

Tokyo University of the Arts
Graduate School of Film and New Media [Research Student]
2019 Guide for Assessing Applicant Eligibility

Applicants who are applying on the basis of “**1. Eligibility(b)**” of the Student Application Guide must first undergo screening to establish their eligibility to apply for the Master's Degree Program. Applicants who wish to undergo the eligibility screening should submit the following documents and other materials before the deadline for submission.

1. Documents/materials to be submitted

(a) Application for assessment of eligibility (separate form)

(b) Documents certifying educational background, employment background, research background etc.

① a graduation certificate, completion certificate or enrolment certificate and an academic transcript for each school you are attending/have attended since you entered high school;

② in the case of applicants who are in employment, a certificate indicating periods of employment and a description of the business in which you are/have been engaged;

③ in the case of applicants who have received awards or commendations, a certificate indicating those awards or commendations.

④ Applicants are free to make an additional submission of other documents or materials that are worthy of consideration as part of their application.

(c) Materials that provide an understanding of your research activity (optional submission) (for example, concise, easy-to-understand items such as a list of your works, an album containing materials associated with your works, a resumé of your research theses)

(d) A reply envelope (rectangular No. 3 envelope on which you have written your name and address and to which you have affixed a 92 yen stamp)

※Submitted materials and forms will not be returned. However, items in (c) above can be returned provided that the recipient pays for the postage costs.

2. Deadline for submission : 14 December (Friday) 2018

Applications for eligibility screening should be brought directly to the university's Educational Affairs Office or sent by registered post.

(a) The Educational Affairs Office is open between the hours of 9:30–12:00 and 13:30–16:30.

(b) Submission by post: Post in time to arrive by 17:00, 14 December (Friday) 2018. Write the words “**Application for eligibility screening**” on the envelope.

3. Results of screening

Applicants will be notified of the results of the screening process after 11 January (Friday) 2019. Applicants whose eligibility to apply for the Master's Degree Program has been established should start the application process, following the instructions in the Student Application Guide.

◆**Contact:**

Educational Affairs Office, Graduate School of Film and New Media,
Tokyo University of the Arts
4-44 Honcho, Naka-ku, Yokohama, 231-0005
Tel: 050-5525-2675 or 045-650-6201
email: eizo.kyomu@ml.geidai.ac.jp