

**Tokyo University of the Arts**  
**Graduate School of Film and New Media**  
**Master's Degree Program**

**Department of Film Production**

**Department of New Media**

**Department of Animation**

**2024 Student Application Guide**

**[**

**[October 30, 2023, revised edition]**

Tokyo University of the Arts

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# 2024 Student selection exam schedule

## 1. Applications will be accepted between the following dates (valid postmark):

- **Department of Film Production (Directing, Screenwriting), Department of New Media, Department of Animation**

○Online application:

23 November (Thursday) - 29 November (Wednesday) 2023

○Payment of application fee and submission of required documents by post (valid postmark):

23 November (Thursday) - 30 November (Thursday) 2023

- **Department of Film Production (Producing, Cinematography, Art Direction, Sound Design, Editing)**

○Online application:

5 January (Friday) - 11 January (Thursday) 2024

○Payment of application fee and submission of required documents by post(valid postmark):

5 January (Friday) -12 January (Friday) 2024

## 2. Schedule

See pages 15–22 for details of exams for the Department of Film Production, page 24 for the Department of New Media, and pages 26–27 for the Department of Animation.

2024	Department	Film Production	Film Production	New Media	Animation
		(Directing, Screenwriting)	(Producing, Cinematography, Art Direction, Sound Design, Editing)		
January	5(Fri.)	First-round exam of Directing(submission of work) 12/21~1/5			
	10(Wed.)	First-round exam of Screenwriting (submission of work)1/9~1/10			
	15(Mon.)				First-round exam (submission of reference materials)
	17(Wed.)	Successful first-round candidates announced			↓
	19(Fri.)				First-round exam (submission of reference materials)
	23(Tue.)			First-round exam (submission of reference materials)	
	26(Fri.)			↓	
	29(Mon.)			First-round exam (submission of reference materials)	
February	31(Wed.)				Successful first-round candidates announced
	1(Thu.)	Second-round exam of Directing (submission of assigned work)	First-round exam of Cinematography,Sound Design, Editing (submission of work)1/30~2/1		
	2(Fri.)	Second-round exam of Screenwriting (submission of assigned work)2/1~2/2	First-round exam of Producing, Art Direction (submission of work)2/1~2/2		
	6(Tue.)			Successful first-round candidates announced	
	7(Wed.)				Second-round exam (written)
	8(Thu.)				Second-round exam (oral)
	9(Fri.)	Successful second-round candidates announced	Successful first-round candidates announced		Second-round exam (oral)
	14(Wed.)	Third-round exam of Directing (submission of work)			
	15(Thu.)	Third-round exam All Course (written)	Second-round exam All Course (written)		
	17(Sat.)	Third-round exam of Directing (practical skills)	Successful second-round candidates announced (Producing)		
	18(Sun.)	Third-round exam of Screenwriting (practical skills, oral)	Second-round exam of Cinematography (submission of work)		
	19(Mon.)	Third-round exam of Directing (oral)	Second-round exam of Cinematography (oral)	Second-round exam (submission of assignment)	
	20(Tue.)		Second-round exam of Editing (submission of assigned work)		
	21(Wed.)		Third-round exam of Producing (practical skills, discussion, oral)	Second-round exam (submission of assignment)	
	22(Thu.)		Second-round exam of Art Direction (oral, submission of assigned work)		
	23(Fri.)		Second-round exam of Editing (practical skills)		
March	1(Fri.)		Second-round exam of Sound Design(oral)	Second-round exam (written)	
			Second-round exam of Editing (oral)		
Successful candidates announced (All departments)					

# 1. Admissions overview

## 1-1. Admissions policy of the Graduate School of Film and New Media (Master's Degree Program)

The Graduate School of Film and New Media seeks students who are able to undertake in-depth theory and practice-based research and take advantage of the unique qualities of on-site creative production. The entrance examinations assess each applicant's ability to deepen his or her understanding through creative work and comprehensively evaluates each person's work to date.

## 1-2. Number of students admitted

Department	Research field	Course	Number of students admitted
Film Production (see Note 1)	Cinematic expression techniques	Directing	32
		Screenwriting	
		Producing	
	Film production techniques	Cinematography	
		Art Direction	
		Sound Design	
		Editing	
New Media	Creative expression	Spatial Representation	16
		Inter-media	
	Conceptual design	Media Technology	
		Media Research	
	Game Research (see Note 2)	Game Development Technology	
Animation	Game Research (see Note 2)	Game Planning and Development	16
	Creative expression	Planning and Production	
		2D Animation	
		3D Animation	
	Research/Theory	Research/Theory	

**ALL Application to more than one department within the Graduate School of Film and New Media is not permitted.**

**Note 1 Applicants to the Department of Film Production must select a course upon making their application. Applicants who fail the first-round exam in the Directing or Screenwriting Courses will still be eligible to apply for one of the other courses other than Producing, namely Cinematography, Art Direction, Sound Design, or Editing.**

### Note 2 Regarding the Game Research research field (Game Course)

Game Course applicants must select either the Department of New Media or Department of Animation and take the entrance exam in accordance with the department's "submission of reference materials" and "entrance exam schedule and content." Successful candidates will belong to the department that was selected upon application.

**Notice: For the 2025 (next year) entrance examination, a practical examination will be conducted in the second-round exam for the cinematography course in the Department of Film Production.**

**Notice: For the 2025 (next year) entrance examination, applicants to the Department of Film Production or Department of Animation whose native language is not Japanese will be required to submit the Japanese-Language Proficiency Test (JLPT) certificate for level N2 or higher.**

### **1-3. Eligibility**

Eligibility to apply for the Graduate School of Film and New Media Master's Degree Program is based on one of the following:

1. you have graduated (or are expected to graduate by March 2024) from a Japanese university in accordance with Article 83 of the School Education Act (Act No. 26, 1947);
2. you have obtained (or are expected to obtain by March 2024) a bachelor's degree in accordance with the provisions of Article 104(7) of the School Education Act (Act No. 26, 1947) (National Institution for Academic Degrees and Quality Enhancement of Higher Education);
3. you have completed (or are expected to complete by March 2024) a curriculum of 16 years of school education in an overseas country;
4. you have completed (or are expected to complete by March 2024) 16 years of school education in an overseas country by undertaking a distance learning course in Japan provided by a school in the overseas country in question;
5. you have completed (or are expected to complete by March 2024) a curriculum at an educational facility in Japan specially designated by the Minister of Education, Culture, Sports, Science and Technology that provides a curriculum from a university in an overseas country and is established within the school education system of the overseas country in question (applies only to persons considered to have completed a 16-year curriculum of school education in the overseas country in question);
6. you have completed (or are expected to complete by March 2024) a vocational course at a special vocational school specially designated by the Minister of Education, Culture, Sports, Science and Technology (applies only to curriculums that are four or more years in duration and otherwise satisfy criteria determined by the Minister) on or after the day determined by the Minister;
7. you have been designated by the Minister of Education, Culture, Sports, Science and Technology; (see 1953 Notification no.5 of the Ministry of Education, Science and Culture.)
8. by completing a curriculum of three or more years duration at a university or school in an overseas country (applies only where the education and research activities of the university or school in question has been assessed by a person certified by the government or relevant agency of the overseas country in question, or where the university or school in question has been specially designated by the Minister of Education, Culture, Sports, Science and Technology as a university or school that is equivalent thereto) obtained a degree corresponding to a bachelor's degree (including completion of the curriculum in question by undertaking a distance learning course in Japan provided by the school in the overseas country in question, or completing a curriculum at an educational facility in Japan specially designated by the Minister of Education, Culture, Sports, Science and Technology that provides a curriculum from a university in an overseas country and is established within the school education system of the overseas country in question); (Including those expected to complete the curriculum by March 2024)
9. you are 22 years of age or older and have, through eligibility screening, been assessed by the School of Film and New Media as possessing a level of academic ability equal to or greater than that of a university graduate.

Note: Applicants who apply on the basis of 9 above will undergo admission eligibility screening. Application forms for eligibility screening can be downloaded from the exam info website (<https://admissions.geidai.ac.jp/postgraduate/fnm/application/>). Submit the completed forms with required documents to the Educational Affairs Office, Graduate School of Film and New Media by 17:00, October 27 (Fri) 2023 (deadline for receipt by mail).

#### **1-4. Standard timeframe for completing the program**

2 years

#### **1-5. Faculty advisors** (As of October 2023)

Department	Research field	Course	Advisor
Film production	Cinematic expression techniques	Directing	Professor Nobuhiro Suwa Professor Akihiko Shiota
		Screenwriting	Professor Michiko Ohishi
		Producing	Professor Shouzou Ichiyama △
	Film production techniques	Cinematography	Professor Sohei Tanikawa
		Art Direction	Professor Keiko Mitsumatu △
		Sound Design	Professor Hiroyuki Nagashima
		Editing	Professor Takefumi Tsutsui☆
New media			Professor Eishi Katsura
			Professor Takashi Kiriya ■
			Professor Akira Takayama
			Professor Naoya Hatakeyama☆
			Assistant Professor Hiroyuki Hattori
Animation			Professor Yuichi Ito ◎
			Professor Mitsuko Okamoto ■
			Professor Taruto Fuyama
			Professor Koji Yamamura
			Lecturer Nahomi Maki ■

△Faculty from April 1, 2024

☆Faculty to retire as of March 31, 2025

◎Faculty applying for sabbatical during the 2024 academic year

■Faculty also offering instruction the Game Research research field (Game Course)

## 2. How to apply (for all departments)

### 2-1. Application process

Applications to the Graduate School of Film and New Media (Master's Degree Program) are to be made online. After doing the preparations in step 1 below, the instructions in steps 2 and 3 should be carried out between the dates indicated and required documents submitted according to the instructions in step 4. The application process is completed once your eligibility is confirmed, based on the documents you have sent. Then, you will then be able to print out your exam slip from the online application website as shown in step 5.

• Entrance exam info website    <https://admissions.geidai.ac.jp/>

• Online application website    <https://e-apply.jp/ds/geidai-net/>

1	<b>Preparations for online application</b> (see page 6)	
2	<b>Registering online applications</b> (see page 7)	Access the online application website through the entrance exam info website and register the required information.
3	<b>Payment of application fee</b> (see page 8)	When you have completed step 2 above, start the process for payment of the application fee through the online application website. If you have not paid the application fee by 23:59 on the fourth day after registering your online application, the registered data will be treated as cancelled and deleted.
4	<b>Sending required documents</b> (see page 10)	When you have completed step 3 above, print out required documents from the online application website and the entrance exam info website and send them to the university together with other required documents.
5	<b>Printing out the exam slip</b> (see page 12)	When your eligibility is confirmed and your application has been accepted, you will then be able to print out an exam slip from the online application website. Applicants should print out their own exam slip and bring it to the exam.

### 2-2. Questions regarding the Online Application Website and payment methods for the application

Contact: Disco Corporation Learning and Education Support Center

Tel: 0120-202-079 (weekdays 10:00–18:00; closed Saturdays, Sundays, public holidays, and end-of-year holiday and New Year holiday; available 24 hours during the application period)

\* Japanese only

email: [cvs-web@disc.co.jp](mailto:cvs-web@disc.co.jp)    \*Japanese and English

\*Questions relating to exams

Educational Affairs Office, Graduate School of Film and New Media, Tokyo University of the Arts

Tel: 045-650-6201 (weekdays 9:00–17:00, closed Saturdays, Sundays, public holidays, end-of-year holiday, New Year holiday)

\* Unless there is a compelling reason, applicants should contact the Educational Affairs Office on their own behalf.

## 2-3. Dates for applications

Department (Course)	Registration period for online applications	Period for paying application fee	Submission of required documents by post (postmarked)
Film Production (Directing) (Screenwriting)	10:00, 23 November (Thursday) 2023 –	23 November (Thursday) 2023 –	Postmarked between 23 November (Thursday) 2023–
New Media	23:59, 29 November	30 November	30 November
Animation	(Wednesday) 2023	(Thursday) 2023	(Thursday) 2023
Film Production (Producing) (Cinematography) (Art Direction) (Sound Design) (Editing)	10:00, 5 January (Friday) 2024 – 23:59, 11 January (Thursday) 2024	5 January (Friday) 2024 – 12 January (Friday) 2024	Postmarked between 5 January (Friday) 2024 – 12 January (Friday) 2024

## 2-4. Preparations for online application

Operating environment of your computer	<p>Submit online applications using the following operating environments.</p> <p><b>[Recommended browsers for PC]</b></p> <ul style="list-style-type: none"> <li>• Microsoft Edge latest version</li> <li>• Google Chrome latest version</li> <li>• Mozilla Firefox latest version</li> <li>• Apple Safari latest version</li> </ul> <p>* Please do not work on the application page in multiple tabs in your website browser at the same time. This action can cause problems, such as data being inadvertently transferred among the tabs.</p> <p><b>[Recommended browsers for smartphones and tablets]</b></p> <ul style="list-style-type: none"> <li>• iOS 12 or later, Android 8 or later, iPadOS 13 or later</li> </ul> <p>*Use the standard browser for each OS.          *If the display is distorted, try another browser.          *For Android smartphones, please use the mobile version of Chrome (the PC version doesn't always display PDFs).</p>
Email settings	<p>The following four emails will be sent from no-reply@e-apply.jp to the email address you have registered. Please be sure that your email account is set up correctly to receive them.</p> <ul style="list-style-type: none"> <li>• Initial password notification email after completing the My Page registration.</li> <li>• An automatic reply email when you have completed registration of your online application.</li> <li>• An automatic reply email when you have completed payment of the application fee.</li> <li>• An email notifying you that you are now able to print out your exam slip.</li> </ul>
Photograph	<p>Prepare a color photograph (up to 2MB) of your upper body facing forward, no headwear, against a neutral background, taken within three months prior to your application. ( Must be vertical, preferably 4:3)</p> <p>*Unacceptable photographs:          Photographs that are blurry, have dark backgrounds, where the subject's face is turned to the side, where there are two or more people in the shot, or where the image has not been properly processed.</p>
Documents establishing your eligibility to apply	Refer to page 11 and prepare the documents to be submitted with your application.
Envelope	Prepare a standard No. 2 rectangular envelope (240×332mm) to use in submitting required documents.
Printer paper	Prepare white A4-size printer paper to print the required documents from the online application website ( <a href="https://e-apply.jp/ds/geidai-net/">https://e-apply.jp/ds/geidai-net/</a> ) and the entrance exam info website ( <a href="https://admissions.geidai.ac.jp/postgraduate/youshiki1/">https://admissions.geidai.ac.jp/postgraduate/youshiki1/</a> ).



## **2-5. Registering online applications**

### **2-5-1. Dates for registration of online applications**

Department of Film Production (Directing, Screenwriting)	10:00, 23 November (Thursday) 2023 –
Department of New Media	23:59, 29 November (Wednesday) 2023
Department of Animation	
Department of Film Production (Producing, Cinematography, Art Direction, Sound Design, Editing)	10:00, 5 January (Friday) 2024 – 23:59, 11 January (Thursday) 2024

### **2-5-2. Procedure**

Access the online application website (<https://e-apply.jp/ds/geidai-net/>) from the Web Application link on the main page of the entrance exam info website (<https://admissions.geidai.ac.jp/>) during the online application registration period and register the information required for your application.

<b>Access online application website (<a href="https://e-apply.jp/ds/geidai-net/">https://e-apply.jp/ds/geidai-net/</a>)</b> ▼
<b>My page registration</b> If you are applying online for the first time, please click the "My registration" button to register your MyPage. ▼
<b>Internet Application</b> Click on the "Login" button to access the "MyPage" you have registered. After accessing your MyPage, click on the "Carry out the application procedure" button and fill in the necessary information such as the admission category, faculty/department, personal information, and so on. * Admission examination fee exemption system: Fill in the box if applicable; if not, click "Next" without making any selection. ▼
<b>Register personal information / upload photo</b> Photo: Prepare and upload color photo (see page 6). Personal information (name, address etc.) from your My Page registration will be automatically entered, so check it for accuracy. Enter all other necessary information (registered domicile or nationality, contact information at the time of the examination, etc.) and proceed to "Next." ▼
<b>Confirm application details</b> Check that the entered information is correct, and if there are no errors, click "Register with this content." ▼
<b>Complete application registration</b> Registration is complete when the reception number is displayed on the screen. Click "Continue to payment" to proceed to the payment procedure.(See page 8)

\* When your online application registration is complete, you will receive a confirmation email with your reception number at your registered email address, so be sure to check it.

\* The reception number will be required to confirm your application details, print your application form, etc., so keep the registration completion email in a safe place until the end of the entrance examination.

### 2-5-3. Notice regarding online application

- Please note that the 12-digit reception number is not your examination number.
- If there is an error in the registered information, click "Modify" on "My Page" without paying the entrance examination fee, input the correct information, and then proceed to the entrance examination fee payment procedure.
- Once you have paid the entrance examination fee, you cannot modify your registration details. Therefore, if you find an error in your registration details after paying the examination fee, click "Perform application procedure" again within the application registration period to register your application and pay the entrance examination fee again. Please refer to page 10 for details on requesting a refund for an entrance examination fee paid by mistake.
- If you have not paid the application fee by 23:59 on the fourth day after registering your online application, the registered data will be treated as cancelled and deleted.
- You may have to resubmit your application photo if found to be unacceptable.

## 2-6. Payment of application fee

### 2-6-1. Application fee

36,000 yen (A bank account transfer fee may be charged in some cases, depending on the payment method selected.)

### 2-6-2. Payment method

Once registration of your online application is completed, you should proceed to the next step of paying the application fee following one of the two procedures below.

- ① After completing the Internet application registration, click "Continue to payment."
- ② Log in to "My Page" from "Login" on the top page of the "Internet application site" and click "Payment."

### 2-6-3. Dates for payment of the application fee

Department (Course)	Payment period
Department of Film Production (Directing, Screenwriting)	23 November (Thursday) 2023 – 30 November (Thursday) 2023
Department of New Media	
Department of Animation	
Department of Film Production (Producing, Cinematography, Art Direction, Sound Design, Editing)	5 January (Friday) 2024 – 12 January (Friday) 2024

If you have not paid the application fee by 23:59 on the fourth day after registering your online application, the registered data will be treated as cancelled and deleted. Be sure to complete the payment process before this happens. However, please note that if the day on which you complete registration of your online application is shown below, the final day of the payment period will be the cut-off date for payment.

- Department of Film Production (Directing, Screenwriting), Department of New Media, Department of Animation  
28 November (Tuesday) 2023 - 29 November (Wednesday) 2023
- Department of Film Production (Producing, Cinematography, Art Direction, Sound Design, Editing)  
10 January (Wednesday) 2024 - 11 January (Thursday) 2024

#### 2-6-4. Payment methods

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

\* Visit the Pay-Easy website (<https://www.pay-easy.jp/where/index.html>) to find financial institutions offering Pay-Easy.

#### 2-6-5. Notice regarding payment of application fee

- Check that you have received the email confirming that you have completed the payment process. Keep this email in a safe place until the entrance exam is over.
- If you are a Japanese Government Scholarship student at the time that you submit the online application, you do not need to pay the application fee. You do need, however, to submit a Certificate for Attendance on a Japanese Government Scholarship for International Students issued by the university at which you are enrolled.
- Once payment of the application fee is completed, you will then be able to print out required documents such as the application for admission form.
- If you are using a credit card to pay for the application fee, make sure your card is valid before you attempt to pay. The name on the card does not need to be the same as that of the applicant.
- If your credit card does not work, try using another card or a different method of payment.

#### 2-6-6. Exemption from payment of application fee

We will waive the application fee for applicants affected by wind, flood or other large-scale natural disasters occurring in Japan to ensure equal access to educational opportunities.

For details about the procedure, check the website (<https://admissions.geidai.ac.jp/kenteiryo-menjo/>).

- Application period: Up until 1 week before the start of the online application registration period
- Documents to be submitted
  - Application for exemption from payment of application fee (official university format);
  - A copy of your Victim of Natural Disaster Certificate (issued by your local authority).
- Notice
  - Register your online application after your eligibility for exemption from payment of the application fee has been established.
- Contact

Admissions Office, Student Affairs Division, Tokyo University of the Arts  
12-8 Ueno Park, Taito-ku, Tokyo, 110-8714, JAPAN  
Tel: 050-5525-2075 / Fax: 03-5685-7763  
E-mail : [nyuusi-k@ml.geidai.ac.jp](mailto:nyuusi-k@ml.geidai.ac.jp)

## 2-6-7. Return of application fee

The application fee will only be refunded in the following cases:

- Where you have undergone the process of paying the application fee but you have not provided the required documents.
- Where you have undergone the process of paying the application fee but your application was not accepted.

If you wish to claim a refund, download and complete the "Request for refund of application fee" (official university format) from the entrance exam info website (<https://admissions.geidai.ac.jp/postgraduate/youshiki1/>).

### • Mail by post to:

Accounts Section, Strategic Planning Division, Tokyo University of the Arts  
12-8, Ueno Koen, Taito-ku, Tokyo, 110-8714, JAPAN

### • Notes:

- TA bank transfer fee will be deducted by the university from the amount to be refunded to the applicant.
- Any fees arising when the application fee was paid will not be refunded.
- It ordinarily takes two to three months after receipt of the "Request for refund of application fee" for the refunded amount to be deposited into your bank account.
- The deadline for submitting the "Request for refund of application fee" is 31 March 2024 (postmarked). If the application is not submitted by the deadline, the fee will not be refunded.

## 2-7. Sending required documents

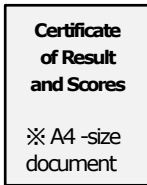
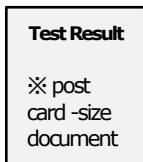

### 2-7-1. Procedure

Once you have completed the process for payment of the application fee, print out the necessary documents from the online application website (<https://e-apply.jp/ds/geidai-net/>) and the entrance exam info website (<https://admissions.geidai.ac.jp/postgraduate/youshiki1/>), complete the required information and send them to the university together with other required documents.

### 2-7-2. Dates for submission by post

Department (Course)	Dates for mailing documents (submission period)
Department of Film Production (Directing, Screenwriting)	【valid postmark】 23 November (Thursday) 2023
Department of New Media	–
Department of Animation	30 November (Thursday) 2023
Department of Film Production (Producing, Cinematography, Art Direction, Sound Design, Editing)	【valid postmark】 5 January (Friday) 2024 – 12 January (Friday) 2024

### 2-7-3. Documents to be submitted

Application for admission	Print out in color on A4-size paper from the online application website ( <a href="https://e-apply.jp/ds/geidai-net/">https://e-apply.jp/ds/geidai-net/</a> )
Photo card	Use your name as written in your official family registry. For non-Japanese nationals, enter your visa status. For your current address, use the address at the time of the application.
Study aspirations document	Print out the designated form on A4-size paper from the online application website ( <a href="https://admissions.geidai.ac.jp/postgraduate/youshiki1/">https://admissions.geidai.ac.jp/postgraduate/youshiki1/</a> ) and complete the required information.
Address labels to use when sending application documents	For the "Address labels to use when sending application documents," cut along the dotted lines and submit both labels (do not staple them together; using a paper clip is okay)
Undergraduate school Academic transcript	Obtain certificates that have been certified by the head of the university (or head of faculty) you attended.
University graduation certificate or "certificate of anticipated graduation"	Submit both original documents (color copies not accepted). Remove each document from the envelop in which it was sent (do not submit the envelop).
Japanese-Language Proficiency Test Certificate of Result and Scores or Test Result (original)	<p>To be submitted by foreign students who have taken the Japanese-Language Proficiency Test (N1-N5) administered by the Japan Foundation and Japan Educational Exchanges and Services. Submit the original document.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Certificate of Result and Scores (Example 1)</p>  </div> <div style="text-align: center;"> <p>Test Result (Example 2)</p>  </div> <div style="text-align: center;">  </div> </div> <p style="text-align: right;">※ Only submit the left-hand section of the document</p> <p>Submit either the Certificate of Result and Scores (Example 1, original document only) or Test Result (Example 2, original document, left-hand section only). Do not submit the Certificate of Japanese-Language Proficiency (neither A4 nor postcard document).</p>
Other required documents, etc.	<p>If the any of the following situations apply to you, please submit the required documents.</p> <ul style="list-style-type: none"> <li>• Japanese Government Scholarship students should present a Certificate for Attendance on a Japanese Government Scholarship for Foreign Students issued by the university at which you are enrolled.</li> <li>• If the family name on your certificates or other documents differs from your current family name, attach a document verifying the change of name (for example, your family register).</li> <li>• If you were enrolled in two or more schools during your four years of university education, please provide a transcript for each of the schools in which you were enrolled.</li> <li>• <b>Attach a Japanese translation to any documents not written in Japanese (translations do not have to be certified by a public institution).</b></li> </ul> <p>Do not submit documents other than those specified by the university.</p>

### 2-7-4. Sending required documents by post

- Prepare a standard No. 2 rectangular envelope (240×332mm) for use in submitting required documents.
- From the online application website (<https://e-apply.jp/ds/geidai-net/>), print out the Address Label to Affix to Envelope (it will be printed with the application for admission form), and affix it to the No. 2 envelope.
- Insert the required documents into the No. 2 envelope described above and, within the dates indicated for submission of required documents, send by registered express mail to:  
Educational Affairs Office, Graduate School of Film and New Media, Tokyo University of the Arts,  
4-44 Honcho, Naka-ku, Yokohama, 231-0005 Japan

### **2-7-5. Notice regarding sending required documents**

- The required documents will only be accepted if the postmark is within the designated dates. Documents will not be accepted under any circumstances if the postmark is not within the designated dates or if the documents are delivered in person.
- Documents will not be returned at the end of the application process under any circumstances.
- If you are applying from outside of Japan, please send your documents using a reliable method such as DHL or EMS.

## **2-8. Printing out the exam slip**

### **2-8-1. Procedure**

Once the application process is complete, you will be able to print out your exam slip from the online application website (<https://e-apply.jp/ds/geidai-net/>) (you will be sent a notice by email). Print the exam slip in color on an A4 sheet of paper and cut out the exam slip along the dotted lines, and bring it with you to exams. Please note that the exam slip is not issued by the university.

You must have the exam slip on the day of the exam, and you cannot take the exam using the application receipt number. Please note that the application receipt number is not the same as your exam number.

### **2-8-2. Notice regarding printing the exam slip**

- Check the information on the printed exam slip. If the information you registered on the online application website (<https://e-apply.jp/ds/geidai-net/>), and the information contained in the exam slip are not the same, please contact the Educational Affairs Office, Graduate School of Film and New Media (Tel: 045-650-6201).
- If by 20 December 2023 (26 January 2024) you have not received an email informing you that you are now able to print out the exam slip, please contact the Educational Affairs Office, Graduate School of Film and New Media.
- Print the exam slip in color on an A4 sheet of paper and cut out the exam slip along the dotted lines, and bring the exam slip on the day of the exam.

## **2-9. Concurrent applications to other graduate schools of the university**

There is no restriction on making concurrent applications to other graduate schools of the university (Fine Arts, Music, Global Arts). If, however, you have passed the exams of two or more of the graduate schools, you must decide which of the graduate schools you are going to attend and submit a Notice of Withdrawal (no official format required) to the graduate schools you will not be attending.

**\* Concurrent applications to any of the three departments within the Graduate School of Film and New Media are not permitted.**

## **2-10. Prior consultation with disabled applicants**

Applicants who require special support or consideration for exams or study should download and fill out the "Application for special consideration regarding exams or study" from the entrance exam info website (<https://admissions.geidai.ac.jp/home/hairyo>) and obtain a "medical examination report" from your doctor. Please submit these documents to the Educational Affairs Office at the Graduate School of Film and New Media before making your application. Also, if you are injured in an accident after making your application, please contact the office as soon as possible.

### 3. Submission of works and materials (by department)

#### 3-1. Department of Film Production

Japanese will be used throughout the exam.

##### 3-1-1. Submission of works and materials

##### 3-1-1-1. Films (Director, Cinematography, Sound Design, Editing courses)

Please submit the video file of your work as specified below.

- Video format: .mov / .mp4
- Codecs: H.264 / MPEG-4
- Resolution: 1920 x 1080
- Frame rate: Not specified
- Audio format: 48kHz audio PCM / AAC (160kBit/s or higher recommended)
- File size: under 8 GB
- Subtitles: No subtitles if the original language is Japanese.

Japanese subtitles for all other original languages.

- File name specifications below.

Exam number\_Course\_ Exam round number]

Example: Exam number 13, Director course, second-round exam

- 13\_D\_2

Director : D	Screenwriting : SW
Producing : P	Cinematography : C
Art Directing : A	Sound design : SD
Editing : E	

- Where the submission of a short film is specified as an assigned work, it should be 15 minutes or less in length.
  - \* A re-edited version of 15 minutes or less based on a film that is longer than 15 minutes is also acceptable.
  - \* If the film you submit plays for longer than 15 minutes, viewing will be stopped when 15 minutes have elapsed from the start of the film.

##### 3-1-1-2. Film scripts

- First (cover) page: Write the title of the work, your exam number, full name, exam round (first, second or third round), and the course to which you are applying.
  - \* Students applying to the Screenwriting Course should write a plot summary on the cover (500-600 Japanese characters in length).
- Second page: Character list
- Third page on: Script
  - \* The script should be on A4-size paper with the text written vertically, 20 characters x 40 lines in an easy-to-read size.
  - \* Typed scripts are preferred.

### **3-1-1-3. Files/portfolios**

- **For hard-copy submissions (Screenwriting, Producing, Art Directing courses)**

Apply the appropriate Label for Submitted Work, available on the entrance exam info website (<https://admissions.geidai.ac.jp/postgraduate/youshiki1/>), to the cover.

- **For PDF submissions (Director, Cinematography, Sound design, Editing courses)**

- File name specifications:

Exam number\_Course\_Exam round number

Example: Exam number 13, Director course, second-round exam · 13\_D\_2

### **3-1-1-4. Notice regarding submission of works and materials**

- Write your exam number, full name, contact phone number, and items you have submitted (DVDs, files, portfolios etc.) on a sheet of A4-size paper (no particular format required) and attach it to your work and materials.
- Do not submit originals. The university will be not be responsible for any loss of or damage to works and materials, nor will it accept works or materials that are problematic in terms of safety management.
- Failure to submit works and materials within the specified dates will result in disqualification.

### **3-1-1-5. Notice regarding submission of work**

- Resubmission of a work submitted in the past as part of the entrance exam for the Department of Film Production (all courses) is not permitted.

### **3-1-1-6. Procedure for submissions**

- For online submissions of work:

- The upload URL and procedure will be sent to your registered email address.

- If you do not receive the email by the date below, please contact the Educational Affairs Office of the Graduate School of Film and New Media (045-650-6201).

Directing: Thursday, December 21, 2023

Cinematography, Sound design, Editing: Tuesday, January 30, 2024

- The latest file will be reviewed in the case of multiple uploads.

- **For hard-copy submissions of works and materials by post**

- Mailing Address: Educational Affairs Office, Graduate School of Film and New Media, Tokyo University of the Arts, 4-44 Honcho, Naka-ku, Yokohama 231-0005

- Submissions should be sent by Yu-Pack or *takuhaibin* (package delivery service).

- Write "Materials for the Department of Film Production Master's Degree Program entrance exam" in red on the envelope.

- **Submitting works and materials in person**

- Place: Educational Affairs Office, Graduate School of Film and New Media (Bashamichi Building 1F, Yokohama Campus)

- If someone is submitting your work and materials on your behalf, that person should also bring your exam slip and a written mandate from you (no particular format required).



### **3-1-1-7. Copyrights of works and materials**

The consent of the copyright holder is required when someone other than the person who created the music, images etc. uses those works. Permission must be obtained from the person who created the work or the organization that manages the work. There are, however, ordinarily no copyright issues in cases where a work is submitted in the course of an entrance exam.

### **3-1-2. Return of works and materials**

- Contact: Educational Affairs Office, Graduate School of Film and New Media  
Tel: 045-650-6201
- Request the return of works and materials by telephoning during the specified time period.
- For applicants who submit a request, the works and materials will be mailed with postage paid by the recipient.
- Works will only be returned to applicants who were not successful in their application. Works will not be returned to successful applicants.
- If the return request is not received within the specified time period, the university will dispose of the works and materials.

### **3-1-3. Entrance exam selection process, schedule and content**

#### **3-1-3-1. Selection process**

- Student selection takes place through the following methods
  - 【Directing, Screenwriting courses】

First-round exam	Selection is based on comprehensive review of the first-round exam evaluation and the submitted application documents.
Second-round exam	Selection is based on comprehensive review of the second-round exam evaluation, the first-round exam score, and the submitted application documents.
Third-round exam	Selection is based on comprehensive review of the third-round exam evaluation, scores through the second-round exam, and the submitted application documents.
  - 【Producing, Cinematography, Art Direction, Sound Design and Editing courses】

First-round exam	Selection is based on comprehensive review of the first-round exam evaluation and the submitted application documents.
Second-round exam	Selection is based on comprehensive review of the second-round exam evaluation, the first-round exam score, and the submitted application documents.
Third-round exam (Producing course only)	Selection is based on comprehensive review of the third-round exam evaluation, first-round and second-round exams, and the submitted application documents.
- Failure to take even one of the assigned exams (including submission of work) will result in disqualification.

### 3-1-3-2. Schedule and content

#### 【Directing Course】

all dates without a year are 2024

Exam type		Dates and times	Exam content and method
First-round exam	Submission of work	<b>Submission period:</b> 21 December (Thursday) <b>2023</b> – 23 : 59, 5 January (Friday)  <b>Submission method:</b> Upload to specified URL	A short film in which you were responsible for the direction (attach script; 1 work) *Under 15 minutes (see page 13) *Upload the video work and script (PDF) to the specified URL according to the notification email sent on Wednesday, 20 December.
	<b>Announcement of successful candidates</b> 17 January (Wednesday), Around 14:00– (see page 30)		Assignments, schedule etc. for the second-round exam will be announced to successful candidates.
Second-round exam	Submission of assigned work	<b>Submission Deadline:</b> 23:59 1 February (Thursday)  <b>Submission method:</b> Upload to specified URL	*Upload your video work to the specified URL according to the notification email sent to successful applicants on Wednesday, 17 January.
	<b>Announcement of successful candidates</b> 9 February (Friday), Around 14:00– (see page 30)		Assignments, schedule etc. for the third-round exam will be announced to successful candidates.
Third-round exam	Submission of work	<b>Submission Deadline:</b> 23:59 14 February (Wednesday)  <b>Submission method:</b> Upload to specified URL	A work of film in which you were responsible for the direction (no restriction on length, attach script) : 1 Work.  *Upload the video work and script (PDF) to the specified URL according to the notification email sent to successful applicants on Friday, 9 February.
	Written exam	<b>Date:</b> 15 February (Thursday)  <b>Assemble at:</b> Bankokubashi Kaigi Center 4F <b>Time:</b> 13:00	<b>◆Exam covering specialized areas of film history and theory</b> 13:30 – 15:00 (duration of exam 90 minutes) *Writing utensils such as pencils and erasers are the only tools you are allowed to bring to the exam. Dictionaries are not allowed.
	Practical skills exam	<b>Date:</b> 17 February (Saturday)  <b>Assemble at:</b> Bashamichi Building 1F	Practical assignments in direction and the meeting time etc. will be posted on the entrance exam info website at the time the successful second-round candidates are announced (9 February)
	Oral exam	<b>Date:</b> 19 February (Monday) <b>Assemble at:</b>  Bashamichi Building 1F	Assembly time etc. for the exam will be posted on the entrance exam info website at the time the successful second-round candidates are announced (9 February).
<b>Final announcement of successful candidates:</b> 1 March (Friday), Around 13:00– (see page 30)			

\* The following types of works cannot be used as part of applications to the Directing Course: Films consisting entirely of still photos, animation films, and documentary films. Partial use is acceptable. (This rule does not apply when this Graduate School has made a special exception.)

\* Entrance exam info website <https://admissions.geidai.ac.jp/schedule-results/fnm/>

**【Screenwriting Course】**

all dates are for 2024

Exam type		Dates and times	Exam content and method
First-round exam	Submission of work	<b>Submission period:</b> 9 January (Tuesday)–12 noon, 10 January (Wednesday)  <b>Submission method:</b> Only mail is accepted <b>* Submissions delivered in person will not be accepted.</b>	A medium-length script (for a film of up to 60 minutes; 1 work) The script should be your own unreleased original work. Recently written scripts preferred.
	<b>Announcement of successful candidates</b> 17 January (Wednesday), around 14:00 (see page 30)		Assignments, schedule etc. for the second-round exam will be announced to successful candidates.
Second-round exam	Submission of assigned work	<b>Submission period:</b> 1 February (Thursday)–12 noon, 2 February (Friday)  <b>Submission method:</b> Only mail is accepted <b>* Submissions delivered in person will not be accepted.</b>	Assignments etc. will be posted on the entrance exam info website at the time the successful first-round candidates are announced (17 January).
	<b>Announcement of successful candidates</b> 9 February (Friday), around 14:00 (see page 30)		Assignments, schedule etc. for the third-round exam will be announced to successful candidates.
Third-round exam	Written exam	<b>Date:</b> 15 February (Thursday)  <b>Assemble at:</b> Bankokubashi Kaigi Center 4F <b>Time:</b> 13:00	<b>◆ Exam covering specialized areas of film history and theory</b> 13:30 – 15:00 (duration of exam 90 minutes) * Writing utensils such as pencils and erasers are the only tools you are allowed to bring to the exam. Dictionaries are not allowed.
	Practical skills exam	<b>Date:</b> 18 February (Sunday)  <b>Assemble at:</b> Bashamichi Building 1F	Written response to topic assigned on the day of the exam Tools you can bring with you: Writing utensils  Assembly times etc. for the practical exam will be posted on the entrance exam info website at the time the successful second-round candidates are announced (9 February).
	Oral exam	<b>Date:</b> 18 February (Sunday)  <b>Assemble at:</b> Bashamichi Building 1F	Assembly times etc. for the oral exam will be posted on the entrance exam info website at the time the successful second-round candidates are announced (9 February).
<b>Final announcement of successful candidates:</b> 1 March (Friday), Around 13:00– (see page 30)			

 Entrance exam info website <https://admissions.geidai.ac.jp/schedule-results/fnm/>

**【Producing Course】**

all dates are for 2024

Exam type		Dates and times	Exam content and method
First-round exam	Submission of work	<b>Submission period:</b> 1 February (Thursday) - 12 noon, 2 February (Friday)  <b>Submission method:</b> Send only by Yu-Pack or <i>takuhaibin</i> (package delivery service). <i>* Submissions delivered in person will not be accepted.</i>	<b>1. Your motivation for applying to the Producing course</b> 800 to 1000 Japanese characters on A4 paper. Strictly adhere to the number of characters.  <b>2. Synopsis of a fictional drama</b> 2,400 to 3,200 characters in Japanese. Strictly adhere to the number of characters. A4-size paper
	<b>Announcement of successful candidates</b> 9 February (Friday), Around 14:00– (see page 30)		Assignments, schedule etc. for the second-round exam will be announced to successful candidates.
Second-round exam	Written exam	<b>Date:</b> 15 February (Thursday)  <b>Assemble at:</b> Bankokubashi Kaigi Center 4F  <b>Time:</b> 13:00	<b>◆ Exam covering specialized areas of film history and theory</b> 13:30 – 15:00 (duration of exam 90 minutes) * Writing utensils such as pencils and erasers are the only tools you are allowed to bring to the exam. Dictionaries are not allowed.
	<b>Announcement of successful candidates</b> 17 February (Saturday), around 14:00 (see page 30)		Assignments, schedule etc. for the third-round exam will be announced to successful candidates.
Third-round exam	Practical skills exam	<b>Date:</b> 20 February (Tuesday)  <b>Assemble at:</b> Bashamichi Building 1F	<b>◆ Written exam for reading comprehension and writing ability</b> Content etc. will be posted on the entrance exam info website at the time the successful second-round candidates are announced (17 February).
	Discussion /Oral Exam	<b>Date:</b> 20 February (Tuesday)  <b>Assemble at:</b> Bashamichi Building 1F	Assembly time will be posted on the entrance exam info website at the time the successful second-round candidates are announced (17 February).
<b>Final announcement of successful candidates:</b> 1 March (Friday), Around 13:00– (see page 30)			

 Entrance exam info website <https://admissions.geidai.ac.jp/schedule-results/fnm/>

**【Cinematography Course】**

all dates are for 2024

Exam type		Dates and times	Exam content and method
First-round exam	Submission of work	<b>Submission period:</b> 30 January (Tuesday) – 23:59, 1 February (Thursday)  <b>Submission method:</b> Upload to specified URL	A short film in which you were responsible for the cinematography and/or lighting within the past 3 years (1 work) *Under 15 minutes (see page 13) *Upload the video work to the specified URL according to the notification email sent on Monday, 29 January.
	<b>Announcement of successful candidates</b> 9 February (Friday), around 14:00 (see page 30)		Assignments, schedule etc. for the second-round exam will be announced to successful candidates.
Second-round exam	Written exam	<b>Date:</b> 15 February (Thursday)  <b>Assemble at:</b> Bankokubashi Kaigi Center 4F  <b>Time:</b> 13:00	<b>◆ Exam covering specialized areas of film history and theory</b> 13:30 – 15:00 (duration of exam 90 minutes) * Writing utensils such as pencils and erasers are the only tools you are allowed to bring to the exam. Dictionaries are not allowed.
	Submission of assigned work	<b>Submission Deadline:</b> 12:00 noon, 18 February (Sunday)  <b>Submission method:</b> Upload to specified URL	*Upload the video work and materials (PDF) to the specified URL according to the notification email sent to successful applicants on Friday, 9 February.
	Oral exam	<b>Date:</b> 19 February (Monday)  <b>Assemble at:</b> Bashamichi Building 1F	Assembly time will be posted on the entrance exam info website at the time the successful first-round candidates are announced (9 February).
<b>Final announcement of successful candidates:</b> 1 March (Friday), Around 13:00– (see page 30)			

 Entrance exam info website <https://admissions.geidai.ac.jp/schedule-results/fnm/>

**【Art Direction Course】**

all dates are for 2024

Exam type		Dates and times	Exam content and method
First-round exam	Submission of work	<b>Submission period:</b> 1 February (Thursday) - 12 noon, 2 February (Friday)  <b>Submission method:</b> Send only by Yu-Pack or <i>takuhaibin</i> (package delivery service). <i>* Submissions delivered in person will not be accepted.</i>	Respond to the question "Why do you want to enter the Art Direction Course?" Written response or portfolio with drawings/diagrams/photographs are both acceptable. Portfolio is to be a single A4 or A3-size file. No limit is placed on the number of drawings, diagrams or photographs.
	<b>Announcement of successful candidates</b> 9 February (Friday), around 14:00 (see page 30)		Assignments, schedule etc. for the second-round exam will be announced to successful candidates.
Second-round exam	Written exam	<b>Date:</b> 15 February (Thursday)  <b>Assemble at:</b> Bankokubashi Kaigi Center 4F  <b>Time:</b> 13:00	<b>◆ Exam covering specialized areas of film history and theory</b> 13:30 – 15:00 (duration of exam 90 minutes) * Writing utensils such as pencils and erasers are the only tools you are allowed to bring to the exam. Dictionaries are not allowed.
	Submission of assigned work	<b>Submission period:</b> 21 February (Wednesday)  <b>Submission method:</b> <i>Only submissions made in person will be accepted. Submissions cannot be made by post etc.</i>	Assignments etc. will be posted on the entrance exam info website at the time the successful first-round candidates are announced (9 February).
	Oral exam	<b>Date:</b> 21 February (Wednesday)  <b>Assemble at:</b> Bashamichi Building 1F	Assembly time will be posted on the entrance exam info website at the time the successful first-round candidates are announced (9 February).
<b>Final announcement of successful candidates:</b> 1 March(Friday), Around 13:00– (see page 30)			

 Entrance exam info website <https://admissions.geidai.ac.jp/schedule-results/fnm/>

**[Sound Design Course]**

all dates are for 2024

Exam type		Dates and times	Exam content and method
First-round exam	Submission of work	<b>Submission period:</b> 30 January (Tuesday) – 23:59, 1 February (Thursday)  <b>Submission method:</b> Upload to specified URL	Either a short film in which you were involved as the person responsible for recording, mixing or music; or a 5-minute sound work (WAV 24bit 48khz) containing the following three elements: ①dialogue or narration, ② sound effects, ③music. *For short films, Under 15 minutes (see page 13) *Upload the video work and materials (described below) to the specified URL according to the notification email sent on 29 January (Monday). * Contents of materials (PDF) 1. Title of work 2. Description of the work (within 400 characters) 3. Equipment used • If you were in charge of recording, specify the name and model number of the microphone, recorder, etc. • If you were in charge of sound adjustment, please specify the name of the device such as DAW, plug-in, effector, etc. • If you were in charge of music, please state the model name of the instrument used. • If you were in charge of more than one area, write down the relevant equipment. If multiple people were in charge of the work, write your role. (In the case of recording, the number of people in the recording team and the content you are responsible for. In the case of sound adjustment and music, write the same information)
	<b>Announcement of successful candidates</b> 9 February (Friday), around 14:00 (see page 30)		Assignments, schedule etc. for the second-round exam will be announced to successful candidates.
Second-round exam	Written exam	<b>Date:</b> 15 February (Thursday) <b>Assemble at:</b> Bankokubashi Kaigi Center 4F <b>Time:</b> 13:00	<b>◆ Exam covering specialized areas of film history and theory</b> 13:30 – 15:00 (duration of exam 90 minutes) * Writing utensils such as pencils and erasers are the only tools you are allowed to bring to the exam. Dictionaries are not allowed.
	Oral exam	<b>Date:</b> 22 February (Thursday) <b>Assemble at:</b> Bashamichi Building 1F	Assembly time will be posted on the entrance exam info website at the time the successful first-round candidates are announced (9 February).
<b>Final announcement of successful candidates:</b> 1 March(Friday), Around 13:00– (see page 30)			

**[Editing Course]**

all dates are for 2024

Exam type		Dates and times	Exam content and method
First-round exam	Submission of work	<b>Submission period:</b> 30 January (Tuesday) – 23:59, 1 February (Thursday)  <b>Submission method:</b> Upload to specified URL	A short work of film in which you were responsible for the editing (attach script; 1 work) *Under 15 minutes (see page 13) *Upload the video work and script (PDF) to the specified URL according to the notification email sent on Monday, 29 January.
	<b>Announcement of successful candidates</b> 9 February (Friday), around 14:00 (see page 30)		Assignments, schedule etc. for the second-round exam will be announced to successful candidates.
Second-round exam	Written exam	<b>Date:</b> 15 February (Thursday)  <b>Assemble at:</b> Bankokubashi Kaigi Center 4F <b>Time:</b> 13:00	<b>◆ Exam covering specialized areas of film history and theory</b> 13:30 - 15:00 (duration of exam 90 minutes) * Writing utensils such as pencils and erasers are the only tools you are allowed to bring to the exam. Dictionaries are not allowed.
	Submission of assigned work	<b>Submission Deadline:</b> 23:59, 19 February (Monday)  <b>Submission method:</b> Upload to specified URL	*Upload the video work and materials (PDF) to the specified URL according to the notification email sent to successful applicants on Friday, 9 February.
	Practical skills exam	<b>Date:</b> 21 February (Wednesday)  <b>Assemble at:</b> Bashamichi Building 1F	Composition ability in editing will be tested. * Assembly time will be posted on the entrance exam info website at the time the successful first-round candidates are announced (9 February).
	Oral exam	<b>Date:</b> 22 February (Thursday)  <b>Assemble at:</b> Bashamichi Building 1F	Assembly time will be posted on the entrance exam info website at the time the successful first-round candidates are announced (9 February).
<b>Final announcement of successful candidates:</b> 1 March(Friday), Around 13:00– (see page 30)			

 Entrance exam info website <https://admissions.geidai.ac.jp/schedule-results/fnm/>



## **3-2. Department of New Media**

### **3-2-1. Submission of reference materials for the first-round exam**

#### **3-2-1-1. Film materials**

- "Film materials" refer to a single video under 10 minutes in length that conveys the works and/or research achievements produced to date. Multiple works and/or research achievements can be compiled into a single video. Video file format MP4 (.mp4) or QuickTime (.mov), video codec H.264 or MPEG-4, audio codex AAC or MP3.
- Language: English or Japanese

#### **3-2-1-2. Portfolio**

- "Portfolio" refers to the following materials compiled in an A4-sized volume.
  - Details of your personal history during your time at university and after graduation.
  - An overview that provides an understanding of your achievements in research and creative output.
  - Materials that provide an understanding of your achievements in your research field (for example, your graduation thesis, papers contributed to academic journals, papers presented to academic societies); or in the case of working adults, materials that provide an understanding of projects you have worked on, for example, books written, including where you were a co-writer or editor, writing articles for trade journals.
- Language: English or Japanese.

#### **3-2-1-3. Notice regarding submission of film materials and portfolios**

- Upload "Film/video works" to the specified URL. The URL and upload instructions will be sent to the email address provided upon registration. Please contact the Educational Affairs Office, Graduate School of Film and New Media if you do not receive the email with the URL and upload instructions by January 12, 2024.
- If "Film/video works" are uploaded multiple times, the latest file will be evaluated.
- On the "Portfolio" cover, apply the appropriate Label for Submitted Work, available on the entrance exam info website (<https://admissions.geidai.ac.jp/postgraduate/youshiki1/>).
- Do not submit original portfolios. The university will be not be responsible for any loss of or damage to portfolios, nor will it accept portfolios that are problematic in terms of safety management.
- Failure to submit works and materials within the specified dates will result in disqualification.

#### **3-2-1-4. Procedure for submissions**

- "Film materials" submission: upload to the specified URL
- "Portfolio" Mailing Address: Educational Affairs Office, Graduate School of Film and New Media, Tokyo University of the Arts, 4-44 Honcho, Naka-ku, Yokohama 231-0005
- Send submissions by Yu-Pack or *takuhaibin* (package delivery service).
- Write the words "Materials submitted for the Department of New Media Master's Program entrance exam" in red on the envelope you send to the university.

#### **3-2-1-5. Copyrights of reference materials**

The consent of the copyright holder is required when someone other than the person who created the music, images etc. uses those works. Permission must be obtained from the person who created the work or the organization that manages the work. There are, however, ordinarily no copyright issues in cases where a work is submitted in the course of an entrance exam.

### **3-2-2. Return of reference portfolio for the first-round exam**

- Contact: Educational Affairs Office, Graduate School of Film and New Media  
tel: 045-650-6201
- Request the return of works and materials by telephoning during the specified time period.
- For applicants who submit a request, the works and materials will be mailed with postage paid by the recipient.
- Reference materials will only be returned to applicants who were not successful in their application. Works will not be returned to successful applicants.
  - If the return request is not received within the specified time period, the university will dispose of the reference materials.

### 3-2-3. Entrance exam selection process, schedule and content

#### 3-2-3-1. Selection process

- Student selection takes place through the following methods
  - First-round exam Selection is based on comprehensive review of the first-round exam evaluation and the submitted application documents.
  - Second-round exam Selection is based on comprehensive review of the second-round exam evaluation, the first-round exam score, and the submitted application documents.
- Failure to take even one of the assigned exams (including submission of work) will result in disqualification.

#### 3-2-3-2. Schedule and content

##### [Department of New Media]

all dates are for 2024

Exam type		Date and time	Exam content and method
First-round exam	Submission of reference materials	<b>Submission period:</b> <ul style="list-style-type: none"> <li><b>Film materials</b> 23 January (Tuesday) – 23:59, 29 January (Monday) submission</li> <li><b>Portfolio</b> 23 January (Tuesday) – 16:00, 29 January (Monday)</li> </ul> <b>Submission method:</b> <ul style="list-style-type: none"> <li><b>Film materials</b> Upload to specified URL</li> <li><b>Portfolio</b> Send only by Yu-Pack or <i>takuhaibin</i> (package delivery service).</li> </ul> <p><i>*Submissions delivered in person will not be accepted.</i></p>	The first-round exam will evaluate submitted "reference materials," which consist of "Film materials" (works and/or research achievements compiled into a single video under 10 minutes) and "portfolio" (the following content compiled into an A4-size volume) <ul style="list-style-type: none"> <li>Details of your personal history during your time at university and after graduation.</li> <li>An overview that provides an understanding of your achievements in research and creative output.</li> <li>Materials that provide an understanding of your achievements in your research field (for example, your graduation thesis, papers contributed to academic journals, papers presented to academic societies); or in the case of working adults, materials that provide an understanding of projects you have worked on, for example, books written, including where you were a co-writer or editor, writing articles for trade journals.</li> <li>Language: English or Japanese</li> </ul>
	<b>Announcement of successful candidates</b> 6 February (Tuesday), Around 14:00– (see page 30) <i>* Assignments, schedule etc. for the second-round exam will be announced to successful candidates.</i>		
Second-round exam	Submission of assignment	<b>Submission period:</b> 10:00, 19 February (Monday) - 23:59, 20 February (Tuesday) <b>Submission method:</b> Upload onto the designated URL <p><i>*Submissions delivered in person will not be accepted.</i></p>	<b>◆Submit on video</b> (Upload using the designated file format)  Details of the assignments and submission method, etc. will be announced on the entrance exam info website at the time the successful first-round candidates are announced (6 February).
	Written exam	<b>Date:</b> 22 February (Thursday) <b>Assemble at:</b> Bankokubashi Kaigi Center 4F <b>Time:</b> 12:30	<b>◆Liberal arts exam including English</b> 13:00 – 14:00 (duration of exam 60 minutes)  <ul style="list-style-type: none"> <li>* Exam questions will be answered in Japanese.</li> <li>* Writing utensils such as pencils and erasers are the only tools you are allowed to bring to the exam. Dictionaries are not allowed.</li> </ul>
	Oral exam	<b>Date:</b> 23 February (Friday), 24 February (Saturday) <b>Assemble at:</b> Motomachi-Chukagai Building 1F	The schedule and assembly time for the oral exam will be announced on the entrance exam info website at the time the successful first-round candidates are announced (6 February).
<b>Final announcement of successful candidates:</b> 1 March (Friday), Around 13:00– (see page 30)			

Entrance exam info website <https://admissions.geidai.ac.jp/schedule-results/fnm/>

#### Visit to research labs

The Graduate School of Film and New Media is planning visits to research labs for those who wish to apply to the Department of New Media. Details will be announced on the university's website, when they become available.

## **3-3. Department of Animation**

### **3-3-1. Submission of reference materials for the first-round exam**

#### **3-3-1-1. Film Works**

- "Film Works" refers to works and research achievements produced to date, which you are to compile in a single video under 10 minutes in length.  
(Works-in-progress, videos of games in development, presentation videos, etc. may be included).
- Video file format MP4 (.mp4); video codec H.264 or MPEG-4; audio codec AAC or MP3.
- Begin the video file name with your exam number followed by the underscore bar.  
Example: 87\_\*\*\*\*.mp4
- Use Japanese or English.

#### **3-3-1-2. Portfolio**

"Portfolio" refers to a compilation of the following items in a single PDF file.

- Detailed background about your career during university or after graduation.
- Details about your work and activities (in the case of joint productions, specify your role and area of responsibility)
- For research achievements, details about papers, conference presentations, writings, published articles, etc.
- PDF should be A4 horizontal format and under 10MB.  
-Begin the file name with your exam number followed by the underscore bar.  
Example: 87\_\*\*\*\*.pdf
- Use Japanese or English.

#### **3-3-1-3. Research/Production Plan**

"Research / Production Plan" refers to a compilation of the following items in a single PDF file.

- Explanation of the work that you want to produce or the purpose and content of the research you wish to conduct at graduate school.
- PDF in A4 format, 4 to 6 pages, under 10MB.
- Begin the file name with your exam number followed by the underscore bar.  
Example: 87\_\*\*\*\*.pdf
- Use Japanese.

#### **3-3-1-4. Notice regarding submission of Film Works, Portfolio and Research/Production Plan**

- Upload Film Works, Portfolio, and Research/Production Plan to the specified URL. The URL and upload procedure will be sent to the e-mail address registered at the time of application. If you do not receive the URL and upload procedure notification email by the evening of January 16, 2024 (Tuesday), please contact the Educational Affairs Office, Graduate School of Film and New Media.
- If you upload your files multiple times during the submission period, only the latest file will be used.
- Failure to submit works and materials within the specified dates will result in disqualification.

#### **3-3-1-5. Procedure for submissions**

Upload to specified URL

#### **3-3-1-6. Copyrights of reference materials**

The consent of the copyright holder is required when someone other than the person who created the music, images etc. uses those works. Permission must be obtained from the person who created the work or the organization that manages the work. There are, however, ordinarily no copyright issues in cases where a work is submitted in the course of an entrance exam.

### 3-3-2. Entrance exam selection process, schedule and content

#### 3-3-2-1. Selection process

- Student selection takes place through the following methods
  - First-round exam      Selection is based on comprehensive review of the first-round exam evaluation and the submitted application documents.
  - Second-round exam    Selection is based on comprehensive review of the second-round exam evaluation, the first-round exam score, and the submitted application documents.
- Failure to take even one of the assigned exams (including submission of work) will result in disqualification.

#### 3-3-2-2. Schedule and content

##### 【Department of Animation】

all dates are for 2024

Exam type		Date and time	Exam content and method
First-round exam	Submission of reference materials	<b>Submission period:</b> 15 January (Monday) - 16:00, 19 January (Friday) * Upload your materials as instructed in the email sent around noon on 15 January (Monday). * Must complete upload by 16:00 on 19 January.  <b>Submission method:</b> Upload to specified URL	The first-round exam will be based on the following three items submitted as "reference materials."  ◆ Film Works Video under 10 minutes that compiles works and research achievements (including works-in-progress, videos of games in development, presentation videos, etc.).  ◆ Portfolio The following items compiled in a single PDF file: <ul style="list-style-type: none"> <li>• Detailed description of career and activities during or after graduation</li> <li>• Details about your film works and activities (in the case of joint productions, specify your role and area of responsibility)</li> <li>• For research achievements, details about papers, conference presentations, writings, published articles, etc.</li> <li>• The PDF should be A4 horizontal format and under 10MB.</li> </ul> ◆ Research/Production Plan The following items compiled in a single PDF file: <ul style="list-style-type: none"> <li>• The purpose and content of film works or research that you want to undertake at graduate school.</li> <li>• PDF in A4 format, 4 to 6 pages, under 10MB.</li> </ul> * Use Japanese.
	<b>Announcement of successful candidates</b> 31 January (Wednesday), around 14:00 (see page 30) * Assignments, schedule etc. for the second-round exam will be announced to successful candidates.		

**[Department of Animation]**

all dates are for 2024

Exam type		Date and time	Exam content and method
Second-round exam	Written exam	<b>Date:</b> 7 February (Wednesday) <b>Assemble at:</b> Bankokubashi Kaigi Center 3F <b>Time:</b> 10:10	<b>◆Short essay</b> 10:30 - 12:30 (duration of exam 120 minutes) <b>◆Specialized exam</b> 14:00 - 17:00 (duration of exam 180 minutes) * Exam questions will be answered in Japanese. * Writing utensils such as pencils and erasers are the only tools you are allowed to bring to the exam. Dictionaries are not allowed.
	Oral exam	<b>Dates:</b> 8 February (Thursday), 9 February (Friday) <b>Assemble at:</b> Bankokubashi Kaigi Center 3F	The schedule and assembly time for the oral exam will be announced on the entrance exam info website at the time the successful first-round candidates are announced (31 January).
<b>Final announcement of successful candidates:</b> 1 March(Friday), Around 13:00– (see page 30)			

 Entrance exam info website <https://admissions.geidai.ac.jp/schedule-results/fnm/>

## 4. Entrance exam procedures

### **4-1. Notice regarding entrance exams**

- Information relating to exams other than that contained in this guide will be posted on the university's entrance exam info website (<https://admissions.geidai.ac.jp/schedule-results/fnm/>) on the day of the exam or days where interim announcements about successful candidates are made.
- Questions relating to the exam details or announcements of successful candidates will not be addressed.
- Those who fail the first-round (second-round) exam are not eligible to take the second-round (third-round) exam.
- The use of electronic devices equipped with a mobile phone or communication equipment is prohibited. Follow the exam proctor's instructions with regard to the handling of electronic devices at the exam venue.
- Bringing cameras or recording devices to or using cameras or recording devices in the exam venue is prohibited.
- Candidates who act in a dishonest manner during an exam will be removed from the exam venue in question and barred from taking any other exams.
- Exam candidates should arrive at the specified place of assembly by the specified time.
- Latecomers will not be given extra time to complete the exam.
- Be sure to bring your exam slip with you on the day. If you have lost your exam slip or forgotten to bring it, report the fact without delay.
- Follow all of the proctor's instructions during the exam.
- Exam papers and works produced by exam candidates will not be returned. Removal from the exam venue of exam papers or other materials issued by the department is not permitted.
- Entering buildings or classrooms other than the specified venue is not permitted.
- In the case of inclement weather etc., it may become difficult to maintain the environment of the exam venue. There may also be long waits for certain exams to start. Be sure to wear clothing that is appropriate for the environment on the day of the exam.
- Smoking is prohibited throughout the Tokyo University of the Arts campuses for secondhand smoke prevention. Thus, smoking is prohibited at the exam venues, including venues outside the campus. Also, strive to prevent secondhand smoke and be considerate of others if you smoke in the vicinity.
- As a general rule, if you have contracted or are recovering from an illness (influenza, measles, chicken pox, COVID-19, etc.) that results in required absence under the School Health and Safety Act, you will not be able to take the exam as there is a risk of infecting other examinees. However, this does not apply if a doctor determines that there is no risk of infection due to the patient's medical condition. Please note that even if you are unable to take the exam due to the above reasons, there will be no special measures such as make-up exams, and the entrance examination fee will not be refunded.
- The exam venues cannot be visited in advance.

#### **4-2. Weather warnings/advisories issued on the day of the written exam or practical skills exam**

If a weather warning/advisory is issued on the day of the written or practical skills exams, the university may delay the meeting time for applicants. Such announcements will be made on the exam info website (<https://admissions.geidai.ac.jp/>).

#### **4-3. Entrance exam venues**

- Tokyo University of the Arts, Graduate School of Film and New Media Bashamichi Building, Yokohama Campus
  - Address: 4-44 Honcho, Naka-ku, Yokohama
  - Nearest station: Minatomirai Line (Yokohama Minatomirai Railway), Bashamichi Station, a short walk from exit 5 or 7
  - Tel: 045-650-6201
  
- Tokyo University of the Arts, Graduate School of Film and New Media Bankokubashi Building, Yokohama Campus
  - Address: Bankokubashi Kaigi Center 3F, 4-23 Kaigandori, Naka-ku, Yokohama
  - Nearest station: Minatomirai Line (Yokohama Minatomirai Railway) Bashamichi Station, five-minute walk from exit 6
  
- Bankokubashi Kaigi Center 4F
  - Address: Bankokubashi Kaigi Center 4F, 4-23 Kaigandori, Naka-ku, Yokohama
  - Nearest station: Minatomirai Line (Yokohama Minatomirai Railway) Bashamichi Station, five-minute walk from exit 6
  
- Tokyo University of the Arts, Graduate School of Film and New Media Motomachi-Chukagai Building, Yokohama Campus
  - Address: 116 Yamashita-cho, Naka-ku, Yokohama
  - Nearest station: Minatomirai Line (Yokohama Minatomirai Railway), Motomachi-Chukagai Station, six-minute walk from exit 3

#### **4-4. Announcement of successful candidates**

##### **4-4-1. Announcement schedule and place**

**Successful candidates will be announced on the entrance exam info website**

**(<https://admissions.geidai.ac.jp/schedule-results/fnm/>) , and will not be posted on the bulletin board at Bashamichi Building.**

##### **4-4-1-1. Department of Film Production (Directing, Screenwriting)**

Announcement of successful candidates in first-round exam	17 January 2024 (Wednesday) Around 14:00 (on the entrance exam info website <a href="https://admissions.geidai.ac.jp/schedule-results/fnm/">https://admissions.geidai.ac.jp/schedule-results/fnm/</a> )
Announcement of successful candidates in second-round exam	9 February 2024 (Friday) Around 14:00 (on the entrance exam info website <a href="https://admissions.geidai.ac.jp/schedule-results/fnm/">https://admissions.geidai.ac.jp/schedule-results/fnm/</a> )

##### **4-4-1-2. Department of Film Production (Producing, Cinematography, Art Direction, Sound Design, Editing)**

Announcement of successful candidates in first-round exam	9 February 2024 (Friday) Around 14:00 (on the entrance exam info website <a href="https://admissions.geidai.ac.jp/schedule-results/fnm/">https://admissions.geidai.ac.jp/schedule-results/fnm/</a> )
Announcement of successful candidates in second-round exam (Producing course only)	17 February 2024 (Saturday) Around 14:00 (on the entrance exam info website <a href="https://admissions.geidai.ac.jp/schedule-results/fnm/">https://admissions.geidai.ac.jp/schedule-results/fnm/</a> )

##### **4-4-1-3. Department of New Media**

Announcement of successful candidates in first-round exam	6 February 2024 (Tuesday) Around 14:00 (on the entrance exam info website <a href="https://admissions.geidai.ac.jp/schedule-results/fnm/">https://admissions.geidai.ac.jp/schedule-results/fnm/</a> )
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##### **4-4-1-4. Department of Animation**

Announcement of successful candidates in first-round exam	31 January 2024 (Wednesday) Around 14:00 (on the entrance exam info website <a href="https://admissions.geidai.ac.jp/schedule-results/fnm/">https://admissions.geidai.ac.jp/schedule-results/fnm/</a> )
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##### **4-4-1-5. Department of Film Production, Department of New Media, Department of Animation**

Final announcement of successful candidates	1 March 2024 (Friday) Around 13:00 (on the entrance exam info website <a href="https://admissions.geidai.ac.jp/schedule-results/fnm/">https://admissions.geidai.ac.jp/schedule-results/fnm/</a> )
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#### **4-4-2. Announcement of assignment and schedule for the next exam**

- Successful candidates will be provided with assignments and schedules etc. when the first-round /second-round exam results are announced.
- Reference materials are sometimes provided regarding the assignments. If this is the case, the necessary information will be sent to the email address provided at registration.

#### **4-4-3. Mailing of enrollment forms to successful candidates**

- Date posted: 4 March 2024 (Monday )
- The enrollment forms will be mailed to successful candidates using the "Address labels to use when sending application documents" that was provided upon application.

#### **4-4-4. Notice regarding the announcement of successful candidates**

The university is not able to respond to telephone or email inquiries.

## **5. Admission process etc.**

### **5-1. Admission process**

#### **5-1-1. Admission schedule**

- Admission documents received by post must arrive by 11 March 2024 (Monday ) (mail only).
- Mailing Address: Educational Affairs Office, Graduate School of Film and New Media, Tokyo University of the Arts, 4-44 Honcho, Naka-ku, Yokohama 231-0005

#### **5-1-2. Payment of the admission fee etc.**

##### **5-1-2-1. Admission fee**

fee: ¥338,400

- The admission fee will not be refunded. This applies also to applicants who, after completing the admission process, have by 31 March 2024 notified the university that they will not be attending.
- Japanese Government Scholarship students do not have to pay the admission fee.
- Schemes are available for exemption from payment or deferred collection of the admission fee (see page 33).

##### **5-1-2-2. Student education and research accident and disability insurance and compensation liability insurance (two-year coverage)**

fee: ¥2,430

##### **5-1-2-3. Tokyo University of the Arts Campus Facility Management Association—organized to provide funding for facility management contributing to the enhancement of the campus environment (membership fee with two-year coverage)**

fee: ¥50,000

If you agree with the purpose, please apply for membership. Please pay the fee at the time of admission.

##### **5-1-2-4. Tuition fees**

fee: first semester ¥321,480; second semester ¥321,480 (total annual fee ¥642,960)

- As a general rule, tuition payment will be made by automated bank transfer in accordance with the deposit account transfer request document that you submit at the time of admission.
- The total annual tuition fee is paid in two half-yearly instalments (the first in late May, the second in late November).
- Where the tuition fee is revised during the academic year, the new tuition fee shall apply from the time of revision.
- Japanese Government Scholarship students are not required to pay tuition fees.
- Schemes are available for exemption from payment or deferred collection of the tuition fee (see page 33).

##### **5-1-2-5. Material fees**

The department will contact you with details during the admission process.

## ● Exemption and Deferment for Admission/Tuition Fees

Tokyo University of the Arts has a scheme for exemption and deferment of admission/tuition fees. Those wishing to use this scheme should check the application requirements below and follow the required procedure prior to payment of admission/tuition fees.

Please be aware that applications are not accepted after the admission/tuition fee has been paid. Also, make adequate preparations to pay the admission/tuition fees, as admission fee exemption is not necessarily granted even if the application requirements are fulfilled, and there are cases in which tuition fee exemption is not permitted even if the application is submitted.

The application requirements for exemption and deferment are as follows:

### (1) Admission fee exemption

- ① Cases in which difficulty in paying the admission fee for financial reasons and excellent academic standing are recognized
- ② Cases in which severe difficulty in paying the admission fee is recognized due to the following occurrences within one year prior to the admission payment deadline: the death of the applicant's primary household income earner, or wind, flood or other natural disaster experienced by the applicant or the applicant's primary household income earner
- ③ Cases similar to ① above with comparable reasons as recognized by the university president

### (2) Admission fee deferment

- ① Cases in which difficulty in paying the admission fee by the deadline for financial reasons and excellent academic standing are recognized
- ② Cases in which difficulty in paying the admission fee by the deadline is recognized due to the following occurrences within one year prior to admission: the death of the applicant's primary household income earner, or wind, flood or other natural disaster experienced by the applicant or the applicant's primary household income earner
- ③ Cases in which other unavoidable circumstances are recognized

### (3) Tuition fee exemption

- ① Cases in which difficulty in paying the tuition fee for financial reasons and excellent academic standing are recognized
- ② Cases in which severe difficulty in paying the tuition fee is recognized due to the following occurrences within one year prior to the tuition payment deadline: the death of the applicant's primary household income earner, or wind, flood or other natural disaster experienced by the applicant or the applicant's primary household income earner

### (4) Tuition fee deferment

- ① Cases in which it is recognized that the applicant faces difficulty in paying the tuition fee by the payment deadline for financial reasons and has excellent academic standing
- ② Cases in which difficulty in paying the tuition fee by the deadline is recognized due to the following occurrences within one year prior to tuition payment: the death of the applicant's primary household income earner, or wind, flood or other natural disaster experienced by the applicant or the applicant's primary household income earner
- ③ Cases in which other unavoidable circumstances are recognized

Consult the university website for details regarding the scheme:

Admission fee exemption and deferment [https://www.geidai.ac.jp/life/entrance\\_fee/waiver\\_deferral\\_admission](https://www.geidai.ac.jp/life/entrance_fee/waiver_deferral_admission)

Tuition fee exemption and deferment [https://www.geidai.ac.jp/life/entrance\\_fee/waiver\\_deferral\\_tuition](https://www.geidai.ac.jp/life/entrance_fee/waiver_deferral_tuition)

## ● Study Support Scholarship

There is a scholarship scheme granting ¥50,000 per semester (¥100,000 per year, no repayment obligation) for cases in which the applicant faces difficulty in paying the tuition fee for financial reasons but is ineligible for tuition fee exemption above due to inadequate academic standing at the applicant's graduating school, provided that the applicant meets the prescribed requirements.

Applicants wishing to utilize this scholarship need to follow the prescribed procedure at the same time as undertaking the above tuition fee exemption procedure.

## ● Scholarship for Outstanding Students

Tokyo University of the Arts actively supports motivated students with exceptional talent through establishing various scholarship schemes and commending enrolled students who achieve outstanding marks. There is no payment obligation for these scholarships. Consult the Tokyo University of the Arts website for details regarding the scholarships.

[https://www.geidai.ac.jp/life/scholarship/geidai\\_scholarship](https://www.geidai.ac.jp/life/scholarship/geidai_scholarship)

## **5-2. Notice for foreign students**

You can enter Japan with a temporary visitor visa for the entrance exam, but a student visa is required for enrollment. If you enter Japan with a temporary visitor visa, please note that you cannot obtain a student visa while you are in Japan. You must return to your home country and apply for a Certificate of Eligibility, and then apply for a student visa at the Japanese embassy or consulate in your home country. Those who would like Tokyo University of the Arts to do the proxy application should submit the required documents during the admission process.

※The Ministry of Justice evaluates visa applications, and the university cannot take responsibility for unsuccessful applications.

※The student visa residence status is required for most scholarships, as well as tuition exemption and deferral.

※Do not submit multiple applications for the Certificate of Eligibility (for example, if you are admitted to another university or already have a valid Certificate of Eligibility). If you submit multiple applications, the Certificate of Eligibility will not be issued. If you have already asked another institution to handle your proxy application, you must first ask them to call off the application. Then, you can ask Tokyo University of the Arts to do your proxy application for Certificate of Eligibility.

## **5-3. Disclosure of entrance exam results**

Individual results in the entrance exams for the Graduate School of Film and New Media Master's Degree Program will only be disclosed upon the request of the exam candidate. Requests for disclosure can be made in the following way.

### **• Methods of request**

Make requests by post. Complete all the underlined parts of the "Request for disclosure of individual results" form available on the entrance exam info website (<https://admissions.geidai.ac.jp/postgraduate/youshiki1/>). Send the form together with your exam slip and a reply envelope (a rectangular No. 3 envelope, 12x23.5 cm with your name, address and post code and a ¥404 stamp affixed) to the Educational Affairs Office, Graduate School of Film and New Media, Tokyo University of the Arts (4-44 Honcho, Naka-ku, Yokohama 231-0005) via simplified registered post. The Educational Affairs Office accepts requests in person in the case of enrolled students only. You will receive a reply by simplified registered post within about two weeks after the deadline for requests.

### **• Dates for acceptance of requests**

7 May 2024 (Tuesday) - 14 May 2024 (Tuesday)

Requests postmarked within the dates shown above will be accepted.

### **• Content of disclosure**

○Disclosure of individual exam results for 2024

○Individual results will be disclosed in the form of test scores or grades on a ranked scale.

Please note that individual rankings will not be disclosed.

#### **5-4. Handling of personal information**

The university uses the personal information it acquires through the student selection process in the following ways:

##### **• Purpose of use**

- Personal information including the full name and address of successful candidates is used in tasks relating to the student admission process;
- Personal information including the full name and address of students undergoing the student admission process is used in tasks relating to schooling including management of post-admission academic history and tasks relating to management health and well-being, including health check-ups;
- Personal information including the full name and address of students undergoing the admission process is used in tasks relating to administration of payments, including collection of admission fees and tuition fees;
- Personal information including results etc. obtained during the student selection process is used for tasks relating to learning support, including exemption from payment of the admission fee or tuition fees in the first academic year and in the selection of scholarship students etc.
- Personal information including results obtained in the student selection process is used for tasks incidental to statistics management etc. and admission guidance where individuals are not specifically identified, and surveys and research relating to selection of students by the university.

##### **• Provision of personal information to third parties**

Except where provided in Article 9 of the Act relating to Protection of Personal Information held by Incorporated Administrative Agencies etc., personal information obtained by the university is not used for other purposes or provided to third parties without the consent of the applicant. However, the minimum required information may be provided in the following cases:

- Tasks involving the handling of personal information described in the above "Purpose of use" may be entrusted to an external third party after concluding a contract with them concerning the appropriate handling of personal information
- Provision of information to parties outside the university in cases in which this would be in the interests of the person concerned
  - Tokyo University of the Arts Cooperative Association
  - Tokyo University of the Arts Campus Facility Management Association
    - organized to provide funding for facility management contributing to the enhancement of the campus environment

### **5-5. Briefings about the Graduate School of Film and New Media (Master's Degree Program) entrance exams**

Briefings are planned for students who wish to sit the 2024 entrance exams for the Department of Film Production, Department of New Media or Department of Animation in the Graduate School of Film and New Media. Details will be posted on the Graduate School of Film and New Media info website (<https://fm.geidai.ac.jp/>).

#### **• Notice regarding the entrance exam briefings**

- Advanced registration for the briefings is required.
- Register online by the specified deadline
- Details regarding registration for the online briefings will be posted on the Graduate School of Film and New Media info website (<https://fm.geidai.ac.jp/>)
- We cannot address questions relating to the fairness or impartiality of entrance exams or to individual members of the teaching staff. Due to time constraints, we may not be able to address every question raised at the briefings.
- Students who are considering sitting the 2024 entrance exam are also welcome to attend the briefings.

#### **• Contact**

Educational Affairs Office, Graduate School of Film and New Media, Tokyo University of the Arts

Tel: 045-650-6201

Email: [eizo.kyomu@ml.geidai.ac.jp](mailto:eizo.kyomu@ml.geidai.ac.jp)

### **5-6. Department of New Media research lab visits**

The Graduate School of Film and New Media is planning to conduct research lab visits for applicants to the Department of New Media. Details will be announced on the Graduate School's website (<https://fm.geidai.ac.jp/>) .

Tokyo University of the Arts  
Graduate School of Film and New Media  
Master's Degree Program

Department of Film Production  
Department of New Media  
Department of Animation

2024 Student Application Guide

Tokyo University of the Arts

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