indicated on your admission ticket differs from the information 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.

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

1. See “Screening examination content and methods” for each research field, starting on p. 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 departments of Oil Painting, Printmaking, Mural Painting, Oil Painting Technique and Material, Sculpture, Crafts, Design, Architecture, Intermedia Art, or Art Education. A portfolio refers to a file containing materials that provide an easily understandable overview of the applicant’s activities to date. See “Screening examination content and methods” for each research field, starting on p. 19, for information on how to submit a portfolio.
3. When submitting, affix a Submitted Work, Essay, Portfolio, etc. Form [For Attachment](#) on p. 37 of this Guidance to each work, essay or portfolio and submit a Submitted Work, Essay, Portfolio, etc. Form [For Submission](#) for each work to the designated office. (For research fields for which you are instructed to submit by post, enclose the Submitted Work, Essay, Portfolio, etc. Forms [For Submission](#) in the envelope.) For the research field of Japanese Painting, submit only the Submitted Work, Essay, Portfolio, etc. Forms [For Attachment](#).
 - * The main purposes of the Submitted Work, Essay, Portfolio, etc. Forms are to certify that the works submitted are those of the examinee and to prevent works from getting mixed up with those of other examinees after submission. An applicant to a department for which the certification field needs to be filled out who is unable to obtain certification in that field by his or her faculty advisor must obtain certification by another third party familiar with his or her abilities. Attach this to all works, essays, etc. unless otherwise instructed.
4. When delivering or picking up works, examinees must enter the University campus through the main gate and follow signs or instructions given by the examination staff. If you are using a shipping company, make arrangements to ensure that the delivery will arrive during the time specified for each research field and be sure to be present in person when it is delivered.
(If special measures are required [such as use of a large crane], **be sure to consult with the relevant studio in advance**. Since there is very little parking space available on campus and around Ueno Park, vehicles must leave the premises promptly after completing delivery or pickup.)
5. The examinee him or herself must submit/pick up works, essays, portfolios, etc. at the specified date and time. (If the help of others is required, the examinee must make the relevant arrangements him or herself and must be present.) Submission/pickup is not permitted outside the specified date and time.
(Note that works not picked up at the specified date and time will be disposed of by the University.)
6. Works that present impediments in terms of safety management, health, or sanitation will not be accepted.
7. When submitting works, bring the admission ticket printed from the Internet application site.

* Note

Due to the effects of COVID-19, applicants for this academic year may be asked to submit work, essays, portfolios, and other materials online in digital format in place of the procedures above. Notification of such changes will be posted to the University’s entrance examination information site. Please check the site regularly.

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

Research field	Submission date, time, and location	Return date, time, and location
Architectural Design, Environmental Design, Structural Design, Architectural Theory	September 5 (Tuesday), 6 (Wednesday), 9:00 am – 4:00 pm * Follow the instructions on p. 19 for submission methods for the portfolio and short essay.	Digital files of portfolios and other submitted materials will not be returned.
Conservation Buildings and Districts	September 19 (Tuesday), 9:00 am – 4:00 pm Educational Affairs Section, Faculty of Fine Arts (Must arrive during the designated period if sent by post.)	After end of interviews on September 22 (Friday) As instructed by the department of Conservation

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

Research field	Submission date, time, and location	Return date, time, and location
Japanese Painting	February 12 (Monday), 9:00 am – 10:30 am As instructed on the preceding day by the Japanese Painting Studio	After end of interviews on February 12 (Monday) Japanese Painting Studio
Oil Painting, Printmaking, Mural Painting, Oil Painting Technique and Material	February 7 (Wednesday), 10:00 am – 12:00 noon, 1:00 pm – 3:00 pm Oil Painting Studio	February 11 (Sunday), 10:00 am – 12:00 noon, 1:00 pm – 3:00 pm Oil Painting Studio
Sculpture	February 12 (Monday), 10:00 am – 3:00 pm (Accepted: 10:00 am – 11:30 am) Sculpture Studio	February 15 (Thursday), 10:00 am – 3:00 pm Sculpture Studio
Metal Carving	February 12 (Monday) Submitting portfolios	After end of interviews on February 14 (Wednesday) Each studio * Metal Hammering: After end of interviews on February 13 (Tuesday) Metal Hammering Studio
Metal Hammering	February 13 (Tuesday) Submitting works Metal Hammering, Urushi-Art, Ceramics	
Metal Casting	February 14 (Wednesday) Submitting works Metal Carving, Metal Casting, Textile Arts	
Urushi-Art	If you are sending a work using a shipping company, send it to arrive during the morning of February 9 (Friday), with “Work for _____” indicated in red on the outside of the package. Send to:	
Ceramics	_____ Studio of the Department of Crafts, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714 (Enter the name of the research field where blank spaces are shown above.)	
Textile Arts	See pp. 23-25 for detailed submission schedules and instructions for each studio.	
Material Art (Woodworking, Glass)	February 12 (Monday) Submitting portfolios (Ueno) } * See pp. 25-26 for detailed submission schedules February 13 (Tuesday) Submitting works (Toride) } If you are sending a work via a shipping company, send it to arrive during the morning of February 9 (Friday), with “Work for _____” indicated in red on the outside of the package. _____ Studio of the Department of Crafts, Tokyo University of the Arts, Toride Campus 5000 Omomma, Toride, Ibaraki Prefecture 302-0001 (Enter either “Woodworking” or “Glass” for the blank spaces above.)	
Design	First-stage examinations 9:00 am – 4:00 pm, February 1 (Thursday) – February 2 (Friday) (Must arrive during this period.) Send the following two items to the Educational Affairs Section of the Faculty of Fine Arts by post: (A) File of works (portfolio) (B) Research plan * Follow the instructions on p. 26 when submitting (A) and (B) above. Second-stage examinations (for those who have passed the first-stage examinations) 10:00 am – 12:00 noon, February 16 (Friday) Joint Design Studio	<ul style="list-style-type: none"> Portfolios of those who did not pass the first-stage examination will be returned only via parcel delivery service. Enclose a freight-collect shipping label (Yamato Transport, Sagawa Express, or Yu-Pack only) after filling out the necessary information. *Portfolios cannot be returned by international shipping. *Portfolios submitted with no freight-collect shipping label enclosed will be disposed of on or after February 12 (Monday). *The research plan will not be returned, regardless of passing or failing.
Intermedia Art	Submit by post in digital format from January 12 (Friday) to 4:00 pm, January 19 (Friday) (Japan time). Follow the instructions on p. 27 for submission procedures.	Digital files of portfolios and other submitted materials will not be returned.
Aesthetics, Japanese and Asian Art History, Western Art History, History of Crafts	January 4 (Thursday) – 8 (Monday) 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. 28 when submitting the above. 9:00 am – 4:00 pm, Educational Affairs Section, Faculty of Fine Arts (accepted only on weekdays if brought in person) Must be postmarked by the submission deadline if sent by post. Send by registered mail with “Aesthetics and Art History Graduation Thesis Enclosed” written in red on the envelope. Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714	In general, these materials will not be returned. If you wish to have these materials returned, refer to the instructions on p. 28.

Research field		Submission date, time, and location	Return date, time, and location
Art Education		February 14 (Wednesday), 11:00 am – 3:00 pm * The Art Education Studio will provide instructions on the above date.	February 15 (Thursday), after the end of interviewing all examinees * The Art Education Studio will provide detailed instructions.
Conservation	Japanese Painting Sculpture Crafts	February 10 (Saturday), 1:00 pm – 3:00 pm Information will be posted on campus on the above date.	February 13 (Tuesday) After end of interviews The Conservation department will provide instructions on the above date.

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

8. Content, 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, portfolios, etc. submitted by the applicant.

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

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

Note (all departments)

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.)

Period 1 screening (administered in September 2023)

Department	Research field	Date and time		Screening examination content and methods
Architecture	Architectural Design	September 5 (Tuesday) – September 6 (Wednesday)	9:00 am – 4:00 pm	Portfolio and short essay (1) Portfolio Provide a clear summary of the applicant’s activities to date. Clearly indicate if the portfolio contains any collaborative works. The digital file must not exceed 20 MB.
	Environmental Design			(2) Short essay In approximately 1,600 characters, summarize your reasons for applying to the MFA Course and your research program in your desired studio. The digital file must not exceed 20 MB.
	Structural Design			• Information on how to submit the portfolio and short essay in digital format will be sent to the email address registered with your application.
	Architectural Theory	September 20 (Wednesday) Meeting time and location: 8:30 am in front of the main entrance to Main Building	9:00 am – 10:00 am	Written exam (Structure Mechanics)
			10:15 am – 11:15 pm	Written exam (English) (No use of dictionaries permitted)
			12:15 pm – 1:45 pm	Written exam (Architectural History)
2:05 pm –			Interview (conducted by the faculty advisor for the applicant’s desired studio)	

Department	Research field	Date and time		Screening examination content and methods
Architecture	Architectural Design	September 21 (Thursday)		
	Environmental Design	Meeting time and location: 8:30 am in front of the main entrance to Main Building	9:00 am – 5:00 pm	Practical examination on design (Bring drafting and coloring tools.)
	Structural Design	September 22 (Friday)		
	Architectural Theory	Meeting time and location: 8:30 am in front of the main entrance to Main Building	9:00 am –	Presentation and explanation of work prepared in practical examination on design on the previous day and Q&A session

Note: Ideally, each applicant to the department of Conservation should have the nature and scope of the department in Conservation explained in person in his or her desired studio before submitting the application form.

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

Conservation Science Studio: 050-5525-2285

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

Department	Research field	Date and time		Screening examination content and methods
Conservation	Conservation (Buildings and Districts)	September 19 (Tuesday)	9:00 am – 4:00 pm	Submitting a portfolio (one portfolio) Submit to: Educational Affairs Section, Faculty of Fine Arts (must arrive during the period at left if sent by post.) When submitting a work, etc., affix the Submitted Work, Essay, Portfolio, etc. Form [For Attachment] to the work and submit the Submitted Work, Essay, Portfolio, etc. Form [For Submission] to the designated office. The works submitted will be returned after the end of interviews on September 22 (Friday). Note: Portfolio dimensions must not exceed A3 paper size. A single portfolio may contain no more than three pieces of works or research results.
		September 20 (Wednesday) Meeting time: 9:30 am Main Building main entrance lobby	10:00 am – 4:00 pm	Practical examination <pencil drawing (cross-section diagram, etc.)>
		September 21 (Thursday) Meeting time: 8:30 am Main Building main entrance lobby	9:00 am – 10:30 am	Written examination (1) Short essay exam on conservation and restoration
			11:00 am – 12:30 pm	(2) Exam on desired specialization
		September 22 (Friday)	1:00 pm –	Interview
	Conservation Science	September 20 (Wednesday) Meeting time: 9:30 am Main Building main entrance lobby	10:00 am – 12:00 noon	Written examination (English) (Each examinee may bring one printed English-Japanese dictionary. Note that electronic dictionaries are not permitted.)
			12:45 pm – 2:45 pm	Written examination Examination on basic knowledge concerning conservation science
			3:00 pm – 5:00 pm	Short essay
		September 21 (Thursday) Meeting time: 9:30 am Main Building main entrance lobby	10:00 am – 1:00 pm	Written examination, etc. Assigned as appropriate depending on the examinee's specialization. Practical examination on experiment techniques or other matters may be conducted as well.
			2:00 pm –	
		September 22 (Friday) Meeting time to be indicated on September 20 Main Building main entrance lobby	10:00 am –	Interview and oral examination

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

Period 2 screening (administered in January – February 2024)

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

Department	Research field	Date and time		Screening examination content and methods
Sculpture	Sculpture	February 12 (Monday)	10:00 am – 3:00 pm	Submitting a work and portfolio Submit to: First Floor, Sculpture Building Accepted: 10:00 am – 11:30 am (Accepted only during the above hours, except in special circumstances) Work: One piece of sculpture • Must have been created within the past year. • Be sure to check with the Sculpture Studio before application if your work is longer than three meters on a single side or weighs more than three tons. (Sculpture Studio: tel. 050-5525-2163) • Enter the dimensions of the work (H × W × D) as accurately as possible on the application site. (Requests to secure minimum exhibition space will be rejected.) • If the work requires an electric power supply or incorporates video, prepare <u>instructions on how to start up</u> the work and be sure to submit the instructions when setting up the work. • Bring with you all tools and materials required to carry in and remove the work. (No pedestals will be provided.) Submit one portfolio (original) in A4 paper size. • Up to 30 pages • Include plans for production following admission. • Submission timing: At the same time as acceptance of works • Return timing: At the same time as removal of works
		February 14 (Wednesday) Meeting time to be indicated on February 12 In front of the main entrance to Sculpture Building	10:00 am –	Interview
Crafts	Metal Carving	February 12 (Monday) Meeting time: 12:20 pm In front of Open Factory, Factory Complex	12:30 pm – 12:50 pm	Submitting a portfolio (in A4 paper size, contained in a file with no more than 20 pockets. Clearly indicate the research field you are applying for and your examinee number only.) Submit to the Crafts Studio.
			1:00 pm – 4:00 pm	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Tuesday) Meeting time: 9:30 am In front of Open Factory, Factory Complex	10:00 am – 4:00 pm	Practical examination (techniques specific to metal carving) (Bring writing tools, a set of chisels for carving, a metal hammer [otafuku], and a grindstone for chisels.)
			February 14 (Wednesday) Meeting time: 9:30 am Main Building main entrance lobby	10:00 am – 3:00 pm
	Metal Hammering	February 12 (Monday) Meeting time: 12:20 pm In front of Open Factory, Factory Complex		12:30 pm – 12:50 pm
			1:00 pm – 4:00 pm	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Tuesday) Meeting time: 9:30 am In front of Open Factory, Factory Complex	10:00 am – 5:00 pm	Practical examination (techniques specific to metal hammering) (Bring writing tools, metal hammers [one set for shibori], and metal scissors.)
				Written examination (specialized knowledge in metal hammering) Submitting works (Submit up to three pieces of your own works created within the past year.) Submit to: Metal Hammering Studio Interview

Department	Research field	Date and time		Screening examination content and methods
Crafts	Metal Casting	February 12 (Monday) Meeting time: 12:20 pm In front of Open Factory, Factory Complex	12:30 pm – 12:50 pm	Submitting a portfolio (in A4 paper size, contained in a file with no more than 20 pockets. Clearly indicate the research field you are applying for and your examinee number only.) Submit to the Crafts Studio.
			1:00 pm – 4:00 pm	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Tuesday) Meeting time: 9:30 am In front of Open Factory, Factory Complex	10:00 am – 4:00 pm	Practical examination (Bring a set of tools needed for color and pencil sketching.)
			10:00 am – 11:00 am	Written examination (specialized knowledge in metal casting)
		February 14 (Wednesday) Meeting time: 9:30 am In front of Metal Casting entrance, Building B, Factory Complex	12:00 noon – 4:00 pm	Submitting works and sitting for the interview (Bring up to three pieces of your own works and sit for the interview.) Submit to: Metal Casting Studio
	Urushi-Art	February 12 (Monday) Meeting time: 12:20 pm In front of Open Factory, Factory Complex	12:30 pm – 12:50 pm	Submitting a portfolio (in A4 paper size, contained in a file with no more than 20 pockets. Clearly indicate the research field you are applying for and your examinee number only.) Submit to the Crafts Studio.
			1:00 pm – 4:00 pm	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Tuesday) Meeting time: 9:30 am In front of Open Factory, Factory Complex	9:30 am – 9:45 am	Submitting works (Submit up to three pieces of your own works created within the past two years.) * Must be set up within 15 minutes. Contact the Urushi-Art [Japanese Lacquer] Studio before applying if you are unable to bring the works yourself or would prefer to send them by post. (Urushi-Art [Japanese Lacquer] Studio: 050-5525-2191) Submit to: Urushi-Art [Japanese Lacquer] Studio
			10:00 am – 5:30 pm	Morning: Written examination (specialized knowledge in urushi-art)
				Afternoon: Practical examination: Bring a set of the following supplies: Three maki-e brushes, tamehake brushes (large, small), spatulas (large, small), pencil, eraser, knife for pencil sharpening
			10:00 am – 4:00 pm	Interview
		February 14 (Wednesday) Meeting time: to be indicated on the previous day Elevator hall, 5F, Factory Complex		
	Ceramics	February 12 (Monday) Meeting time: 12:20 pm In front of Open Factory, Factory Complex	12:30 pm – 12:50 pm	Submitting a portfolio (in A4 paper size, contained in a file with no more than 20 pockets. Clearly indicate the research field you are applying for and your examinee number only.) Submit to the Crafts Studio.
			1:00 pm – 4:00 pm	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Tuesday) Meeting time: 9:30 am In front of Open Factory, Factory Complex	10:00 am – 5:00 pm	Submitting works Submit to: Ceramics Studio * The examinee will be given 30 minutes to set up the works (up to 1,000 mm × 1,000 mm) by him or herself.
				Practical examination (Bring a set of tools needed for pencil sketching.)
				Written examination (specialized knowledge in ceramics)

Department	Research field	Date and time		Screening examination content and methods
Crafts	Ceramics	February 14 (Wednesday) Meeting time: 9:45 am (Overglaze painting room)	10:00 am – 5:00 pm	Interview
	Textile Arts	February 12 (Monday) Meeting time: 12:20 pm In front of Open Factory, Factory Complex	12:30 pm – 12:50 pm	Submitting a portfolio (in A4 paper size, contained in a file with no more than 20 pockets. Clearly indicate the research field you are applying for and your examinee number only.) Submit to the Crafts Studio.
			1:00 pm – 4:00 pm	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Tuesday) Meeting time: 9:30 am In front of Open Factory, Factory Complex	10:00 am – 4:00 pm	Written examination (specialized knowledge in textile arts)
				Practical examination (A notice specifying the necessary tools, etc. will be provided on the preceding day.)
		February 14 (Wednesday) Meeting time to be indicated on the preceding day (Textile Arts workshop)	10:00 am – 4:00 pm	Interview examination and submitting works (Bring about five pieces of your own works, set them up yourself in a 3 × 3 m space on the wall and the adjoining 3 × 3 m floor space, and sit for the interview.) Submit to: Textile Arts Studio Returned: At the end of the interview
	Material Art (Woodworking)	February 12 (Monday) Meeting time: 12:20 pm Ueno Campus In front of Open Factory, Factory Complex	12:30 pm – 12:50 pm	Submitting a portfolio (in A4 paper size, contained in a file with no more than 20 pockets. Clearly indicate the research field you are applying for and your examinee number only.) Submit to the Crafts Studio.
			1:00 pm – 4:00 pm	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Tuesday) Meeting time: 9:30 am Toride Campus Woodworking Studio	10:00 am – 5:00 pm	Written examination (specialized knowledge in woodworking) Practical examination (A notice specifying the necessary tools, etc. will be provided on the preceding day.)
				Submitting works (Submit up to five of your own works.) Submit to: Woodworking Studio, Toride Campus (see p. 18)
		February 14 (Wednesday) Meeting time: 9:30 am Toride Campus Woodworking Studio	10:00 am – 5:00 pm	Interview
	Material Art (Glass)	February 12 (Monday) Meeting time: 12:20 pm Ueno Campus In front of Open Factory, Factory Complex	12:30 pm – 12:50 pm	Submitting a portfolio (in A4 paper size, contained in a file with no more than 20 pockets. Clearly indicate the research field you are applying for and your examinee number only.) Submit to the Crafts Studio.
			1:00 pm – 4:00 pm	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)

Department	Research field	Date and time		Screening examination content and methods
Crafts	Material Art (Glass)	February 13 (Tuesday) Meeting time: 9:30 am Toride Campus Glass Studio	10:00 am – 4:00 pm	<p>Practical examination (Bring a set of tools needed for color and pencil sketching.)</p> <p>Written examination (specialized knowledge in glass work)</p> <p>Submitting works (Submit up to five of your own works.) The examinee will be given 30 minutes to set up the works by him or herself on the designated stand (1,200 × 700 mm). Submit to: Glass Studio, Toride Campus (see p. 18)</p>
		February 14 (Wednesday) Meeting time: 9:30 am Toride Campus Glass Studio	10:00 am – 5:00 pm	Interview
Design	Design	First-stage examinations February 1 (Thursday) – February 2 (Friday)	9:00 am – 4:00 pm	<p>Submit a file of works and a research plan. (These must be submitted by post and arrive during the period indicated to the left. Only those sent from overseas will be accepted if arriving before the period indicated to the left.)</p> <p>Submit to: Educational Affairs Section, Faculty of Fine Arts</p> <p>(A) Works file (portfolio) *A3 size, compiled into one book *See p. 18 if you would like the file to be returned (via freight-collect parcel delivery service only).</p> <p>(B) Research plan (Roughly 2,000 characters on A4-size paper, concerning individual research topics you plan to study in graduate school)</p> <p>Be sure to fill out and submit the Submitted Work, Essay, Portfolio, etc. Form (For Submission and For Attachment) for each of the submissions under (A) and (B) above.</p>
		Second-stage examinations February 16 (Friday) Meeting time: 9:30 am Reception, 3F, Factory Complex	10:00 am – 12:00 noon	<p>(C) Submitting works (Submit three to five pieces of works created within the past two years. The applicant will be disqualified if the works are deemed not to be his or her own works.)</p> <p>* To be submitted only by applicants who have passed the first-stage examinations (See p. 31 concerning announcement of successful applicants.)</p> <p>* You are responsible for preparing any equipment and materials needed to submit the works yourself. External communication connections to personal computers or mobile phones, via the Internet or other means, are not permitted when submitting works. If you are submitting Internet-based works, you must prepare data for submission that are available offline.</p> <p>* For works for which it would be difficult to bring the actual piece, submitting a panel display is acceptable.</p> <p>* Submit works entirely placed or propped up within the designated space. Works may not be hung on or suspended from the walls.</p> <p>* Contact the Joint Design Studio in advance if you are submitting large works or others that present unusual requirements.</p>
			1:00 pm – 4:00 pm	Presentation and interview examination
			5:00 pm – 7:00 pm	Carrying out works

Department	Research field	Date and time		Screening examination content and methods
Intermedia Art	Intermedia Art	<p style="text-align: center;">First-stage examinations</p> <p style="text-align: center;">January 12 (Friday) – 4:00 pm, January 19 (Friday) (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 "MFA Portfolio Enclosed" written in red on the envelope. Do not submit in person.) If sending from overseas, use a reliable delivery method such as DHL or EMS.</p>		<p>1. Submitting a portfolio</p> <ul style="list-style-type: none"> • Submit an A4-sized portfolio of up to 60 pages in length in PDF format. • File format: PDF; maximum file size: 120 MB • Use the filename "Examinee no. ____ : 2024 Intermedia Art MFA Entrance Exam Portfolio" (enter your examinee number in the space). <p>2. Submitting reference materials</p> <ul style="list-style-type: none"> • Optionally, the applicant may submit no more than one of the following types of reference materials to supplement the portfolio. Use the filename "Examinee no. ____ : 2024 Intermedia Art MFA Entrance Exam Reference Material." (Enter your examinee number in the space.) ① A video file up to three minutes long. File format: MOV or MP4. Resolution: 1280 × 720 (max.) Maximum file size: 300 MB ② An audio file up to three minutes long. File format: AIFF or WAV, stereo (no more than two channels). Maximum file size: 300 MB ③ A collection of photographs, in slideshow format in a video up to three minutes long. File format: MOV or MP4. Resolution: 1280 × 720 (max.) Maximum file size: 300 MB ④ Up to 40 pages of printed materials scanned from a book, essay (offprint*), or report. File format: PDF. Maximum file size: 300 MB <p>* Academic journals typically contain essays contributed by multiple authors combined into a single publication. An offprint refers to a copy of the applicant's essay only, extracted from a journal for ease of reading.</p> <p>3. How to submit Prepare digital files of the materials to submit under 1 and 2 above, save them to a USB memory device or SD card, and send by post to the Joint Faculty Advisors' Office, Intermedia Art, Toride Campus. Enclose the Submitted Work, Essay, Portfolio, etc. Form (For Submission/For Attachment) in the envelope used to submit the above.</p> <p>4. Note No special consideration will be given for losses attributable to reasons such as incomplete files or corrupted files. Note that submitted reference materials will not be returned. Files must be readable and playable in Mac OS 10.12 and later.</p>
		<p>February 9 (Friday) [Meeting time:] 10:00 am]</p> <p>Media Classes, Toride Campus</p>	11:00 am – 1:00 pm	Short essay
		<p>Second-stage examinations</p> <p>February 14 (Wednesday) or February 15 (Thursday)</p> <p>Media Classes, Toride Campus</p>		<p>Interview</p> <p>* Interview examination will be conducted on one of the following days: February 14 (Wednesday) or February 15 (Thursday). Details will be announced at the time of announcement of successful applicants in the first-stage examinations (see p. 31).</p>

Department	Research field	Date and time		Screening examination content and methods
Aesthetics and Art History		January 4 (Thursday) – January 8 (Monday)	9:00 am – 4:00 pm	<p>Essay submission: Submit ㊶ a copy of an essay and abstract printed and bound into one volume and ㊷ a PDF file of the essay and abstract. Send ㊶ by post to the address below. In principle, essays and abstracts submitted will not be returned. If you wish to have your essay and abstract returned, enclose a return envelope (with postage affixed and a return address indicated). Instructions on how to send ㊷ will be sent at a later date to the email address registered at the time of application.</p> <p>Submit to: Educational Affairs Section, Faculty of Fine Arts Submit an essay (such as a graduation thesis) within your desired research field (Aesthetics, Japanese and Asian Art History, Western Art History, History of Crafts). (If sending by post, send this essay separately. Do not send it with the application form.) Send by registered mail with “Aesthetics and Art History Graduation Thesis Enclosed” written in red on the envelope. (* Must be postmarked by the submission deadline.) Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714</p> <p>* Attach to the essay a Japanese abstract of approximately 2,000 characters in length.</p> <p>* In principle, essays must be submitted in Japanese. However, certain research fields may accept essays written in other languages. We encourage you to inquire via the Educational Affairs Section of the Faculty of Fine Arts (see p. 8 of this Guidance) before the start of the Internet application registration period to determine the Department will accept an essay in your desired language.</p> <p>(Applicants expecting to graduate in March 2024 from the Department of Aesthetics and Art History of Tokyo University of the Arts cannot submit this essay and abstract. This is because the graduation thesis and abstract will be examined as part of the screening.)</p>
	Aesthetics			
	Japanese and Asian Art History			
	Western Art History			
Aesthetics and Art History	History of Crafts	February 14 (Wednesday) Meeting time: 9:30 am Main Building main entrance lobby	10:00 am – 12:00 noon	<p>Written examination with questions asked and answered in Japanese (foreign language ability; all examinees will be lent identical dictionaries at the examination location; dictionaries provided are English-Japanese, German-Japanese, French-Japanese, Italian-Japanese, and Chinese-Japanese for the examinations in English, German, French, Italian, and classical Japanese and Asian languages (Japanese and Chinese classics), respectively; only pencils and mechanical pencils are allowed to be used.)</p> <p>◆ Applicants to the research fields of Aesthetics and Western Art History: (Take examinations in two languages chosen from the following: English, German, French, and Italian.)</p> <p>◆ Applicants to the research field of Japanese and Asian Art History: (Take an examination in one language chosen from English, German, French, and Italian as well as the examination in classical Japanese and Asian languages (Japanese and Chinese classics). However, applicants desiring to study modern art history in the research field of Japanese and Asian Art History should take examinations in two languages chosen from the following: English, German, French, Italian, and classical Japanese and Asian languages (Japanese and Chinese classics).)</p> <p>◆ Applicants to the research field of History of Crafts: (Applicants desiring to study Western craft history should take examinations in two languages chosen from the following: English, German, French, and Italian. Applicants desiring to study Japanese and Asian craft history should take an examination in one language chosen from English, German, French, and Italian as well as an examination in classical Japanese and Asian languages (Japanese and Chinese classics).)</p>
			1:15 pm – 5:05 pm	<p>Written examination with questions asked and answered in Japanese (specialized knowledge; take examinations in two subjects chosen from the three subjects of Aesthetics, Japanese and Asian Art History, and Western Art History; the examination in each subject takes 60 minutes; only pencils and mechanical pencils are allowed to be used.)</p> <p>(Be sure to include your desired research field among your chosen subjects. Applicants to the research field of History of Crafts must include the subject of Western art history if desiring to study Western craft history and the subject of Japanese and Asian art history if desiring to study Japanese and Asian craft history.)</p>

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

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

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

Sculpture (Conservation) Studio: 050-5525-2279

Crafts (Conservation) Studio: 050-5525-2281

Department	Research field	Date and time		Screening examination content and methods
Conservation	Conservation (Japanese Painting Sculpture Crafts)	February 10 (Saturday)	1:00 pm – 3:00 pm	Submitting a work (one recent piece in your desired specialization; graduation work not acceptable) Submit to: To be posted on campus on the date <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> When submitting a work, affix the Submitted Work, Essay, Portfolio, etc. Form <u>For Attachment</u> to the work and submit the Submitted Work, Essay, Portfolio, etc. Form <u>For Submission</u> to the designated office. The works submitted will be returned on February 13 (Tuesday) after the end of interviews. </div> <ul style="list-style-type: none"> ◆ Painting (Japanese Painting): Work (size no. 30 (up to 91.0 cm × 91.0 cm); must be a work created within the past year and not yet publicly displayed) and reference materials ◆ Sculpture: Work (of a size capable of being transported by one person) and reference materials ◆ Crafts: Work (of a size capable of being transported by one person) and reference materials
		February 11 (Sunday) Meeting time: 9:30 am Main Building main entrance lobby	10:00 am – 4:00 pm	Practical examination (pencil drawing)
		February 12 (Monday) Meeting time: 8:30 am Main Building main entrance lobby	9:00 am – 10:30 am	Written examination (1) Examination on conservation and restoration
			11:00 am – 12:30 pm	(2) Examination on desired specialization
		February 13 (Tuesday) Meeting times to be indicated on February 12; meeting place: Main Building main entrance lobby		Interview

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

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

- 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)

- 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 department of Intermedia Art are conducted at the Toride Campus. See p. 36.

10. Announcement of Successful Applicants

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

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

Period 2 screening (Department of Design)	1:00 pm on February 11 (Sunday), 2024
Period 2 screening (Department of Intermedia Art)	1:00 pm on February 12 (Monday), 2024

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

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

○ Announcement of final successful applicants

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

Period 1 screening (Architecture, Conservation [Conservation-Buildings and Districts, Conservation Science, Preventive Conservation])	10:00 am on September 29 (Friday), 2023 (Admission procedure documents will be sent to successful applicants on or around February 22, 2024.)
Period 2 screening (All departments not included in Period 1 screening)	10:00 am on February 20 (Tuesday), 2024 (Admission procedure documents will be sent to successful applicants on or 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.

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

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

^{*1}: The enrollment fee will not be returned after completion of admission procedures, even if the student withdraws on or before March 31, 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 master'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.

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

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

(4) Other

Your visa responsibility

- Apart from the admission procedures, it is your responsibility as an 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 from enrollment fee

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

(2) Deferral of enrollment fee

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

(3) Exemption from tuition

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

(4) Deferral of tuition

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

13. About the Study Support Scholarship (Benefit Type)

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

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

14. Disclosure of Information on Entrance Examinations

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

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 December 2023 for Period 1 and in June 2024 for Period 2. 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 February 2024 for Period 1 and until the end of August 2024 for Period 2. 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

Examinees taking Period 1 screening entrance examinations: 10:00 am, July 27 (Thursday) – August 3 (Thursday), 2023

Examinees taking Period 2 screening entrance examinations: 10:00 am, November 17 (Friday) – November 24 (Friday), 2023

(* During the Internet application period for both Period 1 and Period 2)

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

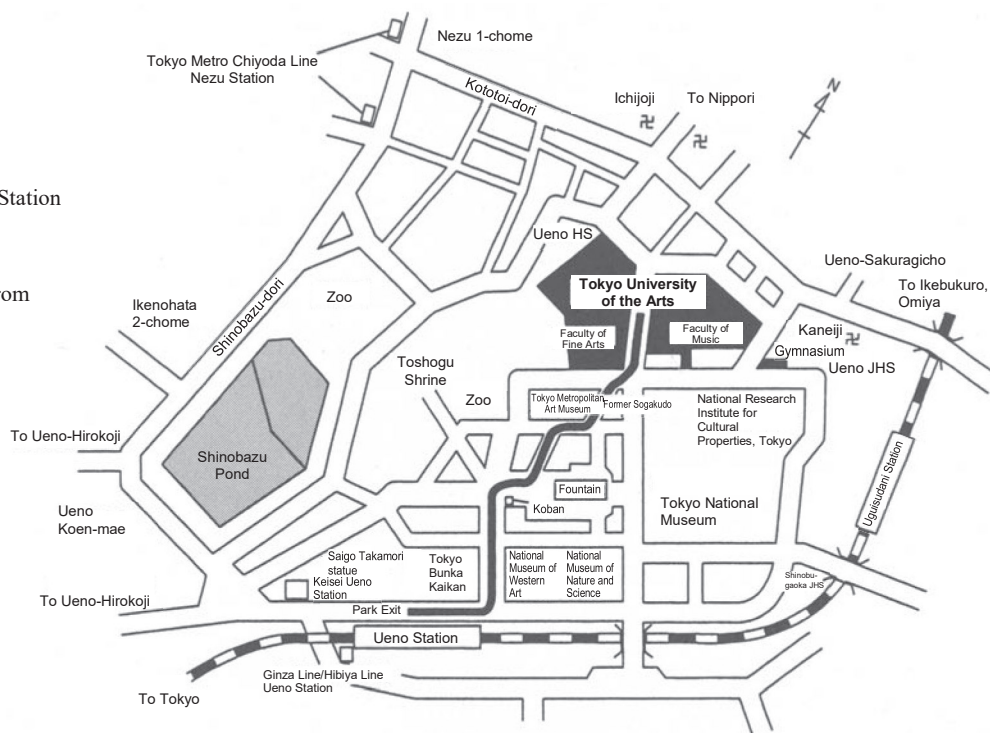
[Transportation]

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



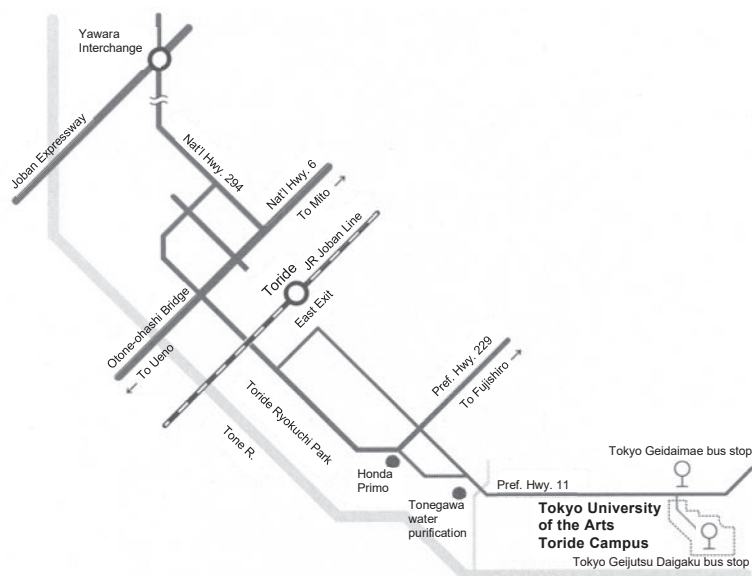
Toride Campus

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

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

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

Tokyo University of the Arts, Graduate School of Fine Arts

MFA Course

(Cut here.)

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

Tokyo University of the Arts, Graduate School of Fine Arts

MFA Course

Statement of Reasons for Application

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

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

Tokyo University of the Arts
Graduate School of Fine Arts
(MFA 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.