

2023 Academic Year
Tokyo University of the Arts
Graduate School of Fine Arts
(Doctoral Course)
Guidance for Prospective Students

Global Art Practice

July 2022

Tokyo University of the Arts

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

2023

Important Notice to Applicants for Global Art Practice

Due to the specific features of our curriculum, preparing and planning for your individual support may take time. If an applicant requires special accommodations for examination or enrollment, please consult the the Educational Affairs Section, Faculty of Fine Arts in advance.

Applicants who require special care during practical classes which may include issues with handling chemicals commonly used in the workshops or dust, or students with long-term medical conditions such as diabetes, allergies or arthritis should also contact the Educational Affairs Section, Faculty of Fine Arts for preliminary consultations.

Special features of GAP curriculum

- Collaboration with students from various countries, cultures, and backgrounds.
- Programs such as the Unit Program (a joint class program with our overseas partner schools) involving overseas travels and staying and working in groups for several weeks in Japan and abroad.
- Please note that students in the Global Art Practice course do not acquire a specialized teaching license.
- Special programs held during the holidays in the University academic calendar.
 - * Classes may be held during the summer holiday.
- Technical training in the workshops (woodwork, metalwork, casting, glass, etc).

GAP website

<http://gap.geidai.ac.jp/>

For preliminary consultation

If an applicant requires special accommodations for examination or enrolment, please consult the Global Art Practice faculty in advance. The applicant should then fill out the consultation form, available on the University admissions website under “Request for Special Needs Accommodations for Entrance Examination”, attach supporting documents such as medical certificates or disability certificates and email them to the following address in the Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts by 21st October 2022

Email: gap.exam@ml.geidai.ac.jp (Japanese / English)

*Please be aware that the university cannot guarantee accommodation to all requests made during preliminary consultations.

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Graduate School of Fine Arts Admissions Policy

The master's course in fine art, in comparison to the bachelor's course, along with providing a higher level of expertise, aims to train talented individuals that have a broad understanding of the arts and are able to be internationally active within the arts. The master's program selects candidates through a comprehensive use of academic tests interviews, and submitted materials (a portfolio of works, thesis, etc). The selection process is carried out through intensive evaluations that consider and reflect the characteristics of each major with the highest regard. Students wishing to enroll in this graduate course are expected to engage in studies to increase their creativity and ingenuity, in addition to acquiring the fundamental knowledge and techniques of each major in the undergraduate course.

Number of Students Admitted

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

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

*1: A double-degree program administered by the research area of Global Art Practice and Silpakorn University of Thailand has started in the 2021 academic year. More information will be announced at the occasion of the Oral Examination to be held on 13th February 2023.

Standard Timeframe for Completing the Program

Standard Timeframe for Completing the Program

3 years

Offices and Faculty Advisors

Major	Research field	Office	Faculty advisor
Global Art Practice	Global Art Practice	Studio1	Prof. Nobuyuki Fujiwara
		Studio2	Prof. Yusaku Imamura
		Studio3	Assoc. Prof. Mina Lee
		Studio4	Assoc. Prof. Chiaki Soma
		Studio5	Assoc. Prof. Hiraku Suzuki
		Studio6	Assoc. Prof. Yuko Mohri

Eligibility to Apply

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

1. Possess a master's degree or professional degree (including those who expect to earn their degrees by the end of March 2023).
2. Possess the equivalent of a master's degree or professional degree from a school in a foreign country (including those who expect to be awarded their degrees by the end of March 2023).
3. Possess the equivalent of a master's degree or professional degree by completing in Japan a distancelearning course offered by a foreign school (including those who expect to be awarded their degrees by the end of March 2023).
4. Possess the equivalent of a master's degree or professional degree in a foreign country (including those who expect to be awarded their degrees by the end of March 2023) by completing in Japan a course recognized by the Minister of Education, Culture, Sports, Science and Technology of Japan at an educational facility offering foreign graduate programs operated as part of the educational system of the foreign country in question.
5. Possess the equivalent of a master's degree (including those who expect to earn such degree equivalent by the end of March 2023) by completing a course at the United Nations University established pursuant to the December 11, 1972 resolution of the United Nations General Assembly, as specified in Article 1, Paragraph 2 of the Act on Special Measures Incidental to Enforcement of the "Agreement between the United Nations and Japan regarding the Headquarters of the United Nations University" (Act No. 72 of 1976).
6. Demonstrate academic ability at least equal to that of a holder of a master's degree by completing an educational program at a foreign university, an educational facility recognized as described under paragraph 4 above, or the United Nations University and by passing the equivalent of the testing and screening specified in Article 16-2 of the standards for establishment of a graduate school (including those who expect to earn such degree equivalent by the end of March 2023).
7. The following persons recognized by the Minister of Education, Culture, Sports, Science and Technology of Japan:
 - ① University graduate who has taken part in research for at least two years at a university, research center, or similar facility and are recognized to possess academic ability at least equal to that of a holder of a master's degree based on the results of such research at this Graduate School or other achievements

- ② Those who, after completing 16 years of school education in a foreign country or completing 16 years of foreign school education by completing in Japan a distance-learning course offered by a foreign school, have taken part in research for at least two years at a university, research center, or similar facility and are recognized to possess academic ability at least equal to that of a holder of a master's degree based on the results of such research at this Graduate School or other achievements
- 8. Those aged 24 or older who do not meet any of the categories 1–7 above but are recognized to possess academic ability at least equal to that of a holder of a master's degree or a specialized degree through individual screening for eligibility for admission by the Graduate School

Note: If an applicant who does not fulfill any of the requirements listed from 1–6 wishes to apply under eligibility described in 7 or 8, eligibility to apply will be reviewed on an individual basis. Obtain the application form in advance from the Educational Affairs Section, Faculty of Fine Arts and submit the required documents in data format as specified by the Graduate School by email. The application must arrive by the specified deadline (October 12, 2022). The application documents will be kept on hold until the end of the individual review, and the results of the review will be announced directly to the individual. If you are certified as eligible to apply, complete the application procedures by the deadline specified by the Graduate School.

Application Procedure Explanation

※Japan standard time (UTC /GMT+9)

1	Register for online application (Page 5-7)	Go to the online application site (https://e-apply.jp/ds/geidai-net/). Enter the required fields and upload the required documents.	16 th November 2022 10:00 ~ 23 rd November 2022 23:59
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2	Completing Payment (Page 8)	Following procedure 1, follow the instructions on the application website. Please pay the screening fee.	16 th November 2022 10:00 ~ 23 rd November 2022 23:59
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※Please pay the screening fee within 4 days after your registration. If you register for an online application after 20th November, the payment must be done by 23rd November, 23:59



3	Upload required application documents (Page 10)	Please upload the required documents to the link sent by email from the Global Art Practice Department by the submission deadline. Please refer to the submission method specified by the university described on page 3. The email will be sent to applicants by 6 th January 2023	6 th January 2023 10:00 ~ 13 th January 2023 23:59
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4	Print examination ticket (Page 11)	Once the applicant is deemed qualifiable and the application is received, the applicant may print out an examination ticket. Applicants should print their own examination ticket and present it at the interview.	31 st January 2023 16:00 onward
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5	Interview Examination (Page 12)	Interview Examination The designated date and time of the examination time (within the period shown on the right) will be sent by the Global Art Practice Department to the applicant's registered email by 3 rd February 2023	13 th February 2023
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Notes on registering for the online application

- All required application documents, including screening examination documents must be submitted online. The screening fee must also be paid during the designated period.
- If some of the application documents are missing or incomplete, applications may be denied.
- Offers of admission will be cancelled if any of the required application documents submitted online differ from the original copies, or the original copies are not submitted by the deadline designated by the university.
- Application documents cannot be revised for any reason after receipt.
- We do not receive any inquiries regarding the submitted documents or materials.
- Please do not submit documents do not specified in the requirement.
- If the documents proving your eligibility to apply are written in a language other than Japanese or English, be sure to attach Japanese or English translations (You may translate such documents yourself. The translations do not need to be certified by a certified public agency).
- Only one applicant can make an application and upload the required documents to the Online application site (if data from multiple applicants are submitted in a single application, all applications will be made invalid).
- Applicants who passed the screening examinations are required to submit the original copies of documents proving your eligibility to apply. Offers of admission will be canceled if any of the required application documents submitted online differ from the original copies, or the original copies are not submitted.

Computer Operating System Requirements

- Microsoft Edge latest version
- Google Chrome latest version
- Mozilla Firefox latest version
- Apple Safari 8 onwards

- ※ 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.
- ※ Smartphones and tablets are not recommended.

Mail System Setting

The following six emails will be sent to the registered email address

- ① Notification email of initial password once you have completed the "Mypage" registration
- ② Automatic reply email upon completing registration to apply
- ③ Automatic reply email upon completing payment for screening fee
- ④ Notification email to upload the submission documents that are to be submitted
- ⑤ Notification email to obtain an examination ticket
- ⑥ Notification email for the interview examination date, time, and instruction

- ※ All emails will be sent from no-reply@e-apply.jp or @geidai.ac.jp. Please enable your account to receive messages from this address in advance.
- ※ If the application form is incomplete, we will contact the registered email address. Please check your mailbox regularly.

Preparing an ID photo

You must provide one ID photo (up to 2MB). The color photograph should show the top half of your body, facing forward, without a hat, and should have been taken within the previous three months.

※ Use the image on the right as a reference.

Examples of unacceptable photos

Photos that are blurry, edited, contains a dark background, includes multiple people obscure the area around the eyes with long hair and portraits in profile are not accepted.

- ※ If the photo is not suitable, applicants may be asked to resubmitted a different photo.
- ※ Also refer to the Preparation section on the web application.

Website: <https://e-apply.jp/ds/geidai-net/>



Registering for the Online Application

Go to the online application site

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

Application period: 16th November 2022 (10:00)~ 23rd November 2022 (23:59)



Click on “MyPage Registration” on the top of the page, register your personal information following instructions on the screen.



Click on “Carry out the application procedure”.

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Select the “美術学部・美術研究科 Faculty of Fine Arts Graduate School of Fine Arts” in the Choose your program section

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Select the “美術研究科（博士/Global Art Practice/）” in the Admissions Selection section

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Upload required documents in the following pages.



Application Registration

You will be directed to a page for confirmation of the documents for registration after uploading all the necessary documents. If there are no mistakes, click the button to “Register” the attached documents.



When the “Receipt number” shows up on the screen, the registration is completed. Please proceed to then pay the screening fee. The reception number will be used for confirming application details and the payment of the screening fee.

- ※ A notification for registration completion will be sent to the registered email. The reception number will also be presented in the notification email. Please keep the reception number until the end of the entrance examination.
- ※ The 12 digits reception number is not the “examinee number”.
- ※ Please note that if the screening fee is not paid for within four days of completing the online application registration, the registered application will be canceled and all information will be deleted. (Please pay the screening fee by 23:59 of the fourth day from registering. The day of registration is counted as day one.)
- ※ The registered information will not be able to be changed after the registration has been completed. Please fill out all information carefully. If you have noticed an error prior to the payment of the registration fee, please start the registration process again.

Upload required application documents

Application Documents	Instructions	Required Persons	Remarks
Documents proving eligibility to apply	<p>Upload the following two documents to prove your eligibility to apply</p> <p>① Academic transcripts for Master course (If you transferred universities, also submit your academic transcripts from the previous university[ies].)</p> <p>② Diploma (or certificate of anticipated graduation) for Master course</p>	All Applicants	Not required from individuals who have graduated from the Graduate School, current students of the Graduate School, or Japanese-government funded international students (including research students) at the Tokyo University of the Arts. Required from research students and other nonregular students other than those receiving Japanese government funding. The date of issuance does not matter. Please attach a Japanese or English translation if the documents are written in any other language.
Statement of reasons for application	<p>Upload the form designated by the University on p. 18 of the Guidance for Prospective Students, provide the necessary information, and submit the form. You can also download this form by clicking the following link on the University's entrance examination site. https://admissions.geidai.ac.jp/postgraduate/youshiki1/</p>		※Accepted only in English or Japanese.
Letters of recommendation	<p>Applicants' recommenders must submit two recommendation letters directly to the university. Make sure to obtain approval from the people who are recommending you before providing contact information on the application form.</p> <ul style="list-style-type: none"> • Recommenders' Name • Recommenders' Affiliation information • Recommenders' email addresses <p>The university will contact recommenders by 6th January 2023 The submission period for the recommenders is from 6th January (10:00) – 13th January (23:59)</p>		<p>※Accepted only in English or Japanese.</p> <p>※Persons who have instructed you or are able to evaluate your past research or creative work.</p>
Photocopy of the passport	Upload a photocopy of the page of your passport where your photo ID and passport number is located.	Non-Japanese citizen applicant	※Accepted only in PDF format or JPEG format.
Certificate of English language ability	<p>Upload certified scores from one of the following exams:</p> <ul style="list-style-type: none"> • TOEFL iBT <ul style="list-style-type: none"> ※ TOEFL PBT and TOEFL ITP are not accepted. ※ Please request the testing agency, Educational Testing Service (ETS), to send your official score report directly to Tokyo University of the Arts; the institution code (DI Code) for the Graduate School of Fine Arts is B882. Test Taker Score Reports will not be accepted. ※ Test Taker Score Report will not be accepted. • TOEIC Listening & Reading or TOEIC Speaking & Writing <ul style="list-style-type: none"> ※Scores from TOEIC and TOEIC IP are both accepted. • IELTS Academic <ul style="list-style-type: none"> ※IELTS General Training is not accepted. 	<p>Non-native English speakers</p> <p>*Foreign students who have graduated from educational institutions that use English as a medium of instruction are not required to take any of these English proficiency exams, but proof of graduation (e.g., high school or university diploma) must be submitted.</p>	<p>※The exam must have been taken on or after September 1st, 2021.</p> <p>※Please contact the Educational Affairs Section of Tokyo University of the Arts by 21st October 2022 if applicants are from countries or regions where English proficiency exams listed on the left have been canceled due to the outbreak of COVID-19.</p>
Notes ㊦~㊨	<p>㊦ International students who are residents of Japan must submit their Certificates of Residence (showing their visa status and period of residence) issued by the heads of their municipal governments or copies of their Residence Card. (This is not required for applicants who are current students at the Tokyo University of the Arts or Japanese government-funded international students at the University)</p> <p>㊧ In addition to the documents under ㊦ above, Japanese Government-funded international students must submit Japanese Government Scholarship for Foreign Students Certificates issued by their current universities. (Showing their enrollment status and enrollment type)</p> <p>㊨ If the family name shown on your certificates or other documents differ from your current family name, attach a certificate or other documentation of your name change. (Such as official partial copy of a family register)</p>	If applicable	

※The original application documents need to be submitted after passing the exam. The successful applicants will be disqualified if either fail to submit, or the submitted documents contain fault information.

Payment of the Screening fee

Please make sure to pay the screening fee after registration.

Please follow either 1 or 2 to make payment procedures.

1. Click “Payment (引き続き支払う)” after completing registration for the online application.
2. Login to your “My page (マイページ)” and proceed with the payment procedures.

Select the payment method and send the screening fee during the designated period.

Screening fee	Remittance period
36,000 yen	November 16 th 2022 ~ November 23 rd 2022 (23:59) (Japan time)
	※ Please note that if the screening fee is not paid for within four days of completing the registration for your online application, registration will be canceled, and all information will be deleted. (Please remit the screening fee by 23:59 of the fourth day. The day of registration is counted as day one.) ※ You may have to pay a separate transfer charge depending on your payment method.

Payment method	Accepted institutions
Convenience store	Seven-Eleven / Lawson / Minis top (Loppi) / Family Mart / Daily Yamazaki / Seicomart
Credit card	MUFGCARD / DC / UFJ / NICOS / VISA / Master Card / JCB / AMERICAN EXPRESS
Post Office • Bank ATM	Pay-easy compatible ATM
Net Banking	Pay-easy compatible Net Banking / PayPay Bank / Rakuten Bank / SBI Sumishin Net Bank / au Jibun Bank

Notes on the Screening Fee

- For more details and notes on the fee payment process, please refer to the “Payment method” section on the online application homepage.
- You cannot pay the screening fee after the payment period.
- If the payment is incomplete by the deadline, please note that your online registration information will be deleted.
- If you are Japanese government-funded international student, please also upload the “Japanese Government Scholarship for Foreign Students Certificate” together with the other required application documents (see page 7).
- The card holder does not have to be the applicant themselves.
- If you cannot pay with one credit card, try a different card, or choose another payment method.

Screening fee waiver system

We will waive screening fees for applicants affected by windstorm, floods or other large-scale natural disasters that have 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 website (<https://admissions.geidai.ac.jp/kenteiryo-menjo/>).

1. 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)

2. Notes

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

For inquiry : 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

Refunds

We will not refund the screening fee transferred after we receive your application form for any reason other than below:

- If you paid for the screening fee and submitted application documents but your application was not received.
- If you paid for the screening fee but did not submit any application documents.

Download and print the University's designated Screening Fee Refund Request Form from our admission information site. Fill out and sign the required fields and mail it to the following address.

Mailing Address : 12-8 Ueno Park, Taito-ku, Tokyo, 110-8714, JAPAN
Tokyo University of the Arts: Accounting Section of the Strategic Planning Division

- Any transaction charges that the applicant incurred in transferring the screening fee will not be refunded.
- Any transaction charges incurred in refunding the screening fee will be deducted from the amount returned to the applicant.
- Refunds normally take between 2-3 months following receipt of the refund request form
- A refund request must be received by the university no later than 31st March 2023

The University will not refund the screening fee if you fail to observe the deadline.

Screening Examination Documents

The submission method of screening examination documents such as your portfolios (including supplementary materials) are referred to it an email sent by the Global Art Practice Department to the email registered in the application. Documents should be submitted by the method referred to on page 4 within the submission deadline.

Screening documents	Outline	Applicants
Master's thesis or explanation of master's degree final project work	<p>Thesis : PDF</p> <p>If you were not required to write a master's thesis or implement a master's degree final project, submit another essay instead. (Must be written in Japanese or English. Attach a Japanese-language abstract up to one page in length on A4-size paper.) Submit these in PDF format.</p>	All applicants
Portfolio	<p>A4 size/ maximum of 20 pages</p> <p>File format : PDF</p> <p>Data Capacity: 25 MB</p>	All applicants
Supplementary materials	<p>1. Video (Up to 3 videos)</p> <ul style="list-style-type: none"> • Limit playback time to 3 minutes each video. • The video must be in mp4 or .mov format at a resolution not exceeding 1920 pixels × 1080 pixels. <p>2. Audio (Up to 3 videos)</p> <ul style="list-style-type: none"> • Limit playback time to three minutes, in mp3 or wav format. <p>3. Printed materials (Up to 3 essays or other printed materials)</p> <ul style="list-style-type: none"> • Written works or essays in PDF format. <p>*Up to 5 files from 1 to 3 items</p>	Optional

※Prepare the portfolio and other materials in either English or Japanese.

※Please don't set a password to download the file.

※In case that a file cannot be opened due to a technical problem, GAP may request to submit once again.

※Submitted materials will be excluded from consideration for screening purposes if we are unable to review/play them.

※Submitted materials will be viewed using Mac OS X (12.3).

※Note that materials submitted will not be returned.

Printing of Examination Ticket

Your examination ticket will be available to print from the online application site upon receipt of your application. A notification email will be sent to your registered email address. After you have received the notification email, please login to your “Mypage (マイページ)” and print your examination ticket. Be sure to print your ticket out on an A4-sized piece of paper and keep it with you until the examination is over.

Printing period
31 st January 2023 from 16:00 onward

Notes on your examination ticket

- Be sure to check that the written information is correct upon printing your examination ticket. If the information on the examination ticket differs from that of the online application site, please contact the Educational Affairs Section of the university by 3rd February 2023. (You can refer to your registered information by clicking “Confirm Application/Print Application Form for Fine Arts”)
- Your receipt number upon registering for the online application differs from your examinee number.
- Please note that if you change your email address after completing registration, you will not be able to receive the email issuing your examination ticket.

Examination

Applicants for the GAP research area (doctoral degree) should have a preliminary interview with the desired faculty member. Please contact us by 1st October with the desired laboratory (faculty name) as the following mail address.

GAP : gap.exam@ml.geidai.ac.jp

Date and time	Screening examination content and methods
After submission ~ 10 th February 2023	Portfolio evaluation
13 th February 2023	Online interviews will be held on a date between the timeframe indicated on the left. We will contact you by email regarding your interview date and time by 3 rd February 2023.

※ We decide whether to admit a student based on comprehensive evaluations that include assessments of academic abilities and by reviewing documents submitted by the applicant.

※ Applicants who fail to complete or submit even one of the assigned examinations will be ruled ineligible for admission. Note that screening fees will not be returned.

Announcement of Admitted Students

The examinee numbers of admitted students will be posted on the university's website (<https://admissions.geidai.ac.jp/en/>).

February 20th 2023 at 10:00 am

(Admission procedure documents will be sent to admitted students around February 22nd 2023)

Admission Procedures

1. Enrollment Fee Payment

By mail

Completed admission procedure documents must be received by March 13th, 2023.

Applicants who fail to complete admission procedures during the above period will be deemed to have declined the offer of admission to the Graduate School.

※Please also submit the original copies of all the required application documents by this deadline.

2. Enrollment Fee Payment

Information for making the enrollment fee payment will be attached along with the Admission Procedure Documents

Type	Amount	Remark
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' worth of dues. International students are exempt.
Student casualty insurance premium	2,600 yen	3 years premium
Student casualty insurance additional liability insurance premium	1,020 yen	3 years premium
Tokyo University of the Arts Campus Facility Management Association fee * 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 31st, 2023.

※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.

※ Enrollment fee not required from Japanese government-funded international students.

※ Any changes in tuition fees during your time as an enrolled student will go into effect at the time of the change.

※ In principle, the fees are paid by an account transfer (automatic withdrawal). At the admission procedure, students submit a “Account Transfer Request Statement” and the school will withdraw the money automatically from the registered account. (Withdrawal dates: at the end of May for the first term and at the end of November for the second term)

※The transfer will be made on the end of May for the first semester, and on the end of November for the second semester of the first year.

3. About Japanese Immigration visas

In addition to completing the admission procedures, international students are responsible for obtaining appropriate visas to study in Japan.

Students with the residence status of Short-Term Stay may enter Japan and sit for the entrance examination, but they must acquire the residence status of Student before beginning their studies at the university, once their admission is confirmed.

Exemption / Deferral of Admission / Tuition fees

Tokyo University of the Arts offers a program to exempt/defer the admission and tuition fees. To benefit from this program, see the following application conditions, then complete the designated procedures before paying your admission or tuition fee.

(Note that you cannot apply for exemption or deferral after you make your payment. Also, since exemption from the admission fee will not necessarily be granted even when the conditions for the application are met and since not all applications for exemption from tuition fees are approved, applicants should prepare in advance to pay both the admission fee and tuition fee.)

The conditions for applying for exemption/deferral are described below.

1. Exemption of admission 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 admission fee.
- ② Cases in which it is recognized that it would be difficult for the applicant to pay the admission fee due to conditions arising within one year prior to admission, such as the death of a primary income earner in a 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 admission 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 admission fee by the payment deadline.
- ② Cases in which it is recognized that it would be difficult for the applicant to pay the admission fee due to conditions arising within one year prior to admission, such as the death of a primary income earner in a 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 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 tuition fee by the payment deadline.
- ② Cases in which it is recognized that it would be difficult for the applicant to pay the tuition fee due to conditions arising within one year prior to the payment deadline, such as the death of a primary income earner in a household or economic hardships imposed on the primary income earner or the applicant due to a natural disaster.

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

About the Study Support Scholarship (Benefit Type)

This scholarship program pays a benefit 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 tuition fees under number 3 stated above because they do not meet the standards for recognition of high scholastic standing. Applicants who wish to apply for this scholarship must complete the specified procedures at the same time they apply for exemption of tuition fees described above.

Disclosure of Information on Entrance Examinations

Individual results of screening and entrance examinations for the Graduate School of Fine Arts (MFA Program) will be disclosed only if requested by the applicants themselves.

1. How to apply

We accept requests by mail. The applicants themselves must complete the Request for Release/Notice of Entrance Examination Results appended to this guide, attach the University's examination card (photocopies not accepted; however, current students at the University may submit photocopies of their student ID cards) and a return envelope (type no. 3 long envelope [12 cm x 23.5 cm], with the name, address, and postal code of the examinee with 404 yen for return postage enclosed) and mail it to the Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts, by simple registered mail.

2. Application time period

Applications must be postmarked by June 1st – June 30th 2023 to be accepted.

3. Information released

1. Only the individual's results of the entrance examinations for the upcoming academic year (2023) will be released.
2. Individual results will be released in the form of scores or grades. Relative rankings of examinees will not be released.

4. Information requested from the Disclosure of Information on Entrance Examinations Form will be sent out at once during the first half of July 2023

※ The results will be sent to your address in Japan only

※ If you wish to receive your results at a location outside Japan, please ask the Educational Affairs Section of the Faculty of Fine Arts, Tokyo University of the Art.

Email : gap.exam@ml.geidai.ac.jp (Japanese and English)

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.

• 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 the managing 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 the collection of enrollment and tuition fees.
4. Personal information such as applicant assessments made during the selection process will be used for tasks related to support students 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 applicant assessments made during the selection process will be used for tasks related to statistical processing, provision of information for prospective students, and surveys and research related to the selection process. In such cases, personal information will be used in ways that render it impossible to identify individuals.

• 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 be provided to third parties without the permission of the applicants themselves.

However, the minimum amount of 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 said third party concerning the appropriate handling of personal information.
2. To facilitate operations related to acceptance decisions and additional acceptance decisions through a 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 examination numbers 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 where this would be in the interests of the person concerned which include:
 - 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 Facility Management Association (an organization that provides funding for facility management contributing to the enhancement of the campus environment)

Statement of Reasons for Application

Name		Major	Global Art Practice
		Laboratory	
Past research topics (or research theme of your master's degree final project)			
Brief statement of your reasons for applying to the Graduate School and research topic(s) you wish to study after admission			
Record of activities			

* Applicants for a major in Global Art Practice may write in Japanese or English.

No.

Request for Release of Graduate School Entrance Examination Results for the 2023 Academic Year, Tokyo University of the Arts

Date (Y/M/D): / /

To: The Director of the Graduate School of Fine Arts, Tokyo University of the Arts

Please inform me of the results of my examinations for entrance to your graduate school.

Examinee category: Graduate School of Fine Arts : MFA

Major, research field: _____

Examinee number: _____

Name: _____

Address (Postal Code) : _____

Tel.: _____ () _____

Notes:

1. Before submitting this request, read the instructions provided under “Disclosure of Information on Entrance Examinations” on page 16 of the Guidance for Prospective Students.
2. Submit a self-addressed return envelope (a N3 rectangular envelope [12 cm × 23.5 cm] with 404 yen for return postage included in the envelope for simple registered mail).
3. Write all information on this form in your own handwriting.
4. Requests for release are accepted June 1st – June 30th, 2023. Note that any requests made outside this period will be rejected.
5. After receipt of requests for release, all notices of results will be sent at the same time in late July 2023.

_____ (Do not cut here) _____

No.

Notice of Graduate School Entrance Examination Results for the 2023 Academic Year, Tokyo University of the Arts

Date (Y/M/D): / /

Examinee category: Graduate School of Fine Arts (MFA Program)

Major, research field, etc _____

To: Examinee no.: _____ Name: _____

The entrance examination results you requested are attached.

Graduate School of Fine Arts, Tokyo University of the Arts

Important Notes on taking Examinations

1. Further information on the examinations (not included in this guideline) will be announced via emails from the University, the University website or other media. Please be sure to check this information before the interview.
2. Recording the online interviews (both audio and video) are strictly prohibited.
3. Applicants will be disqualified and will be banned from sitting for the subsequent examinations, if found to have engaged in malpractice (including any audio and video recordings of the online interviews) or if any of the required application documents submitted online differ from the original copies. Admission may also be canceled after enrollment.
4. Applicants should prepare their settings and be ready to take the online interviews at the time indicated by the University via email.
5. Interviews will not be extended for applicants who are late. Should connections fail during the interview, please follow the instructions from the examiners who will contact you via phone or email.
6. Applicants should print their “Examination Tickets” and present them at the interview.

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

Global Art Practice

Published: July 2022

List of Contacts

Tokyo University of the Arts accepts inquiries through the following channels:

○ Online application procedure inquiries

DISCO Cooperation, Learning and Education Support Center

Phone: 0120-202-079 (available on weekdays from 10:00 a.m. to 6:00 p.m., closed on weekends, holidays, and New Year's Eve/New Year's Day) (available only in Japanese)

Email: cvs-web@disc.co.jp (available in English and Japanese)

※24-hour support during application period

※We do not accept questions regarding the admission process.

○ Entrance Exams Inquiries/ Consultation regarding study etc.

Educational Affairs Section, Faculty of Fine Arts/ Tokyo University of the Arts, Faculty of Fine Arts

Tel : 050-5525-2122 (Available only in Japanese)

Weekdays: 9:00am-12:00pm/ 1:30pm-4:30pm

Not accepted on Saturday, Sunday and Holidays

Email : gap.exam@ml.geidai.ac.jp (available in English and Japanese)

※ Whenever possible, inquiries should be made by the applicant themselves.

○ University's website

<https://www.geidai.ac.jp/>

○ Admission website

<https://admissions.geidai.ac.jp/>

○ Online Application Website

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