

2025 Academic Year

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

April 2024

Tokyo University of the Arts

**Address any inquiries to the following:
Educational Affairs Section, Senju Campus
Administration Center, Tokyo University of
the Arts**

Tel: 050-5525-2754

Email: senju.kyomu@ml.geidai.ac.jp

◆ 2025 academic year entrance examination schedule

* All dates shown are indicated in JST.

Date	Event	Page
Thursday, December 5, 2024	Deadline for submitting application for screening for eligibility to apply	3
Monday, January 6 - Monday, January 13, 2025	Application procedures (Internet application registration) period	6
Monday, January 6 – Tuesday, January 14, 2025	Entrance screening fee payment procedure period	8
Friday, January 17, 2025	Deadline for sending required documents (by post)	10
—	First exam : Screening by submitted documents	
Tuesday, January 28, 2025	Announcement of first exam results	14
Tuesday, February 4 - Wednesday, February 5, 2025	Final exam : Oral examinations	14
Monday, February 10, 2025	Announcement of final successful applicants	15

*Admission procedures documents must be received by Thursday, March 13, 2025. (Only accepted by mail)

◆ Internet application

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

[Step 1]

Internet application registration (see p. 6)

- Registration of applicant information



[Step 2]

Entrance screening fee payment procedures (see p. 8)



[Step 3]

Sending the required documents (by post) (see p. 10)

- Print and fill out the designated forms available on the entrance examination site.
- Obtain certificate of completion for master's and other academic records.



[Step 4]

Printing examination card (see p. 13)

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[Notes on taking examinations]

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

○ Graduate School of Global Arts admissions policy

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

I. Numbers of students admitted

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

(Note) Applicants can apply only to one areas of specialization in the major that applies.

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

II. Eligibility to apply

1. Eligibility to apply

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

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

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

1	You have attained (or are expected to attain by March 2025) a master's degree or professional degree.
2	You have attained (or are expected to attain by March 2025), in an overseas country, a degree equivalent to a master's degree or professional degree.
3	You have undertaken a distance learning course in Japan offered by a school in an overseas country and have attained (or are expected to attain by March 2025) a degree equivalent to a master's or professional degree.
4	You have completed a curriculum at an educational facility in Japan specially designated by the Minister of Education, Culture, Sports, Science and Technology that offers curriculum from an overseas graduate school established within the school education system of that overseas country and have attained (or are expected to attain by March 2025) a degree equivalent to a master's degree or professional degree.
5	You have completed a curriculum offered by the United Nations University established in accordance with the United Nations General Assembly resolution adopted on December 11, 1972 that is provided in Article 1(2) of the Act on Special Measures Incidental to Enforcement of the Agreement between the United Nations and Japan regarding the Headquarters of the United Nations University (Act No. 72, 1976), and have attained (or are expected to attain by March 2025) a degree equivalent to a master's degree.
6	You have completed an educational curriculum at an overseas school, the designated educational facility described in 4 above, or the United Nations University, have passed examinations and reviews equivalent to the examinations and reviews provided in Article 16(2) of the Standards for Establishment of Graduate Schools, and have attained (or are expected to attain by March 2025) a degree equivalent to a master's degree.
7	You have been designated by the Minister of Education, Culture, Sports, Science and Technology: (i) University graduate who has taken part in research for at least two years at a university, research center, or similar facility and is recognized by the Graduate School of Global Arts to possess academic ability at least equal to that of a holder of a master's degree based on the results of such research at a graduate school or other achievements (ii) Those who, after completing 16 years of school education in a foreign country or completing 16 years of foreign school education by completing in Japan a distance-learning course offered by a foreign school, have taken part in research for at least two years at a university, research center, or similar facility and are recognized by the Graduate School of Global Arts to possess academic ability at least equal to that of a holder of a master's degree based on the results of such research at a graduate school or other achievements
8	You are 24 years of age or older and have, through eligibility screening, been assessed by the Graduate School of Global Arts as possessing a level of academic ability equal to or greater than that of a person who has a master's degree or professional degree.

2. Screening for eligibility to apply

If you wish to apply under the qualification described under [Paragraph 7 or 8 of “Eligibility to apply”](#) above, you must undergo a [screening for eligibility to apply in advance](#). Contact the Academic Affairs Section of the Senju Campus Administration Center of the University in advance to request the required documents and [submit](#) the documents [by 5:00 pm \(JST\) on Thursday, December 5, 2024](#). (Academic Affairs Section, Senju Campus Administration Center Tel.: 050-5525-2754 Email: senju.kyomu@ml.geidai.ac.jp) *Applicants who fulfill under Paragraph 1 to 6 of Eligibility to apply do not need to undergo "Screening for eligibility to apply".

III. Standard number of years to complete the program

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

Standard number of years: 3 years

IV. Faculty members

◇ 2025 academic year (planned)

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

*○ Indicates a faculty member who plans to retire at the end of March 2026

V. Application procedures

The Graduate School will only accept applications online.

Application procedures will be complete when the following procedures (1, 2) have been completed by the designated deadlines and when we have confirmed that there are no discrepancies in the required documents (3) submitted by the corresponding deadlines.

Applicants may print examination cards from the Internet application site once their applications have been accepted.


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

[Application periods]

* All dates shown are indicated in JST.

Internet application registration period	<u>Monday, January 6 – Monday January 13, 2025</u> Give yourself enough time to complete the registration process. After completing the entrance screening fee payment procedures, you will need to print the documents to submit designated by the University from the Internet application site.
Entrance screening fee payment procedure period	<u>Monday, January 6 – Tuesday, January 14, 2025</u> Note that you cannot print the documents to submit designated by the University until you have completed the entrance screening fee payment procedures.
Deadline for sending required documents (by post)	<u>Must be mailed by Friday January 17, 2025 (no exceptions made).</u> Ensure that you send the documents by registered express mail . Documents brought to the University in person will not be accepted. <u>When sending from outside Japan, please submit the scan data (PDF) of the certificate · thesis etc. to the following in advance.</u> Submit to: senju.kyomu@ml.geidai.ac.jp

Note: Check the following points before Internet application registration:

Item	Details
Operating environment of PC, etc. (recommended)	<ul style="list-style-type: none"> ◇ Recommended Browser for PC Microsoft Edge latest version / Google Chrome latest version / Mozilla Firefox latest version / Apple Safari 8 or later * If you use the tab function of the browser to perform the application operation simultaneously on multiple tabs, the selected content may be handed over to other tabs, and other issues may occur. Please refrain from simultaneously operating the application in multiple tabs. ◇ Recommended Browser for Smartphones and tablet terminals iOS 12 or later / Android 8 or later / iPadOS 13 or later *The standard browser for each OS is the recommended environment. *If the display is distorted with the browser you are using, please check with another browser.
Email settings	<p>Emails will be sent to applicants' designated email addresses during the application procedures to notify them that they have completed the necessary procedures and for other reasons. Ensure that you configure your email settings so that you can receive the following messages:</p> <ul style="list-style-type: none"> ◇ Internet application registration (Send test email, notice of completion of application registration) ◇ Notice of completion of entrance screening fee payment procedures ◇ Notice of examination card available for printing ◆ Messages will be sent from the following ID: no-reply@e-apply.jp
Preparing a photograph	<ul style="list-style-type: none"> ◇ A digital photograph (in any format) in which the applicant is easily identifiable is required. ◇ The photograph must be in color, with no background. It must have been taken within three months prior to the application, and it must show the top half of your body, facing forward, without a hat. ◇ The photograph file must not be more than 2 MB in size. ◇ Refer to the illustration at right for an example of the type of photograph to submit. ◇ After uploading the photo, use it for your student ID card. 
Documents certifying eligibility to apply	<ul style="list-style-type: none"> ◇ Obtain a certificate of completion for master's or other documentation of your academic record before Internet application registration (see p. 11).
Preparing an envelope	<ul style="list-style-type: none"> ◇ You will need to send the required documents to the University. ◇ Type 2 rectangular envelope (24.0 × 33.2 cm) ◇ If you sent from overseas, there is no need to use envelope.
Preparing printer paper	<ul style="list-style-type: none"> ◇ You will need to print certain forms, as specified by the Graduate School, including your application form. (See p. 10 concerning forms.) ◇ A4-sized white paper

1. Internet application registration

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

Site to access	[Internet application site] https://e-apply.jp/ds/geidai-net/
Period accepted	<u>Monday, January 6 – Monday, January 13, 2025</u> You may register at any time, 24 hours/day, from 10:00 am on January 6 through 11:59 pm on January 13.

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

Note: All dates and times are indicated in JST.

[Step 1] Choose a graduate school.

- Click on “My registration” on the top page, register your personal information following instructions on the screen.



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

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



[Step 3] Register applicant information

- Check your registered personal information on “Mypage”, enter all necessary information.

◆ Uploading a photograph

See p. 5 for details of the photograph.



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

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



Continued on next page



[Step 5] Check content of registration.

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



[Step 6] Complete the application registration.

- Your 12-digit reception no. will be displayed on screen.
- ◆ Check to ensure that the Online application completion notice has been received at the email address you registered under Step 3.
 - * The reception no. will be mentioned in the email.
- ◆ Do not delete the Online application completion notice. Save it until you have finished the examinations. You will need the reception no. for the entrance screening fee payment procedures and to print the application form and other documents.
- Continue to entrance screening fee payment procedures.

*** Notes on Internet application registration**

- (1) **Note that the reception no. is not the same as the examinee no.**
- (2) **Note that you cannot revise your information after completing the application registration (after completing [Step 6]).**
- (3) **Note that if you fail to complete payment procedures by 11:59 pm within four days (including the date of completion of application registration) after completing the application registration, the data you registered will be considered cancelled and will be deleted.**
 - * If you complete the application registration on or after Sunday, January 12, 2025, you must complete payment procedures by Tuesday, January 14, 2025.
- (4) You may be asked to resubmit a photograph if the one you submitted is determined as not suitable as an application photograph.
- (5) Note that all dates and times above are indicated in JST.

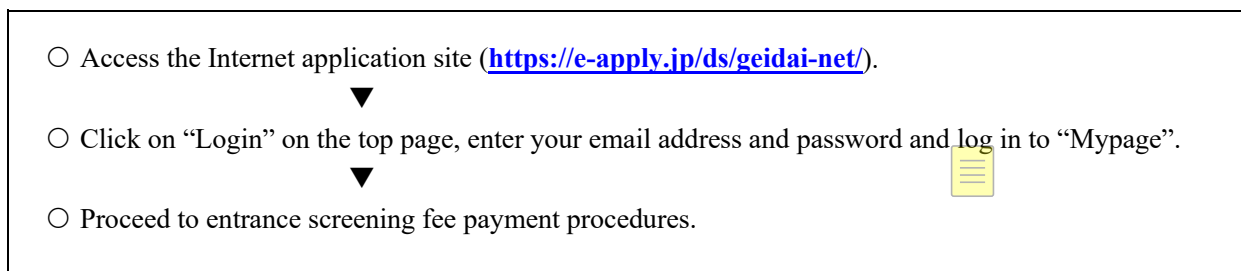
- Direct any inquiries concerning the use of the Internet application site or how to pay the entrance screening fee to the following:
Career-tasu, Inc. (Learning/Education Support Center)
Tel: 0120-202-079 (Available on weekdays from 10:00 am to 6:00 pm, closed on weekends, holidays and New Year's Eve / New Year's Day. 24 hours during application period.)
* Available only in Japanese. The contact point above cannot answer questions regarding entrance examinations.
Email: cvs-web@career-tasu.co.jp (Available in English and Japanese)
- Direct any inquiries concerning entrance examinations to the following:
Educational Affairs Section, Senju Campus Administration Center, Tokyo University of the Arts
Tel: 050-5525-2754 (9:00 am-12:30 pm, 1:30 – 5:00 pm)
* Closed on weekends, holidays, summer break, and New Year holidays.
- Inquiries should not be made by any party other than the applicant except when unavoidable.

2. Entrance screening fee payment procedures

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

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

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



① **Amount: 36,000 Japanese yen**

② **Payment period: Monday, January 6 – Tuesday, January 14, 2025**

- ◇ Check with the financial institution, etc. that you plan to use concerning the hours during which payment procedures may be conducted. Please note that **payment on the final day** is accepted only until **11:59 pm**, regardless of the handling time of each financial institution.
- ◇ Complete payment procedures within four days after completing the Internet application registration. (The four-day period includes the date on which you completed the Internet application registration.)
- ◇ Note that **if you complete the Internet application registration on or after Sunday, January 12, 2025, regardless of the completion date of the procedure, the deadline for payment will be 11:59 pm on Tuesday, January 14, 2025.**
- ◇ Note that all dates and times are indicated in JST.

③ **Payment methods**

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

Notes:

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

④ Notes on entrance screening fee payment procedures

- (1) Check to ensure that you have received a “Payment completion notice” email.
- (2) Do not delete the “Payment completion notice” email. Save it until you have finished taking the examinations.
- (3) Payment is unnecessary for persons expected to graduate from the graduate school (master’s course) of Tokyo University of the Arts in March 2025.
- (4) International students funded by the Japanese government do not need to pay this fee. However, such a student must submit a Certificate of Attendance on Japanese Government Scholarship for Foreign Students issued by his or her university.
- (5) Payment procedures cannot be conducted outside the payment period. Note that if you fail to complete the procedures during the payment period, your registration information will be invalidated.
- (6) If you are paying by credit card, ensure that your card is valid. The card need not be issued in the name of the applicant him or herself.
- (7) If you are unable to pay by credit card, try another card or use another payment method.

⑤ Screening fee waiver system

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

① Application period

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

② Documents to be submitted

- ◇ Screening Fee Waiver Application Form (specific form assigned by the University)
- ◇ A copy of your Disaster Victim Certificate (issued by your municipality)

③ Notes:

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

Contact : 12-8 Ueno Park, Taito-ku, Tokyo, 110-8714, JAPAN

Tokyo University of the Arts, Student Affairs Section

TEL : 050-5525-2075 / FAX : 03-5685-7763

Email : nyuusi-k@ml.geidai.ac.jp

⑥ Refunds of entrance screening fees

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

- (2) In either of the above cases, request a refund as follows:

Download the University’s designated form from the URL below, enter the required information, and send by post.

- i. Designated form (Screening Fee Refund Request Form): URL: <https://admissions.geidai.ac.jp/>
- ii. Submit the form to the following: Accounting Section, Financial Accounting Division, Tokyo University of the Arts (12-8 Ueno Koen, Taito-ku, Tokyo 110-8714)

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

4. Refund request submission deadline is March 31, 2025. If there is no submission by the above deadline, no refund will be made.

3. Sending the required documents (by post)

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

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

① Deadline for submission

Must be mailed by Friday, January 17, 2025 (no exceptions made).

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

② Envelope sent to the University

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

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

* Please ensure that you register on Monday, January 6 – Monday, January 13, 2025. Must be mailed (strictly confirmed) by Friday, January 17, 2025.

Form	Entry instructions, etc.
Application form	Print on A4-sized paper. <u>Ensure that your academic history entered agrees with that of the certificate of completion for master's or other documentation to be submitted.</u>
Photo card	Print on A4-sized paper.
Online examination request	Submit only if you request online oral examination. Applicants outside Japan who cannot come to the location of the examinations on the examination date may be permitted to take their examinations online. See p.15 for details.

[How to obtain documents]

Site to access	[Internet application site] https://e-apply.jp/ds/geidai-net/
Application form Envelope name and address label Photo card	○ Click on “Login” on the top page, enter your email address and password and log in to “Mypage”. ▼ ○ Click on “Open the PDF application form.” Print each of the forms displayed (PDF files) on A4-sized paper.
Online examination request	Use the forms listed at the end of this Guidance.

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

*Must be mailed by Friday, January 17, 2025 (no exceptions made).

Form name	Entry instructions, etc.
Certificate of Completion for Master's (or certificate of anticipated graduation)	Must be certified by the president of your university or head of your department. * Not required from applicants who are graduates of or current students at the Tokyo University of the Arts
Academic transcripts	Must be certified by the president of your university or head of your department. * Not required from applicants who are graduates of or current students at the Tokyo University of the Arts
Research plan	Any format acceptable. A4-sized paper, approximately 2,400 Japanese characters or 1,200 English words. Applicants are required to refer to the following topics regarding their own research for the doctoral program. 1 Your research subject and its preliminary research 2 A critical examination of previous studies related to your research subject 3 An annual research plan (If your research includes any projects or practices, specify them as well.) 4 Expected academic outcomes and the significance
Master's thesis (copy)	Submit as PDF data by 23:59 on Friday, January 17, 2025. Email to: senju.kyomu@ml.geidai.ac.jp *Data that is not in PDF form will not be accepted. Please clearly state the applicant's name and the reception number that will be notified after completing the online application registration in the body of the email. (Note1)Not required from applicants who are graduates of the MA program at the Graduate School of Global Arts, Tokyo University of the Arts. (Note2) In case you are unable to submit your master's thesis for one of the following reasons, prepare an essay (approximately 10,000 Japanese characters or about 5,000 English words) on your desired research field instead. You may also submit an essay dealing with topics related to your desired research field, which you have published in the past (A thesis currently under review for a degree is also accepted.) ① Applicants who have completed master's degree coursework. ② Applicants who have obtained a master's degree by submitting a thesis that is not related to the research field studied at the Graduate School of Global Arts. (Note3) The above mentioned thesis or essay should be prepared either in Japanese or English and submitted along with a summary (approximately 2000 Japanese characters or 1000 English words.) In case they were written in other languages, they should be translated into either Japanese or English and should meet the character/word count requirements. (Note4) You may also submit reference materials about your practices related to the desired research field. (Only materials submitted as data will be accepted.)
Letter of recommendation	Submit two letters of recommendation written in Japanese or English. The letter must be placed in a sealed envelope by the recommender. If sending the letter by mail is not possible, the recommender should send it directly to the following email address: Email: senju.kyomu@ml.geidai.ac.jp. *Please note the following if the recommender sends directly via email: Only letters received by 23:59 on Friday, January 17, 2025 will be accepted. Please clearly state the name of the person recommended (applicant) and the reception number that will be notified after completing the online application registration in the body of the email. (Note 1) Not required from applicants who within 3 years graduating or current students of the MA program at the Graduate School of Global Arts, Tokyo University of the Arts.
Certificate of foreign-language ability	Certified scores (score sheets) from one of the following exams: TOEFL, TOEIC, IELTS * See p.12 for details. * It is not a requirement for those who speak English as their mother tongue or those who acquired degrees (including expectations) at higher education institutions (above universities) in English-speaking countries.

	(Note 1) Not required from applicants who within 3 years graduating or current students of the MA program at the Graduate School of Global Arts, Tokyo University of the Arts.
Certificate of Attendance on Japanese Government Scholarship for Foreign Students	A Japanese-government-funded international student must ask his or her university to issue a certificate of status as a recipient of a Japanese Government Scholarship for Foreign Students and submit it to the University.
Certificate of residence, etc.	An applicant who is a resident of Japan must submit a copy of his or her certificate of residence, issued by the municipality of residence. An applicant who resides outside of Japan must submit a copy of his or her passport.

Notes:

1. The originals of all certificates must be submitted. Copies of electronic certificates will not be accepted.
2. If the family name shown on your certificates differs from your current family name, attach a certificate or other documentation of your name change (such as an official partial copy of a family register).
3. If you completed a master course program at two or more schools (due to transfer or other reasons), submit academic transcripts from all schools attended.
4. Attach a Japanese translation if a certificate is in a language other than Japanese or English.
5. **Documents cannot be amended and will not be returned for any reason after the completion of application procedures.**
6. If the submitted documents are incomplete or missing, the application will not be accepted.

4. Submitting a certificate of foreign-language ability

The Graduate School screens applicants for language ability using language examinations administered by outside organizations.

Eligible language examinations are indicated below.

Name	Types
TOEFL	TOEFL iBT * TOEFL iBT® Home Edition and TOEFL ITP are not accepted. * Submit “Official Score Report”. * TOEFL DI Code: B889 (If sending directly from ETS)
TOEIC	TOEIC Listening & Reading * For TOEIC, both “public test” and “IP test” (except “IP test (online)”) are covered. * TOEIC Speaking & Writing, TOEIC Speaking Test, or TOEIC Bridge are not accepted. * Submit “Official Score Certificate”, “Digital Official Score Certificate” or “Score report (for IP tests)”
IELTS	Academic Module * IELTS Online and General Training Module are not accepted. * Submit “Test Report Form” * If sending directly from an IELTS testing organization, please specify the following: Institution : Tokyo University of the Arts Department : Entrance Examination Section Address : 12-8 Ueno Park Taito-ku, Tokyo 110-8714 Japan

① Certified scores

(1) Only exams taken in January 2023 or later are valid.

- * The expiration date for scores issued by each organization is two years from the date on which the examination was taken. Any older scores are ineligible for the examination.

- (2) The original certificate issued by each implementing organization shall be submitted, and the score printed out by applicant himself / herself printed from the Internet cannot be submitted. Check the number of days it takes to issue certified scores with the testing organization. This varies across organizations.
- (3) Each implementation organization may mail our university directly. In that case, enclose the memo such as “mailing the language proficiency certificate directly from the executing agency” in the mailing data. * Make sure to arrange for their arrival within the application period.
- (4) A certificate of foreign-language ability may be sent more than once. Multiple institutions may be sent.
- (5) If there are any questions about the submission, contact the Educational Affairs Section, Senju Campus Administration Center, by 17:00 on Monday November 11, 2024.

◇ **Check the testing organization’s website or other sources concerning testing schedules, number of days required to issue scores, and other specifics.**

TOEFL: <https://www.ets.org/toefl.html>

TOEIC: <https://www.iibc-global.org/toeic/test/lr.html>

IELTS: <http://www.eiken.or.jp/ielts/>

5. Printing your examination card

You can print the examination card from the Internet application site once you have received an email notifying you that it is available for printing following the completion of application procedures. **On the examination date, each applicant must bring his or her examination card printed on a sheet of A4-sized paper.**

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

Notes:

1. Ensure that you print the examination card promptly and check its content. Contact the Academic Affairs Section of the Senju Campus Administration Center if the content shown on your examination card differs from the information you registered on the Internet application site.
2. Contact the Academic Affairs Section of the Senju Campus Administration Center if you have not received an email notifying you that the examination card is available for printing by Tuesday, January 28, 2025.
3. **Ensure that you print the examination card (Even if you are taking the online examination).** Using a card displayed on a smartphone or other device on the examination date is not acceptable.

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

6. Prior consultation for applicants with disabilities

Applicants requiring special consideration during their studies or in the entrance examinations should confirm the following links and submit a "Request form" and "Doctor’s certificate" to the Academic Affairs Section of the Senju Campus Administration Center before applying.

Applicants who require special consideration after the deadline for application due to accidental injury or other reasons should promptly consult with the Academic Affairs Section.

[Accepting a request for special testing and studying accommodations] https://admissions.geidai.ac.jp/en/?page_id=5150

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

VI. Location of entrance examinations

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

VII. Content of examinations and examination schedule

Applicants will be screened for admission based on comprehensive assessment of an oral examination administered by the Graduate School and review of submitted documents.

An applicant who has failed to complete even one of the assigned examinations (including submission of required documents) will be disqualified from admission. The entrance screening fee will not be refunded. The same holds true if an applicant appears on the wrong date and time for an examination.

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

Examination type	Date and time	Examination content and method
Screening by submitted documents (first examinations)	—	◇ Screening comprehensively by submitted documents.
	Announcement of successful applicants in first examinations: Starting at 4:00 pm on Tuesday, January 28, 2025	◇ <u>We announce the schedules of oral examination to successful applicants in first examinations.</u>
Oral examination (final examinations)	Tuesday, February 4 - Wednesday, February 5, 2025	◇ Oral examination concerning mainly the submitted reason for application, research plan, and master's thesis ◇ The oral examination will take approximately 20 minutes per applicant, including a question and answer session. ◇ The examination is conducted in Japanese or English. Please tell the interviewer the language to use at the beginning of the exam.
Announcement of final successful applicants: Starting at 3:00 pm on Monday, February 10, 2025		

*** About the oral examination schedule**

- (1) The oral examination schedule will be announced on the University's entrance examination information site on **Tuesday, January, 28, 2025**. Applicants are responsible for checking the schedule themselves.
- (2) Applicants cannot request schedule changes.
- (3) Carefully check the schedule. You will lose your eligibility to sit for the examination if you arrive on the incorrect date.

*** Online Oral examination (only for applicants who request it)**

- (1) It is recommended that applicants come to the examination location in person for their oral examinations.
- (2) However, applicants from outside Japan or with unavoidable circumstances who are unable to come to the location of the entrance examinations on the examination date may complete the entrance examinations online after obtaining permission in advance.
* Only applicants who submit an online examination request when submitting their required documents can take the oral examination online.
- (3) Applicants requesting online examination will be assigned a date for checking the connection. This date and the procedures for checking the connection will be announced to the e-mail address registered at the time of application on Tuesday, January 28, 2025.
- (4) Applicants who submit an online examination request should keep in mind that the University will not be liable for any problems with the examination that arise due to difficulties with communication or other factors during the examination.
- (5) Make a photocopy of the Online examination request before submitting it. Keep the copy in a safe place until you have completed the examination.

◇ The University's Admissions Information website site: <https://admissions.geidai.ac.jp/schedule-results/gac/>

VIII. Announcement of successful applicants

Examination type	Date and time
Announcement of successful applicants in first examinations	Tuesday, January 28, 2025 ◇ Approximately 4:00 pm (University website)
Announcement of final successful applicants	Monday, February 10, 2025 ◇ Approximately 3:00 pm (University website)

1. Announcement on the University website

① URL: <https://admissions.geidai.ac.jp/schedule-results/gac/>

② Notes

- (1) Due to heavy traffic, it may be difficult to access the website around the time the results are announced. If this occurs, try again later.
- (2) Note that all dates and times are indicated in JST.

2. Sending admission procedure documents

① Final successful applicants will be sent admission procedure documents on Friday, February 21, 2025 (scheduled).

Note:

1. Documents will be sent to addresses within Japan only. Applicants residing overseas, the data of documents will be sent by email.
2. Final successful applicants should contact the Academic Affairs Section of the Senju Campus Administration Center if they do not receive the admission procedure documents by Friday, February 28, 2025.

(Academic Affairs Section, Senju Campus Administration Center

Tel: 050-5525-2754 E-mail : senju.kyomu@ml.geidai.ac.jp)

3. Other notes

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

IX. Admission procedures

1. Period for completing admission procedures

Accepted by post only

Must be received by March 13 (Thursday), 2025.

Submit to

Academic Affairs Section, Senju Campus Administration Center, Tokyo University of the Arts
(1-25-1 Senju, Adachi-ku, Tokyo 120-0034)
TEL:050-5525-2754

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

2. Fees

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

Notes:

※1:

- ①No enrollment fee is required from international students funded by the Japanese government.
- ②Payment is unnecessary for persons expected to graduate from the graduate school (master's course) in March 2025.
- ③The enrollment fee will not be refunded after the completion of admission procedures, even if the applicant applies to withdraw on or before March 31, 2025.
- ④The University offers a program of exemption/deferral of the enrollment fee for qualifying candidates.

※2:

Tokyo University of the Arts Campus Facility Management Association—organized to provide funding for facility management contributing to the enhancement of the campus environment. If you agree with a purpose, please apply for membership. Please pay it at the time of admission. The membership is effective until you finish your doctor's degree.

3. Fees payable after admission

Tuition

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

4. Other notes

* Your visa responsibility

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

It is possible to come to Japan with 'Temporary Visitor' visa for the purpose of taking an entrance examination, but if you are accepted, you must obtain a 'Study' visa by the time of enrolment. If you enter Japan with 'Temporary Visitor' visa, you cannot, in principle, change your status of residence to 'Student' while still in Japan. (You must apply for a Certificate of Eligibility once you return home and then apply for a visa at the Japanese embassy or consulate in your home country.)

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

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

*Tuition and admission fee exemptions/deferrals and most of the various scholarships for international students are intended for those with the "Student" residence status.

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

For example, if you had an admission from another university or you had an already valid Certificate of Eligibility for some reason, this will be considered a redundancy.

In the event that your application was redundant, the Certificate of Eligibility will not be issued.

To avoid redundancy, please ask any other institutions to which you have already asked to do the proxy application to cancel their application for a Certificate of Eligibility.

X. Release of information on entrance examinations

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

1. How to apply

Please apply through the online application website. A disclosure fee of 500 yen is required, so please pay it along with the entrance examination fee.

2. Period requests are accepted

Monday, January 6 at 10:00 am – Monday, January 13, 2025 at 11:59 pm

3. Information released

- ① Only individual information on entrance examinations for the current academic year (2025) will be released.
- ② Only individual scores and grades will be released. Rankings will not be released.

4. How to view released information

This information is disclosed on the “My Page” of the Internet application site. Please make sure you keep the email address and password you registered with during the application period. You will need this to log in to My Page. In particular, please note that if you forget your password, you can only reset it using the email address you registered at the time of application.

5. Confirmation period

Wednesday, May 7 – Friday, June 6, 2025

XI. Handling of personal information

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

1. Purposes of use

- ① Personal information concerning successful applicants such as names and addresses will be used for tasks related to admission procedures.
- ② Personal information, such as names and addresses concerning persons who have completed admission procedures, will be used following matriculation for tasks related to their studies, including management of student records and tasks related to health, such as medical examinations.
- ③ Personal information such as names and addresses concerning persons who have completed admission procedures will be used for tasks related to the management of payments, such as collection of enrollment and tuition fees.
- ④ Personal information such as grades obtained during the selection process will be used for tasks related to support for studies, including waivers of enrollment fees and tuition fees in the first year and selection of students for scholarships.
- ⑤ Personal information such as grades obtained during the selection process will be used for tasks related to statistical processing, provision of information to prospective students, and surveys and research related to the selection process. In such cases, the personal information will be used in a manner that renders it impossible to identify individuals.

2. Provision of personal information to third parties

Apart from the cases set forth in Article 69 of the Personal Information Protection Act, personal information obtained by the university will not be used for other purposes or provided to third parties without the permission of the applicants themselves. However, the minimum required information may be provided in the following cases:

- ① Tasks involving the handling of personal information described in 1. ① to ⑤ above may be entrusted to an external third party after concluding a contract with them concerning the appropriate handling of personal information
- ② To facilitate operations related to acceptance decisions and additional acceptance decisions through the separate installment system in which national and public universities offer two opportunities to take entrance examinations, personal information related to matters such as acceptance and admission procedures (limited to names and examinee nos. for the National Center Test) may be provided to the National Center for University Entrance Examinations and any other national and public universities to which the applicant has applied.
- ③ Provision of information to parties outside the university in cases in which this would be in the interests of the person concerned
 - (1) Musical Education Promotion Association (parents’ association for the Faculty of Music supporting faculty’s education, research, and students’ extracurricular activities)
 - (2) Mori-no-kai (alumni association for the Faculty of Fine Arts)
 - (3) Dosei-kai (alumni association for the Faculty of Music)
 - (4) Tokyo University of the Arts Cooperative Association
 - (5) Tokyo University of the Arts Campus Facility Management Association — organized to provide funding for facility management contributing to the enhancement of the campus environment

2025 Academic Year

Tokyo University of the Arts Graduate School of Global Arts

(Ph.D. Course)

Online Examination Request

I hereby request an online oral examination because I will be unable to appear in person at the examination location on the examination date for the oral examinations scheduled for February 4 - 5, 2025.

Name	
Email address	
Tel. no. on examination date	
Address on Examination date	
The reason that cannot come to the location of the entrance examinations on the examination date	
Examinee no.*	

*** Since the University will enter the examinee no., the applicant should leave the space blank.**

[Notes]

1. Before submitting this request, keep in mind that the University will not be liable for any obstacles to conducting the online oral examination due to technical difficulties during the examination.
2. If there is a change in this form after the submission, contact the Educational Affairs Section immediately.
3. Make a photocopy of this request before submitting it to the University and keep the copy in a safe place until you have finished taking the examination.