

2020 Academic Year

Tokyo University of the Arts

Graduate School of Fine Arts

(Doctoral Course)

Guidance for Prospective Students

*This English-language version of the Guidance for Prospective Students is solely for reference purpose only.
Please note that applicants must follow the procedures indicated in the original Japanese-language version of the brochure. (Except for Global Art Practice applicants.)

*The examination will be held in Japanese. (Except for Global Art Practice applicants.)

*In principle, all submissions for the examination must be written in Japanese. (Except for Global Art Practice applicants and in case of specific instructions in this Guidance.)

July 2019

Tokyo University of the Arts

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

2020

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1. Graduate School of Fine Arts Admissions Policy

The Doctoral Course of the Graduate School of Fine Arts seeks to train graduates who are capable of achieving even higher levels of expertise and originality in their study and works beyond what acquired in master's degree and other courses, thriving on the international stage, and contributing to society through their research products. Admissions decisions are based on comprehensive evaluations of theses or works submitted, short essays, assessments of language abilities, oral questioning, and other considerations to assess abilities acquired in master's degree and other courses.

2. Number of Students Admitted

Graduate school	Department	Research area		Number to be admitted
Graduate School of Fine Arts	Fine Arts	Japanese Painting Oil Painting Sculpture Crafts Design Architecture Intermedia Art Aesthetics and Art History Global Art Practice		25 students
	Conservation	Conservation	Conservation Conservation Science Preventive Conservation	10 students

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

3. Eligibility to Apply

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

1. Possess a master's degree or professional degree (including those who expect to earn their degrees before admission to the Graduate School).
2. Possess the equivalent of a master's degree or professional degree from a school in a foreign country (including those who expect to be awarded their degrees before admission to the Graduate School).
3. Possess the equivalent of a master's degree or professional degree by completing in Japan a distance-learning course offered by a foreign school (including those who expect to be awarded their degrees before admission to the Graduate School).
4. Possess the equivalent of a master's degree or professional degree in a foreign country (including those who expect to be awarded their degrees before admission to the Graduate School) by completing in Japan a course recognized by the Minister of Education, Culture, Sports, Science and Technology of Japan at an educational facility offering foreign graduate programs operated as part of the educational system of the foreign country in question.
5. Possess the equivalent of a master's degree (including those who expect to earn such degree equivalent by March 2020) by completing a course at the United Nations University established pursuant to the December 11, 1972 resolution of the United Nations General Assembly, as specified in Article 1, Paragraph 2 of the Act on Special Measures Incidental to Enforcement of the "Agreement between the United Nations and Japan regarding the Headquarters of the United Nations University" (Act No. 71 of 1976).
6. Demonstrate academic ability at least equal to that of a holder of a master's degree by completing an educational program at a foreign university, an educational facility recognized as described under paragraph 4 above, or the United Nations University and by passing the equivalent of the testing and screening specified in Article 16-2 of the standards for establishment of a graduate school (including those who expect to earn such degree equivalent by March 2020).
7. The following persons recognized by the Minister of Education, Culture, Sports, Science and Technology of Japan:
 - ① University graduate who has taken part in research for at least two years at a university, research center, or similar facility and are recognized to possess academic ability at least equal to that of a holder of a master's degree based on the results of such research at this Graduate School or other achievements

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

Note: If an applicant who does not fulfill any of the requirements listed from 1–6 wishes to apply under eligibility described in 7 or 8, eligibility to apply will be reviewed on an individual basis. Obtain the application form in advance from the Educational Affairs Section, Faculty of Fine Arts and submit the required documents as specified by the Graduate School by registered mail. The application must arrive by the specified deadline (October 11, 2019).

The application documents will be kept on hold until the end of the individual review, and the results of the review will be announced directly to the individual.

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

4. Standard Timeframe for Completing the Course Three years

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

Enter the name of your desired studio (faculty advisor) from the list below in the designated space on the application form.

Information on studios and faculty advisors from among faculty members newly hired in the future (July 2019 and later) is planned to be posted to the Tokyo University of the Arts website.

Key: ○ indicates a faculty member who plans to retire at the end of March 2021 but is currently accepting student applications.

● indicates a faculty member who plans to retire at the end of March 2021 and is not accepting student applications.

△ indicates a faculty member who plans to retire at the end of March 2022 but is currently accepting student applications.

▲ indicates a faculty member who plans to retire at the end of March 2022 and is not accepting student applications.

(Concurrent post) indicates a faculty member concurrently serving in another studio in the Graduate School of Fine Arts.

(Dual post) indicates a researcher with the Tokyo National Research Institute for Cultural Properties who is also a faculty member at the Tokyo University of the Arts.

★ indicates a faculty member who is not accepting student applications for the 2020 academic year.

Note: Faculty advisors are subject to change as part of continuing improvements in the educational and research organization and other reasons.

Applicants to the research area of Sculpture must be provided an explanation of the nature of the research area by the Studio before submitting the application form. Apply to: Sculpture Studio (050-5525-2163)

Applicants to the research area of Intermedia Art must be provided an explanation of the nature of the research area by the Studio before submitting the application form. Apply to: Intermedia Art Studio (050-5525-2595)

Applicants to the research area of Global Art Practice must be provided an explanation of the nature of the research area by the Studio before submitting the application form. Apply to: GAP Studio (gap-contact@ml.geidai.ac.jp)

Research area	Studio	Faculty advisor
Japanese Painting	Japanese Painting Studio 1	Kazuho Ueda, Professor
		Yo Ebi, Associate Professor
	Japanese Painting Studio 2	Norihiko Saito, Professor
		Chiori Miyakita, Associate Professor
	Japanese Painting Studio 3 (including classical studies)	Seiji Yoshimura, Professor
(Appointment to begin April 2020)		
Oil Painting	Oil Painting Studio 1	Masato Kobayashi, Professor
	Oil Painting Studio 2	△ Hotaro Koyama, Professor
	Oil Painting Studio 3	O JUN, Professor
	Oil Painting Studio 4	Hiroshi Sugito, Associate Professor
	Oil Painting Studio 5	(Appointment to begin April 2020)
	Oil Painting Studio 6	(Appointment to begin April 2020)
	Printmaking Studio 1	Michael Schneider, Associate Professor
	Printmaking Studio 2	Seiichiro Miida, Associate Professor
	Mural Painting Studio 1 (contemporary art, art projects)	Masato Nakamura, Professor
	Mural Painting Studio 2	Haruya Kudo, Professor
	Oil Painting Technique and Material Studio 1	Meo Saito, Associate Professor
	Oil Painting Technique and Material Studio 2	Takayuki Akimoto, Professor
Sculpture	Sculpture Studio 1	Rieko Otake, Associate Professor
	Sculpture Studio 2	Takeshi Hayashi, Professor
	Sculpture Studio 3	Shinji Omaki, Professor
	Sculpture Studio 4	Motohiko Odani, Associate Professor
	Sculpture Studio 5	Shinichi Hara, Professor
	Sculpture Studio 6	(Appointment to begin April 2020)
	Sculpture Studio 7	Jun'ichi Mori, Professor
Crafts	Metal Carving Studio 1	Hiroto Maeda, Professor
	Metal Carving Studio 2	Hiroki Iwata, Associate Professor
	Metal Hammering Studio 1	Tomomi Maruyama, Professor
	Metal Hammering Studio 2	Kazuhiko Shimura, Associate Professor
	Metal Casting Studio 1	Kiyoshi Akanuma, Professor
	Metal Casting Studio 2	Yasunori Tanioka, Associate Professor
	Urushi-Art [Japanese Lacquer] Studio 1 (lacquer work)	Norihiko Ogura, Professor
	Urushi-Art [Japanese Lacquer] Studio 2 (lacquer work)	Kodo Aoki, Associate Professor
	Urushi-Art [Japanese Lacquer] Studio 3 (woodwork)	(Concurrent post) Norihiko Ogura, Professor
	Ceramics & Glass Studio 1 (ceramics)	○ Makoto Toyofuku, Professor
	Ceramics & Glass Studio 2 (ceramics)	Ryo Mikami, Associate Professor
	Ceramics & Glass Studio 3 (glass)	(Concurrent post) Nobuyuki Fujiwara, Professor
	Textile Arts Studio 1	▲ Toshimaru Uehara, Professor
Textile Arts Studio 2	Keiya Hashimoto, Associate Professor	

Research area	Studio		Faculty advisor
Design	Context	Studio 1 (Design Civics)	Sputniko!, Associate Professor
		Studio 2 (Design Alternative)	Michihiko Yanai, Professor
		Studio 3 (Time & Space)	Taro Suzuki, Associate Professor
	Solution	Studio 4 (Visual Communication)	Kei Matsushita, Professor
		Studio 5 (Design Place)	Yasuhiro Kiyomizu, Professor
		Studio 6 (Design Prototyping)	Masahiko Nagahama, Professor
		Studio 7 (Design Experience)	Nobuyoshi Yamazaki, Associate Professor
	Basic	Studio 8 (Draw)	Kazutoshi Oshimoto, Associate Professor
		Studio 9 (Design Embody)	Kazuyuki Hashimoto, Professor
		Studio 10 (Design Critical)	Keiichiro Fujisaki, Professor
Architecture	Architectural Design Studio 1		Ryuji Fujimura, Associate Professor
	Architectural Design Studio 2		Hideyuki Nakayama, Associate Professor
	Environmental Design Studio 1		Jun Aoki, Professor
	Environmental Design Studio 2		Makoto Yokomizo, Professor
	Structural Design Studio 1		Mitsuhiro Kanada, Associate Professor
	Architectural Theory Studio 1		Wataru Mitsui, Professor
	Architectural Theory Studio 2		● Masao Noguchi, Professor
Intermedia Art	Perception and Memory	Studio 1 (art history, photo and video theory)	○ Toshiharu Ito, Professor
		Studio 2 (photos and video)	Risaku Suzuki, Professor
		Studio 3 (image, installations)	Chikako Yamashiro, Associate Professor
	Language and the Body	Studio 4 (art communication, art projects)	Katsuhiko Hibino, Professor
		Studio 5 (stage expression, textual expression)	Hiroshi Hasebe, Professor
	Art and Science	Studio 6 (experimental music, media expression)	Kiyoshi Furukawa, Professor
		Studio 7 (media art)	Kazuhiko Hachiya, Associate Professor
	Materials and Creativity	Studio 8 (photography, spatial expression)	Tokihiro Sato, Professor
		Studio 9 (painting, installations, relational art)	Tsuyoshi Ozawa, Professor
Aesthetics and Art History	Aesthetics 1		Takayuki Hayashi, Associate Professor
	Aesthetics 2		Tomoyuki Kawase, Associate Professor
	Japanese and Asian Art History 1		(Concurrent post) Mabi Katayama, Professor
	Japanese and Asian Art History 2		Miho Suga, Associate Professor
	Japanese and Asian Art History 3		Doshin Sato, Professor
	Japanese and Asian Art History 4		Seiichiro Matsuda, Professor

Research area	Studio		Faculty advisor
Aesthetics and Art History	Western Art History 1		Mikinosuke Tanabe, Professor
	Western Art History 2		Naoki Sato, Associate Professor
	Western Art History 3		Michiaki Koshikawa, Professor
	History of Crafts		Mabi Katayama, Professor
	Art Education Studio 1		Michiko Aoyagi, Associate Professor
	Art Education Studio 2		Godai Watanabe, Associate Professor
	Art Education Studio 3		Fumiya Kizu, Professor
	Art Anatomy Studio		Hideto Fuse, Associate Professor
Global Art Practice	Studio 1		Nobuyuki Fujiwara, Professor
	Studio 2		Yusaku Imamura, Professor
	Studio 3		Taro Shinoda, Associate Professor
	Studio 4		Natsumi Araki, Associate Professor
	Studio 5		Mina Lee, Associate Professor
Conservation	Conservation	Japanese Painting Studio 1	Kei Arai, Professor
		Japanese Painting Studio 2	Hanako Kunishi, Associate Professor
		Oil Painting Studio	Yuko Tsuchiya, Professor
			(Concurrent post) Haruya Kudo, Professor
		Sculpture Studio	○ Satoshi Yabuuchi, Professor
			(Concurrent post) Jun'ichi Mori, Professor
		Crafts Studio	Mariko Kitano, Associate Professor
	(Concurrent post) ○ Makoto Toyofuku, Professor		
	(Concurrent post) Norihiro Ogura, Professor		
	Buildings and Districts Studio	Katsuhisa Ueno, Professor	
		(Concurrent post) Wataru Mitsui, Professor	
	Conservation Science	Analytical Science Laboratory	(Appointment to begin April 2020)
		Materials Science Laboratory 1	Fumiyoshi Kirino, Professor
		Materials Science Laboratory 2	Masahiko Tsukada, Associate Professor
	Preventive Conservation (Partner research institution: Tokyo National Research Institute for Cultural Properties)	Museum Environment Studio	(Dual post) Nobuaki Kuchitsu, Professor
			(Dual post) Masahide Inuzuka, Professor
			(Dual post) Yoshinori Sato, Associate Professor
Conservation Materials Studio		(Dual post) Yasuhiro Hayakawa, Professor	
		(Dual post) Noriko Hayakawa, Professor	
	(Dual post) Masashi Abe, Associate Professor		

6. Application Procedures

◆ Application steps/methods

Applications for the Graduate School of Tokyo University of the Arts will be accepted via the Internet starting with the entrance examinations for the 2017 academic year. The steps/methods for application procedures are outlined below. Complete procedures ① and ② by the designated deadlines and mail the required documents ③ to the University by the deadline for submission. Application procedures will be deemed complete when it has been confirmed there are no discrepancies in the documents received and that the applicant is eligible to apply. Applicants may print admission tickets from the Internet application site once their applications have been accepted.

①	Internet application registration (See p. 9 for details.)	Using a PC or similar device, access the Internet application site from the University's entrance examination information site and enter and register the necessary information.
▼		
②	Payment of the screening fee (See p. 10 for details.)	After completing procedure ① above, conduct the procedures for payment of the screening fee based on the instructions provided on the Internet application site.
▼		
③	Sending required documents to apply (See p. 12 for details.)	After completing procedure ② above, print the required documents from the University's entrance examination information site and the Internet application site and send them by post to the University, together with all other required documents.
▼		
④	Printing the admission ticket (See p. 14 for details.)	You can print your admission ticket from the Internet application site after confirmation of your eligibility to apply and acceptance of your application. Each applicant must print his or her admission ticket and bring it with him or her on the examination date.

◆ Application period

Internet application registration period and screening fee payment period	Deadline for submitting required documents
From 10:00 a.m., November 20 (Wednesday), 2019 Until 11:59 p.m., November 27 (Wednesday), 2019	Must be received by 5:00 p.m. on November 29 (Friday), 2019. * Applications submitted by examinees residing overseas and submitted by a reliable delivery method such as DHL and EMS will be accepted even if they arrive after the above deadline, as long as it has been confirmed that they were sent no later than November 26. Contact the Educational Affairs Section of the Faculty of Fine Arts by email (bijutsu.kyomu@ml.geidai.ac.jp) to submit advance notification of the approximate delivery date.

◆ Notes on application

- When applying online, note that simply registering your information on the Internet application site does not mean that application procedures are complete. The screening fee (see p. 10) must be paid by the payment deadline and the required documents (see p. 12) mailed to the University by registered express mail before the deadline for submission.
- Your application will be accepted once the academic history and other information shown on your submitted application form are confirmed to meet the requirements for eligibility to apply. You may then print your admission ticket from the Internet application site (see p. 14).
- In certain cases, an application may not be accepted if discrepancies or omissions are identified in the required documents submitted.
- You may not amend any submitted documents for any reason after your application has been accepted.

◆ Prior consultations for applicants with disabilities

Applicants requiring special accommodations for examinations or special consideration during their studies at the Graduate School should consult in advance with the Educational Affairs Section of the Faculty of Fine Arts. Enter the required information on the request form found on the “Accepting a request for special testing and studying accommodations” page on the University entrance application information site. Submit this form by registered mail, along with a doctor’s certificate and other required documents. The request form and attachments must arrive no later than Friday, October 25, 2019.

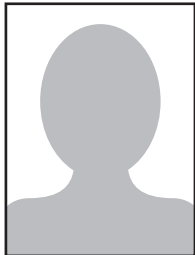
Please also promptly consult the Educational Affairs Section of the Faculty of Fine Arts if an applicant is injured in an accident after the application deadline.

Submit to:

Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts
12-8 Ueno Koen, Taito-ku, Tokyo 110-8714

- Notes:
- Consult with the University well in advance. It may take a considerable period of time (one or two months) to reply.
 - Please note that not all requests made through prior consultation can be granted.

- **Direct any inquiries concerning how to operate the Internet application site or how to pay the screening fee to:**
DISCO Inc. Learning/Education Support Center
Tel: 0120-202-079 (10:00 a.m. – 6:00 p.m., Mon. – Fri., closed Sat., Sun., holidays, and New Year’s; open 24 hours/day during the application period) (Japanese language only)
Email: cvs-web@disco.co.jp (available in Japanese and English)
* The contact point above cannot respond to questions concerning entrance examinations.
- **Direct any inquiries concerning entrance examinations to:**
Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts
Tel: 050-5525-2122 (9:00 a.m. – 12:30 p.m., 1:30 p.m. – 4:30 p.m., Mon. – Fri., closed Sat., Sun., holidays, the University’s summer vacation, and New Year’s) (Japanese language only)
* Any inquiries should be made by the applicant him or herself, except where unavoidable.

Please check the following before starting your online application:	
Check your personal computer operating environment	<p>Use one of the following browsers to apply online from a personal computer:</p> <ul style="list-style-type: none"> • Microsoft Internet Explorer 11 or later • Microsoft Edge • Google Chrome 51 or later • Mozilla Firefox 50 or later • Apple Safari 8 or later <p>* When applying, avoid using multiple tabs in your Web browser at the same time. Doing so may lead to problems in certain cases, such as items selected on one tab being unintentionally carried over to other tabs.</p> <p>* Smartphones and tablets are not recommended.</p>
Set up your email	<p>The following four emails will be sent to the registered email address:</p> <ol style="list-style-type: none"> ① Test email upon registering to the online application ② Automatic reply email upon completing registration to apply ③ Automatic reply email upon completing remittance for screening fee ④ Notification email to obtain an admission ticket <p>All emails will be sent from no-reply@e-apply.jp. Set your account to receive messages from this address in advance.</p>
Prepare an ID photo	<p>You must provide one ID photo (up to 2 MB). The photo must be in color, show the top half of your body facing forward, without a hat, and taken within the last three months. Use the image shown below as a reference.</p> <p><Examples of unacceptable photos> Photos that are blurry or edited, contain a dark background, include multiple people, have the area around the eyes obscured with long hair, and show the face in profile are not accepted.</p> 
Documents proving your eligibility to apply	<p>Referring to page 12, prepare necessary submission documents before the submission deadline. Be sure to prepare documents proving your eligibility to apply before registering for the online application.</p>
Prepare an envelope	<p>Prepare a K2 rectangular envelope (240 mm × 332 mm) to submit the application documents.</p>
Prepare printer paper	<p>Print all documents from the Internet application site on white A4-size printer paper.</p>

* Please also refer to the Preparation section on the Internet application site.

1 Internet application registration

During the Internet application registration period, access the Internet application site by clicking on “APPLY NOW” (pink button) on the University’s entrance examination information site home page, click on “Start Application for Fine Arts” (red button), and register the information needed to apply. Carefully read the “Online Application Procedure” and other information on the home page before beginning the registration process.

Steps
Go to the Internet application site (https://e-apply.jp/e/geidai-net/). ▼ Click on “Start Application for Fine Arts” (red button). ▼
Application registration Follow the instructions provided on the screen to enter and register your information. • Choose your desired course, research area, research field, etc. • Applicant information, etc. Note the following two points: * Uploading a photo: Prepare and upload a color photo showing your face (see p. 8). * Confirming receipt of test email: Be sure to click on the “Send a test mail” button to confirm that you can receive emails at the address you registered (see p. 8). ▼
Review the application When all entries are complete, a page will be displayed to allow you to review the information you entered. Carefully review your application. If you find no errors , click on the “Submit” button. ▼
Registration complete Registration is complete when your reception no. appears on the screen. Proceed to payment procedures. You will need the reception no. to confirm your application information, pay the screening fee, and print the necessary documents.

* After you complete the Internet application registration, a registration completion email will be delivered to your registered email address. (Since the reception no. appears in the registration completion email, save the email in a safe place until you have completed the entrance examination.)

[Notes on Internet application registration]

- Note that the reception no. displayed upon completion of Internet application registration differs from the examinee no.
- Note that if you fail to complete payment procedures by 11:59 p.m. within four days after completion of Internet application registration (four days including the date on which you registered your application), all registered application data will be considered cancelled and will be deleted.
- **Be sure to enter all information correctly when registering your application online. You will not be able to revise or correct any of the information registered after the application is registered.** If you notice any errors after registering your application but before paying the screening fee, do not pay the screening fee. Instead, repeat the application registration process from the start.
- You may be asked to resubmit a photo if the one you submit is determined not to be appropriate as an application photo.

2 Remitting the screening fee

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

- ① Click “Pay the Entrance Examination Screening Fee” after completing registration of the online application.
- ② Login from “Confirm Application/Print Application Form for Fine Arts” in the lower part of the online application site homepage. Then click on “Pay the Entrance Examination Screening Fee.”

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

Screening fee	Period for payment of screening fee
36,000 yen	<ul style="list-style-type: none">● November 20 (Wednesday), 2019 – 11:59 p.m., November 27 (Wednesday), 2019● Payment must be made by 11:59 p.m. within four days, including the date you completed registration of your application online. (However, if the date you completed registration of your application is less than four days prior to the end of the payment period, the end of the payment period above shall take precedence.)

* You may be charged a separate remittance charge depending on the payment method you choose.

Payment method	Financial institution, etc.
Convenience store	7-Eleven / Lawson, Ministop (Loppi) / FamilyMart (FamiPort) / Daily Yamazaki / Seicomart (Club Station)
Credit card	MUFGCARD / DC / UFJ / NICOS / VISA / Master Card / JCB / AMERICAN EXPRESS
Post office/bank ATM	ATMs compatible with Pay-easy
Internet banking	Internet banking compatible with Pay-easy / Japan Net Bank / Rakuten Bank / SBI Sumishin Net Bank / Jibun Bank

* An email notice of completion of payment procedures will be sent to your registered email address once you complete the procedures for paying the screening fee.

[Notes on the screening fee]

- See “Payment Method” on the home page of the Internet application site for details, notes, and other information concerning payment procedures.
- You cannot pay the screening fee after the end of the payment period.
- Note that if you fail to complete payment during the payment period, your registration information will be deleted.
- You cannot download and print the documents and other materials required for the application until payment of the screening fee is complete. (*This does not apply to applicants who are Japanese-government-funded international students or to applicants for whom the screening fee has been waived at the time of application.)
- **Applicants planning to complete the MFA Course of the Graduate School of Tokyo University of the Arts in March 2020 and applicants who are Japanese-government-funded international students at the time of application need not pay the screening fee. However, Japanese-government-funded international students must have their university issue a Japanese Government Scholarship for Foreign Students Certificate and submit it to the University, along with the documents needed for applications specified under 3. (See p. 12.)**
- If you are paying by credit card, make sure your card is valid. The card does not need to be in the name of the applicant.
- If you cannot pay using your credit card, try a different card or choose another payment method (for example, paying at a convenience store).

[Screening fee waiver system]

We will waive screening fees for applicants affected by large-scale wind or water damage or similar disasters in Japan as part of special measures to secure educational opportunities for such applicants. Check the University's entrance examination information site (<http://admissions.geidai.ac.jp/>) for details such as application periods.

① Documents to submit

- Screening Fee Waiver Application Form (form designated by the University)
- Copy of disaster victim's certificate (issued by municipal government or other authority)

② Notes

- **Conduct Internet application registration after you learn the results of your waiver application.**

Address any inquiries to: Admission Section, Student Affairs Division, Tokyo University of the Arts
12-8 Ueno Koen, Taito-ku, Tokyo 110-8714
Tel: 050-5525-2075 / Fax: 03-5685-7763

[Refunds of screening fees]

We will not refund the screening fee after payment except in the cases below:

- The screening fee was paid and the necessary documents submitted, but the University did not accept the application.
- The screening fee was paid, but the necessary documents were not submitted.

In either of the above cases, request a refund as follows:

Provide the required information on the University's designated Screening Fee Refund Request Form (download and print the form from the University's entrance examination information site), affix your official seal, and send by post to the address below:

Send to : Accounting Section, Strategic Planning Division, Tokyo University of the Arts
12-8 Ueno Koen, Taito-ku, Tokyo 110-8714

Notes: • We will not refund remittance charges incurred when the screening fee was paid.

- Any remittance charges incurred to refund the screening fee will be deducted from the amount returned by the University to the applicant.
- Remittance of refunds normally takes about 2–3 months following receipt of the Screening Fee Refund Request Form.
- The deadline for submitting the Screening Fee Refund Request Form is March 31, 2020 (date as postmarked). No screening fees will be refunded in cases in which the form is not submitted by the deadline.

③ Submitting the documents required for the application

Submit the documents required for the application after paying the screening fee (②). Print the relevant forms and the envelope name and address label downloaded from the Internet application site and the University's entrance examination information site, affix the envelope name and address label to the envelope, enclose all documents required for the application in the envelope, and send to the University by **registered express mail** before the specified deadline.

If you reside overseas, send the documents to the University by DHL, EMS, or other reliable delivery method.

Required document	Instructions	To be submitted by	Notes
Documents certifying eligibility to apply	Submit the following two documents demonstrating your eligibility to apply: ① Academic transcripts for MFA course (If you transferred universities, also submit your academic transcripts from the previous university[ies].) ② Diploma (or certificate of anticipated graduation) for MFA course * Submit the original documents for both ① and ② above (copies, even if in color, will not be accepted).		Not required from individuals who have graduated from the Graduate School, current students of the Graduate School, or Japanese-government-funded international students (including research students) at the Tokyo University of the Arts. Required from research students and other nonregular students other than those receiving Japanese government funding. The date of issuance does not matter.
Application form	Print these in color after downloading them from the Internet application site and submit. (The photo card will print automatically when you print the application form.)	All applicants	In principle, the name you provide must be identical to the name on your family register. You may enter your address as of the time you fill out the form as your current address. If you are not a Japanese national, enter your visa status.
Photo card			
Name and address label sheet for sending admission procedure documents	Provide the necessary information on the label sheet printed from the Internet application site and submit the sheet. (The name and address label sheet for sending admission procedure documents will be printed automatically when you print the application form.)		The name and address label sheet is used to send admission procedure documents to final successful applicants.
Statement of reasons for application	Print the form designated by the University on p. 30 of the Guidance for Prospective Students, provide the necessary information, and submit the form. You can also print this form by clicking on "Download Documents" on the Internet application site or clicking on "Graduate School Entrance Examinations" and then "Forms" on the University's entrance examination information site.		
Copy of passport	Submit a copy of the passport page showing your face photograph and name.	All international students	
Score certificate of English-language qualification and certification test or Japanese Language Proficiency Test	Please review "8. Content, Dates, and Times of Entrance Examinations" on pp. 18-26 of the Guidance for Prospective Students and submit the test results specified for your desired research area.	Only applicants to research areas other than Aesthetics and Art History (Aesthetics and Art History) and Conservation who are required to submit such a certificate (See pp. 18-26.)	It takes time for official certificates to arrive. Be sure to apply early after reviewing information from the official website for each examination and other sources to ensure that your certificate will arrive in time for your application.
Letters of recommendation	Submit letters of recommendation from two persons who have guided or supervised you in your own studies or works to date or are otherwise in a position to assess your studies and works to date).	Only applicants to the research area of Global Art Practice	Must be written in English or Japanese.
Other ①-③	① An applicant who is an international student residing in Japan must submit his or her certificate of residence (showing visa status and visa period) issued by the municipality of residence or a copy of his or her residence card. (This is not required from current Tokyo University of the Arts students or Japanese-government-funded international students at the Tokyo University of the Arts.)	As applicable	Check the descriptions under "Other ①-③" and prepare the required documents if they apply.
	② A Japanese-government-funded international student must submit a Japanese Government Scholarship for Foreign Students Certificate (showing his or her enrollment status and enrollment period) issued by his or her university in addition to the document under ① above.		
	③ If your current family name differs from that shown on any certificate or other document, submit a certificate attesting to the name change (for example, an official partial copy of a family register).		

Items to prepare for sending the documents required for the application	
Envelope	Prepare a standard K2 rectangular envelope (240 mm × 332 mm).
Envelope name and address label	Print the name and address label downloaded from the Internet application site. The name and address label will print automatically when you print the application form. Affix the printed name and address label to the envelope, enclose all the documents required for the application in the envelope, and send it to the University.

Submit the necessary documents to: Faculty of Fine Arts, Tokyo University of the Arts, 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714

[Notes on documents required for the application]

- The documents required for the application must arrive by post no later than the specified deadline. **No documents brought to the University in person will be accepted.** Documents required for the application not received by the specified deadline will not be accepted for any reason.
- No inquiries will be responded to concerning whether or not documents required for the application sent by post have been received.
- Applicants to research areas **other than** the research area of Global Art Practice **must attach a Japanese translation if a document is in a language other than Japanese.** (The translation need not be certified by a public certificate. The applicant may translate the document him or herself.)
- Applicants to the research area of Global Art Practice must attach a Japanese translation to the document certifying eligibility to apply. Attach a Japanese or English translation for other documents. (The translation need not be certified by a public certificate. The applicant may translate the document him or herself.)
- Do not submit any documents other than those specified by the Graduate School.
- Remove certificates and other documents from the envelopes in which they were placed by the issuing party before submitting them. (The envelopes do not need to be submitted.)
- **In principle, all certificates submitted must be originals.**
- **As a general rule, the documents submitted will not be returned. If you are submitting the original of a certificate or other document that cannot be reissued and you wish to have it returned, be sure to attach a note indicating that fact.**
- When sending the documents required for the application, enclose documents for a single applicant per envelope. (If documents for multiple applicants are submitted in a single envelope, all the documents enclosed will be invalidated.)
- The University may request the submission of other certificates or other documents, if it deems necessary.
- If your current family name differs from that shown on any certificate or other document, submit a certificate attesting to the name change (for example, an official partial copy of a family register; photocopies are acceptable).

4 Printing the admission ticket

You can print your admission ticket from the Internet application site after acceptance of your application. A notice will be sent to your registered email address to indicate that your admission ticket is ready to print.

Each applicant must print his or her admission ticket in color on A4-sized printer paper, cut along the dotted line, and bring it with him or her on the examination date. Note that the University will not mail admission tickets.

Admission tickets available for printing
Starting at 4:00 p.m., December 25 (Wednesday), 2019

[Notes concerning admission tickets]

- **Be sure to review the information provided on the admission ticket after printing it.** Contact the Educational Affairs Section of the Faculty of Fine Arts by January 6 (Monday), 2020 if the information shown on your admission ticket differs from the information you registered on the Internet application site. (You can review the information provided on registration by clicking on “Confirm Application/Print Application Documents for Fine Arts” at the bottom of the home page of the Internet application site.)
- Contact the Educational Affairs Section of the Faculty of Fine Arts by January 6 (Monday), 2020 if you are unable to print the admission ticket after the time it should be available for printing.
- An admission ticket must be presented on the examination date. You will not be able to take the examination using just the reception no. you received when registering your application or other information.
- The reception no. received when you completed Internet application registration is not the same as your examinee no.
- Note that if you change your email address after completion of application registration, you will not be able to receive the email message notifying you that the admission ticket is ready to print.

Contact: Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts, tel. 050-5525-2122 (9:00 a.m. – 12:30 p.m., 1:30 p.m. – 4:30 p.m., Mon. – Fri., closed Sat., Sun., holidays, the University’s summer vacation, and New Year’s) (Japanese language only)

7. Submitting/Picking Up Works, Essays, Portfolios, etc.

Applicants to all research areas must submit works, essays, portfolios, etc.
The process of submitting and picking up these materials is outlined below.

1. See “Screening examination content and methods” for each research area, starting on p. 18, for information on the content, standards, etc. for the works, essays, portfolios, etc. to be submitted.
2. You must submit a portfolio when applying to the research areas of Oil Painting, Sculpture, Crafts, Design, Intermedia Art, Art Education, and Global Art Practice. A portfolio refers to a file containing materials that provide an easily understandable overview of the applicant’s activities to date.
3. When submitting, affix a Submitted Work, Essay, Portfolio, etc. Form **For Attachment** on p.33 of this Guidance to the cover sheet, etc. for each work, essay, or portfolio and submit a Submitted Work, Essay, Portfolio, etc. Form **For Submission** for each work to the designated office. (For a research area for which you are instructed to submit by post, enclose the Submitted Work, Essay, Portfolio, etc. Forms **For Submission** in the envelope.)

For the research area of Japanese Painting, submit only the Submitted Work, Essay, Portfolio, etc. Forms **For Attachment**.

Applicants to the research area of Intermedia Art must staple all Submitted Work, Essay, Portfolio, etc. Forms **For Submission** together at one corner and send them enclosed with the portfolio by post.

* The main purposes of the Submitted Work, Essay, Portfolio, etc. Forms are to certify that the works submitted are those of the examinee and to prevent works from getting mixed up with those of other examinees after submission. If you are unable to obtain certification by a faculty advisor in the space for certification, obtain the certification of another party familiar with your abilities. Attach this to all works, essays, etc. unless otherwise instructed.

4. When delivering or picking up works, examinees must enter the University campus through the main gate and follow signs or instructions given by the examination staff. If you are using a shipping company, make arrangements to ensure that the delivery will arrive during the time specified for each research field and be sure to be present in person yourself when it is delivered.
(If special measures are required [such as use of a large crane], **be sure to consult with the relevant studio in advance**. Since there is very little parking space available on campus and around Ueno Park, vehicles must leave the premises promptly after completing delivery or pickup.)
5. The examinee him or herself must submit/pick up works, essays, portfolios, etc. at the specified date and time. (If the help of others is required, the examinee must make the relevant arrangements him or herself and must be present.) Submission/pickup is not permitted outside the specified date and time.
(Note that works not picked up at the specified date and time will be disposed of by the University.)
6. Works that present impediments in terms of safety management, health, or sanitation will not be accepted.
7. When submitting works, bring the admission ticket printed from the Internet application site.

Research area	Submission (date, time, and location)	Return (date, time, and location)
Japanese Painting	10:00 a.m. – 12:00 noon, February 5 (Wednesday) Japanese Painting Studio (short essay)	February 13 (Thursday) after completing oral examinations * The Japanese Painting Studio will provide detailed instructions.
	1:00 p.m. – 3:00 p.m., February 11 (Tuesday) Japanese Painting Studio (work)	
Oil Painting	[Submit a short essay] Must arrive during the period January 6 (Monday) – 4:00 p.m., January 11 (Saturday). Send by registered mail to the address below. Submitted materials will not be accepted if brought in person. Oil Painting staff room Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714	Short essays will not be returned, whether applicants are successful or unsuccessful.
	[Submit work and portfolio] 1:00 p.m. – 4:00 p.m., February 5 (Wednesday) Oil Painting Studio * Do not submit by post.	[Return of work and portfolio] 1:00 p.m. – 4:00 p.m., February 14 (Friday) Oil Painting Studio * Cannot be returned by post.
Sculpture	1:00 p.m. – 3:00 p.m., January 18 (Saturday) Sculpture Studio (short essay), (work to be submitted: drawing)	February 13 (Thursday) following oral examinations until 4:00 p.m. * The Sculpture Studio will provide detailed instructions.
	10:00 a.m. – 3:00 p.m., February 12 (Wednesday) Sculpture Studio (work), (portfolio)	
Crafts	10:00 a.m. – 4:00 p.m., January 10 (Friday) Studio for each research field (short essay)	February 15 (Saturday) following oral examinations
	10:00 a.m. – 4:00 p.m., February 14 (Friday) Instructions to be provided after screening of language abilities (work and portfolio)	
Design	9:00 a.m. – 4:00 p.m., January 10 (Friday) Educational Affairs Section, Faculty of Fine Arts (short essay)	Short essays will not be returned, whether applicants are successful or unsuccessful.
	9:00 a.m. – 4:00 p.m., February 5 (Wednesday) – February 6 (Thursday) Educational Affairs Section, Faculty of Fine Arts (portfolio)	• Return of portfolios to unsuccessful applicants in first-stage examinations 1:00 p.m. – 4:00 p.m., February 10 (Monday) Educational Affairs Section, Faculty of Fine Arts * Portfolios will be disposed of on or after March 20 (Friday) if address or contact information is unknown.
	10:00 a.m. – 12:00 noon, February 14 (Friday) Joint Design Studio (work)	February 14 (Friday) following oral examinations Joint Design Studio
Architecture	9:00 a.m. – 4:00 p.m., January 16 (Thursday) Educational Affairs Section, Faculty of Fine Arts	February 15 (Saturday) following oral examinations Architecture Studio

Research area	Submission (date, time, and location)	Return (date, time, and location)
Intermedia Art	<p>Submitted materials must arrive during the period January 11 (Saturday) – 4:00 p.m., January 18 (Saturday). Send by registered mail. Submitted materials will not be accepted if brought in person.</p> <p>Joint Faculty Advisors’ Office, Intermedia Art, Toride Campus, Tokyo University of the Arts 5000 Omonma, Toride, Ibaraki Prefecture 302-0001</p>	<ul style="list-style-type: none"> Submitted materials will be returned to successful applicants after admission. Submitted materials will be returned to unsuccessful applicants as outlined below. Materials not picked up during the specified period will be disposed of by the University. <p>Date and time of return: 1:00 p.m. – 4:00 p.m., March 27 (Friday)</p> <p>Location: Joint Faculty Advisors’ Studio, Intermedia Art, 204 Media Education Building, Toride Campus</p> <ul style="list-style-type: none"> * Will not be sent by post, courier, or similar means.. * Bring your admission ticket with you. * If you are having another party pick up your materials, give him or her your admission ticket.
Aesthetics and Art History	<p>Aesthetics and Art History: Submitted materials must arrive during the period January 4 (Saturday) – January 10 (Friday).</p> <p>Send by registered mail with “Master’s Thesis Enclosed” written in red on the envelope. Submitted materials will not be accepted if brought in person.</p> <p>Aesthetics and Art History Department Office, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714</p>	<p>The Aesthetics and Art History Department Office will provide instructions when examinations are complete.</p>
	<p>Art Education: 10:00 a.m. – 12:00 noon, January 14 (Tuesday) (essay) 11:00 a.m. – 3:00 p.m., February 14 (Friday) (work and portfolio) * The Art Education Studio will provide instructions on the dates indicated above.</p>	<p>February 16 (Sunday), after the end of oral examinations for all examinees * The Art Education Studio will provide detailed instructions.</p>
	<p>Art Anatomy: 10:00 a.m. – 4:00 p.m., January 16 (Thursday) Art Anatomy Studio (essay, etc.)</p>	<p>The Art Anatomy Studio will provide instructions when examinations are complete.</p>
Global Art Practice (GAP)	<p>January 15 (Wednesday) – 23 (Thursday) (portfolio, etc.) Submitted materials must arrive by 4:00 p.m. Send by registered mail. Will not be accepted if brought in person. From overseas, send by DHL, EMS, or other reliable delivery method.</p> <p>Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714</p>	<ul style="list-style-type: none"> Submitted materials will be returned to successful applicants after admission. Submitted materials will be returned to unsuccessful applicants as outlined below. Materials not picked up during the specified period will be disposed of by the University. <p>Date and time of return: 1:00 p.m. – 3:00 p.m., February 20 (Thursday)</p> <p>Location: Lecture Room No.2, 1F, Main Building, Ueno Campus</p>
Conservation	<p>Conservation: 1:00 p.m. – 3:00 p.m., February 14 (Friday) As instructed by the studio of each field in Conservation on the date indicated above</p> <p>Conservation Science } Preventive Conservation } Submitted materials must arrive by post by January 30 (Thursday).</p>	<p>After oral examinations Conservation: February 15 (Saturday) Conservation Science } February 11 Preventive Conservation } (Tuesday)</p> <p>The studio of the desired research field will provide instructions.</p>

8. Content, Dates, and Times of Entrance Examinations

The Graduate School determines whether to admit a student based on a comprehensive evaluation that includes examinations of academic abilities (including written, practical, and oral examinations) conducted by the Graduate School, an interview, and a review of documents, essays, etc. submitted by the applicant.

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

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

Note: An orientation on the entrance examinations and more information about each studio in the research field of Japanese Painting will be held starting at 1:30 p.m. on October 28 (Monday) in Lecture Room No. 3 on the second floor of the Main Building on the Ueno Campus.

Research area	Date and time	Content and method of examination
Japanese Painting		(1) Language ability screening ○ Applicants whose native language is Japanese: Language ability screening (English) 10:00 a.m. – 11:30 a.m., February 10 (Monday) <Meet at 9:30 a.m./Lecture Room No. 3, Main Building, Ueno Campus> * Examinees may bring print dictionaries to these screenings. Note that electronic dictionaries are not permitted. ○ Others: Send Japanese Language Proficiency Test (JLPT) certification results and score certificate to the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form. * Submit results for either <N1 or N2>.
	February 5 (Wednesday), 10:00 a.m. – 12:00 noon [Submit to: Japanese Painting Studio]	(2) Submit a short essay: up to 4,000 characters (Topic: Discuss your thoughts on the research area, the intentions and process of creating the works submitted, and so forth. Submit one original and seven photocopies.)
	February 11 (Tuesday), 1:00 p.m. – 3:00 p.m. [Submit to: Japanese Painting Studio]	(3) Works to submit: Five to ten pieces in size no. 50 (All works must have been created within the past two years. Do not put them in frames.)
	February 13 (Thursday), 1:00 p.m. – <Meet at 12:30 p.m. in front of the main entrance to the Painting Building.>	(4) Oral examination
Oil Painting		(1) Language ability screening ○ Applicants whose native language is Japanese: Send any of the English-language qualification and certification test score certificates under ①-③ below (for a test taken in 2018 or later) to the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form. ① TOEIC Listening & Reading Test score certificate ② TOEFL score certificate * Either PBT or iBT is acceptable. Submit the Official Score Report. (The Test Taker Score Report is not acceptable.) ③ IELTS score certificate * Academic Module only. The General Training Module is not acceptable. ○ Others: Send Japanese Language Proficiency Test (JLPT) certification results and score certificate to the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form. * Submit results for either <N1 or N2>.

Research area	Date and time	Content and method of examination
Oil Painting	<p>Must arrive during the period January 6 (Monday) – 4:00 p.m., January 11 (Saturday). (Send by registered mail, indicating “Short essay for doctoral course application” in red on the envelope. Submitted materials will not be accepted if brought in person.)</p> <p>Oil Painting staff room Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714</p>	<p>(2) Submit a short essay: up to 4,000 characters (Written horizontally on A4-sized paper in portrait orientation. Must be on standard paper. Print on one side of the pages.) (Discuss your thoughts on the research area, your motivation and goals, and the process of creating the works submitted.)</p> <p>○ Provide the title of the short essay, your name, and your examinee no. on the cover sheet. Attach photos of your submitted works. All photos must fit on no more than three pages. Attach these pages to the end of the short essay.</p> <p>○ Bind in two spots lengthwise on the left side of the essay, as viewed from the cover sheet, using a stapler or other means.</p> <p>○ Prepare 15 identical copies and send by post together in a single envelope.</p> <p>○ Affix the “For Attachment” form of “Submitted Work, Essay, Portfolio, etc. Form” to the cover sheet of one bound essay, facing up, and enclose the “For Submission” form in the same envelope.</p> <p>○ Enclose only the 15 essay copies and the “For Submission” form in the envelope.</p>
	<p>February 5 (Wednesday), 1:00 p.m. – 4:00 p.m. [Submit to: Oil Painting Studio] * Do not submit by post.</p>	<p>(3) Works to submit: Five to ten pieces (All submitted works must fit inside a space 228 cm square and 183 cm deep. All works must have been created within the past two years.)</p> <p>(4) One portfolio (A4–A3 size; include your career history and activities at the beginning.)</p> <p>* Fill out the necessary number of sheets of the “Submitted Work, Essay, Portfolio, etc. Form” for (3) and (4) above and bring them to the reception desk when submitting the works and portfolio. Do not attach the forms.</p>
	<p>February 13 (Thursday), 10:30 a.m.– <Meet at 10:00 a.m. at the meeting place instructed when submitting works on February 5></p>	<p>(5) Oral examination</p>
Sculpture		<p>(1) Language ability screening ○ Applicants whose native language is Japanese: Language ability screening (English) 10:00 a.m. – 11:30 a.m., February 10 (Monday) <Meet at 9:30 a.m./Lecture Room No. 3, Main Building, Ueno Campus> * Examinees may bring print dictionaries to these screenings. Note that electronic dictionaries are not permitted.</p> <p>○ Others: Send Japanese Language Proficiency Test (JLPT) certification results and score certificate to the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form. * Submit <N1> results.</p>
	<p>January 18 (Saturday), 1:00 p.m. – 3:00 p.m. [Submit to: Sculpture Studio]</p>	<p>(2) Submit a short essay: up to 4,000 characters (Topic: Discuss your thoughts on the research area, the intentions and process of creating the works submitted, and so forth. Submit one original and eight photocopies.)</p> <p>(3) Descriptions of submitted works: Submit one sheet of description per work. Submit simple drawings or photographs describing the form of the work on A4-sized paper. Indicate the dimensions, materials, and weight of the work.</p>
	<p>February 12 (Wednesday), 10:00 a.m. – 3:00 p.m. [Submit to: Instructions will be issued on the date indicated above by the Sculpture Studio.]</p>	<p>(4) Submit works: One to three pieces of sculpture (All works must have been created within the past two years.) Enter the removal method of your works on the attached form before submitting.</p> <p>(5) Submit a portfolio: Portfolio must be in size A4. Submit only one book.</p>
	<p>February 13 (Thursday), 10:00 a.m. – <Meet at 9:40 a.m. in front of the main entrance to the Sculpture Building.></p>	<p>(6) Oral examination</p>

Research area	Date and time		Content and method of examination
Crafts			(1) Language ability screening ○ Applicants whose native language is Japanese: Language ability screening (English) 10:00 a.m. – 11:30 a.m., February 10 (Monday) <Meet at 9:30 a.m./Lecture Room No. 3, Main Building, Ueno Campus> * Examinees may bring print dictionaries to these screenings. Note that electronic dictionaries are not permitted. ○ Others: Send Japanese Language Proficiency Test (JLPT) certification results and score certificate to the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form. * Submit results for either <N1 or N2>.
	January 10 (Friday), 10:00 a.m. – 4:00 p.m. [Submit to: Studio of each research field]		(2) Submit a short essay: up to 4,000 characters (Topic: Discuss your thoughts on the research area, the intentions and process of creating the works submitted, and so forth. Submit one original and 14 photocopies. Reference images (up to 10 cuts) may be attached. Indicate only your desired research area and examinee no.)
	February 14 (Friday), 10:00 a.m. – <Meet at 9:50 a.m. in front of the Factory Complex.> [Submit to: Instructions will be issued following language ability screening.]		(3) Submit works: Five to ten pieces in your desired field (for display indoors) * Applicants may be asked to sit for the practical examinations as well. (4) Submit a portfolio: A file summarizing past works and creative activities. Portfolio must be in size A4.
	February 15 (Saturday), 1:00 p.m. – <Meet at 12:50 p.m. in front of the Factory Complex.>		(5) Oral examination
	First-stage examinations		
Design			(1) Language ability screening ○ Applicants whose native language is Japanese: Send either of the English-language qualification and certification test score certificates under ① and ② below (for a test taken in 2018 or later) to the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form. ① TOEIC Listening & Reading Test score certificate ② TOEFL score certificate * Either PBT or iBT is acceptable. Submit the Official Score Report. (The Test Taker Score Report is not acceptable.) ○ Others: Send Japanese Language Proficiency Test (JLPT) certification results and score certificate to the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form. * Submit <N1> results..
	January 10 (Friday) [Submit to: Educational Affairs Section, Faculty of Fine Arts]	9:00 a.m. – 4:00 p.m.	(2) Submit a short essay: up to 4,000 characters (Topic: Discuss your thoughts on the research area, the intentions and process of creating the works submitted, and so forth.)
	February 5 (Wednesday) – February 6 (Thursday)	9:00 a.m. – 4:00 p.m.	(3) Submit a portfolio: A file summarizing past works and creative activities. Portfolio must be A4–A3 size. (Send by post only. Must arrive during the period at left. Those arriving before this period begins will be accepted only if posted from overseas.) Submit to: Educational Affairs Section, Faculty of Fine Arts
	Second-stage examinations		
	February 14 (Friday) <Meet at 9:30 a.m. at the 3F reception desk in the Factory Complex.> [Submit to: Instructions will be posted by the Design Department on the date indicated above.]	10:00 a.m. – 12:00 noon	(4) Submit works: Three to five pieces (All works must have been created within the past two years.) * Prepare any equipment and materials needed for submitting works by yourself. External communications connections to personal computers or mobile phones, via the Internet or other means, are not permitted when submitting works. If you are submitting Internet-based works, you must prepare data for submission that are available offline.
	1:00 p.m. – 4:00 p.m.	(5) Presentation and interview examination	

Research area	Date and time	Content and method of examination
Architec- ture		<p>(1) Language ability screening</p> <p>○ Applicants whose native language is Japanese: Language ability screening (English) 10:00 a.m. – 11:30 a.m., February 10 (Monday) <Meet at 9:30 a.m./Lecture Room No. 3, Main Building, Ueno Campus></p> <p>* Examinees may bring print dictionaries to these screenings. Note that electronic dictionaries are not permitted.</p> <p>○ Others: Send Japanese Language Proficiency Test (JLPT) certification results and score certificate to the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form.</p> <p>* Submit any results for <N1, N2, or N3>. (However, submitting results for either <N1 or N2> is preferred.)</p>
	<p>January 16 (Thursday), 9:00 a.m. – 4:00 p.m. [Submit to: Educational Affairs Section, Faculty of Fine Arts]</p>	<p>(2) Submit works or essay: The materials submitted must be related to your desired research field. For works, submit two to three pieces (in any format; models not accepted). For the essay, submit a photocopy of your master's thesis or similar essay.</p> <p>(3) Submit a short essay: approx. 8,000 characters. (The essay should be related to the research theme you intend to study in the doctoral course.)</p>
	<p>February 15 (Saturday), 1:30 p.m. – <Meet at 1:00 p.m. in front of the main entrance to the Main Building.></p>	<p>(4) Oral examination</p>

Note: Applicants to the research area of Intermedia Art must receive an explanation of the nature of the research area from their desired studio before submitting their application form. Apply in advance for such explanation to the email address below, indicating your preferred faculty advisor:
 doctor-exam-info@ima.fa.geidai.ac.jp

Research area	Date and time	Content and method of examination
Intermedia Art		<p>(1) Language ability screening</p> <p>○ Applicants whose native language is Japanese: Send TOEFL certificate of scores (for a test taken on January 20 or later) to the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form.</p> <p>* Either PBT or iBT is acceptable. Submit the Official Score Report. (The Test Taker Score Report is not acceptable.)</p> <p>○ Others: Send Japanese Language Proficiency Test (JLPT) certification results and score certificate to the Faculty of Fine Arts, Tokyo University of the Arts, by the deadline for submitting the application form.</p> <p>* Submit <N1> results.</p>
	<p>January 11 (Saturday) – 4:00 p.m., January 18 (Saturday) (Must arrive during this period.) (Send by registered mail, with “Doctoral Portfolio, etc. Enclosed” written on the envelope in red.)</p> <p>Submit to: Joint Faculty Advisors’ Office, Intermedia Art Toride Campus, Tokyo University of the Arts 5000 Omonma, Toride, Ibaraki Prefecture 302-0001</p>	<p>(2) Submit an essay: Submit a photocopy and abstract of your master’s thesis. If you were not required to write a master’s thesis, submit another essay instead (approx. 20,000 characters).</p> <p>(3) Submit a portfolio. Notes: 1. The dimensions of the portfolio must not exceed A3-size paper. Submit only one portfolio. Actual works are not accepted as portfolios. 2. Applicants may also submit one type of the following reference materials in addition to the portfolio. Clearly indicate your examinee no. and name on each item of reference materials and media. * Note that reference materials submitted will not be returned.</p> <p>① Video materials: Up to three minutes (saved as a digital file*1) on a USB memory stick or an SD card ② Audio materials: Up to three minutes (saved as a digital file*2) on a USB memory stick or an SD card ③ Photographic works: Up to 25 photographs in one album/book that does not exceed A3-size paper ④ Printed materials (books, essays [offprint*3], reports [bound]): up to three pieces</p> <p>*1 Save a QuickTime-format (.mov) video file at (maximum) resolution of 1280 pixels × 720 pixels to a USB memory stick or an SD card. *2 Save an audio file (.WAV, .AIFF, .MP3, etc.) to a USB memory stick or an SD card. *3 Academic journals usually combine together in one volume essays contributed by multiple authors. Submit only the essay(s) by the applicant bound in an easily readable format.</p>
	<p>February 5 (Wednesday), 1:00 p.m. – Meet at 12:30 p.m. Media Classes, Toride Campus</p>	<p>(4) Oral examination</p>

Research area	Date and time		Content and method of examination
Aesthetics and Art History	January 4 (Saturday) – January 10 (Friday) Must arrive during this period. [Submit to: Aesthetics and Art History Department Office] Send by registered mail with “Master’s Thesis Enclosed” written in red on the envelope. Submitted materials will not be accepted if brought in person. Aesthetics and Art History Department Office, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714		(1) Essay submission: Submit a photocopy of your master’s thesis in your desired research field (Aesthetics, Japanese and Asian Art History, Western Art History, History of Crafts). If you were not required to write a master’s thesis, submit another essay instead. You may submit other written work as reference materials. Note: ① Attach a Japanese abstract of approximately 2,000 characters to the essay. ② Submit two copies (including the original) of your essay and of the essay abstract. ③ Applicants planning to complete the MFA Course in the Graduate School of Tokyo University of the Arts in March 2020 in the same research field need not submit abstracts or essays. ④ In principle, essays must be submitted in Japanese. However, certain research fields may accept essays written in other languages. We encourage you to inquire with the Educational Affairs Section of the Faculty of Fine Arts (see p. 7 of this Guidance) before the start of the Internet application registration period to determine the Department will accept an essay in your desired language.
	February 15 (Saturday) (Meet at 9:30 a.m. in the Main Building main entrance lobby.)	10:00 a.m. – 11:00 a.m.	(2) Language ability screening: Choose one of the following languages: English, German, French, and Italian. (All examinees will be lent identical dictionaries at the examination location; only pencils and mechanical pencils are allowed to be used.)
		2:00 p.m. –	(3) Oral examination
	Art Education		
January 14 (Tuesday), 10:00 a.m. – 12:00 noon [Submit to: Art Education Studio]			(2) Submit an essay: Submit a photocopy of your master’s thesis. If you were not required to write a master’s thesis, submit another essay instead. You may submit other written work as reference materials. Note: Applicants planning to complete the MFA Course of the Graduate School of Tokyo University of the Arts in March 2020 in the same research field need not submit essays.
February 14 (Friday), 11:00 a.m. – 3:00 p.m. [Submit to: Instructions will be issued by Art Education Studio.]			(3) ① Submit works. Submit two or more pieces of practical works. If submitting video materials, they must not exceed five minutes in length. (No need to bring monitors, players, etc. Contact the University regarding other media.) * Applicants may be asked to take practical examinations as well. ② One portfolio
February 16 (Sunday), 10:30 a.m. – <Meeting place: Main Building main entrance lobby> Instructions regarding meeting times will be issued separately.			(4) Oral examination

Aesthetics and Art History	Art Anatomy	January 16 (Thursday), 10:00 a.m. – 4:00 p.m. [Submit to: Art Anatomy Studio]		(1) Submit an essay: Submit a photocopy of your master's thesis. If you were not required to write a master's thesis, submit another essay instead. You may submit other written work as reference materials. Note: Applicants planning to complete the MFA Course of the Graduate School of Tokyo University of the Arts in March 2020 in the same research field need not submit essays.
		February 11 (Tuesday) Meet at 9:30 a.m. in the Main Building main entrance lobby.	10:00 a.m. – 11:00 a.m.	(2) Language ability screening: English (Examinees may bring dictionaries; however, electronic dictionaries are not permitted.)
			11:10 a.m.– 12:10 p.m.	(3) Written examination on your specialization
			2:00 p.m. –	(4) Oral examination

Note: Applicants to the research area of Global Art Practice must first contact their desired studio and undergo an interview by the end of November 2019 before submitting their application form. (Internet telephony or similar means may be employed for applicants residing overseas for whom it would be difficult to attend the interview in person.)

You may be asked to present actual works during the interview.

If you are unsure of the contact information for individual faculty advisors, contact the GAP office.

GAP office: gap-contact@ml.geidai.ac.jp

Research area	Date and time	Content and method of examination
Global Art Practice (GAP)	<p>January 15 (Wednesday) – 4:00 p.m., January 23 (Thursday) (Must arrive during this period.)</p> <p>Send by registered mail, with “GAP Doctoral Portfolio, etc. Enclosed” written in red on the envelope. May not be brought in person. If sending from overseas, send by a reliable delivery method such as DHL or EMS.</p> <p>Submit to: Educational Affairs Section, Faculty of Fine Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714</p>	<p>(1) Master’s thesis or explanation of master’s degree final project work If you were not required to write a master’s thesis or implement a master’s degree final project, submit another essay instead. (Must be written in Japanese or English. Attach a Japanese-language abstract up to one page in length on A4-size paper.)</p> <p>(2) Submit a portfolio: Submit one portfolio (bound as a book) of no larger than size A3. Actual works are not accepted as portfolios.</p> <p>(3) Supplemental materials on content of research (submission optional) An applicant may submit up to six pieces in total. Clearly indicate your examinee no. on all supplemental materials submitted.</p> <p>① Video materials</p> <ul style="list-style-type: none"> • Keep the playback time to no more than three minutes. • The video must be in QuickTime (.mov) format at a resolution not exceeding 1920 pixels × 1080 pixels. <p>② Audio materials</p> <ul style="list-style-type: none"> • Keep the playback time to no more than three minutes. <p>③ Printed materials</p> <ul style="list-style-type: none"> • Printed materials such as written books and essays • If submitting an excerpt from a book, submit a copy of the relevant excerpt or use bookmarks or similar means to indicate clearly the excerpt being submitted. <p>* Submit video and audio files on CD or DVD-R discs or flash memory such as USB flash memory or SD memory cards. You can also upload the files to video-streaming websites or file transfer services. When using a file transfer service, write and submit the URL on a sheet of paper.</p> <p>* Prepare the materials in either Japanese or English.</p> <p>* Submitted materials will be excluded from consideration for screening purposes if the University is unable to play them back.</p> <p>* Submitted materials will be viewed using Mac OS X (ver. 10.13).</p> <p>* Note that the materials submitted will not be returned.</p>
		<p>Language ability screening Applicants whose native language is not English (submission required):</p> <ul style="list-style-type: none"> * Waived if submitting a high school or university diploma of an English-speaking country <p>Submit certification of one of the following scores (exam must have been taken on or after March 1, 2018): TOEFL (iBT)</p> <ul style="list-style-type: none"> * TOEFL PBT or TOEFL ITP not accepted <p>TOEIC Listening & Reading or TOEIC Speaking & Writing Contact the exam administrator agency (ETS) to submit an Official Score Report for TOEFL. (The DI code for the Graduate School of Fine Arts is B882.) Test Taker Score Reports will not be accepted.</p> <ul style="list-style-type: none"> * For TOEIC, either public testing or IP testing is acceptable. * TOEIC Speaking Test or TOEIC Bridge not accepted <p>IELTS (Academic Module)</p> <ul style="list-style-type: none"> * General Training Module not accepted <p>Applicants whose native language is not Japanese (submission optional): It is preferred that examinees who have obtained certified scores of testing of Japanese-language ability, such as through the Japanese-Language Proficiency Test (JLPT), submit those scores if possible.</p>
		<p>February 7 (Friday), 10:00 a.m. – Meet at 9:30 a.m. in front of the University Art Museum on the Ueno Campus.</p>

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

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

Oil Painting (Conservation) Studio: 050-5525-2278

Sculpture (Conservation) Studio: 050-5525-2279

Crafts (Conservation) Studio: 050-5525-2281

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

Conservation Science Studio: 050-5525-2285

Preventive Conservation Studio: 03-3823-2297

Research area		Date and time		Content and method of examination
Conservation	Conservation	February 10 (Monday), 10:00 a.m. – 11:30 a.m. <Meet at 9:30 a.m. in Lecture Room No. 3.>		(1) Language ability screening: English (questions on cultural property conservation) (Examinees may bring printed dictionaries to these screenings. Note that electronic dictionaries are not permitted.)
		February 14 (Friday), 1:00 p.m. – 3:00 p.m. { Submit to: To be posted on campus on the date indicated above. }		(2) Submit an essay or works. * Attach an abstract to the submitted essay. * Japanese Painting, Oil Painting, Sculpture, and Crafts: Up to five works recently restored or created. However, for sculptures, the package dimensions and weight must not exceed 190 cm high, 90 cm wide, 130 cm deep, and roughly 400 kg. * Buildings and Districts: Submit a short essay of up to 2,000 characters (on the theme you intend to pursue in the Doctoral Program) in addition to the materials under (2) above.
		February 15 (Saturday), 9:00 a.m. – <Meeting times to be instructed on February 14; meeting place: Main Building main entrance lobby>		(3) Oral examination * You may be assigned a written examination or practical examination on your specialization as well.
	Conservation Science	Submitted materials must arrive by January 30 (Thursday) (send by registered mail). [Submit to: Studio of your desired research field]		(1) Submit an essay: Submit a photocopy and abstract of your master's thesis. If you were not required to write a master's thesis, submit another essay instead. You may submit other written work as reference materials. Note: Applicants who completed the MFA Course of the Tokyo University of the Arts in the same desired field need not submit essays. (2) Submit a short essay of up to 2,000 characters (on the theme you intend to pursue in the Doctoral Course).
		February 11 (Tuesday) { Meet at 9:30 a.m. in the Main Building main entrance lobby. }	10:00 a.m. – 12:00 noon	(3) Language ability screening: English (Each examinee may bring one printed English-Japanese dictionary. Note that electronic dictionaries are not permitted.)
			1:00 p.m. – 2:00 p.m.	(4) Written examination on specialization
			3:00 p.m. –	(5) Oral examination
		Preventive Conservation	Submitted materials must arrive by January 30 (Thursday) (send by registered mail). [Submit to: Studio of your desired research field]	
	February 11 (Tuesday) { Meet at 9:30 a.m. in the Main Building main entrance lobby. }		10:00 a.m. – 12:00 noon	(4) Language ability screening: English (Examinees will be loaned English-Japanese dictionaries. Do not bring your own.)
			1:00 p.m. – 2:00 p.m.	(5) Written examination on specialization
			3:00 p.m. –	(6) Oral examination

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

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

Transportation:

- Approximately a 10-minute walk from JR Ueno Station (Park Exit) or Uguisudani Station
- Approximately a 15-minute walk from Ueno Station on the Tokyo Metro Ginza and Hibiya Lines; about a 10-minute walk from Nezu Station on the Tokyo Metro Chiyoda Line.

Toride Campus (5000 Omonma, Toride, Ibaraki Prefecture)

Transportation:

- Approximately a 15-minute ride on the Otone Kotsu Bus from the East Exit of JR Toride Station (get off at the Tokyo Geidaimae bus stop) and then about a 10-minute walk

* Entrance examinations for the research area of Intermedia Art are conducted at the Toride Campus. See p. 28.

10. Announcement of Successful Applicants

- **Announcement of successful applicants in first-stage examinations (Design research area only)**

1:00 p.m. on February 10 (Monday), 2020

The examinee nos. of successful applicants will be posted on the bulletin board inside the Faculty of Fine Arts (Ueno Campus).

* Examinee nos. of successful applicants will also be announced on the University website (<http://admissions.geidai.ac.jp>). The announcement of successful applicants in first-examinations will be posted to the website after posting to the campus bulletin board (around 2:00 p.m. on the same date).

* Be sure to check whether or not you have passed. Information concerning second-stage examinations may be posted as well.

* Applicants who fail to pass the first-stage examinations are ineligible for the second-stage and subsequent examinations. In addition, no paper procedures are required until the announcement of final successful applicants.

- **Announcement of Final Successful Applicants**

10:00 a.m. on February 20 (Thursday), 2020

The examinee nos. of final successful applicants will be posted on the bulletin board inside the Faculty of Fine Arts (Ueno Campus).

* Examinee nos. of final successful applicants will also be announced on the University website (<http://admissions.geidai.ac.jp>). The announcement of final successful applicants will be posted to the website after posting to the campus bulletin board (around 11:00 a.m. on the same date).

Admission procedure documents will be sent to final successful applicants around February 21, 2020.

[Notes on announcement of successful applicants in first-stage examinations and announcement of final successful applicants]

1. No inquiries will be accepted by telephone. The examinee him or herself or his or her proxy must check the results. Applicants seeking to view results in person will be allowed to at designated locations on campus.
2. Note that due to heavy traffic, it may be difficult to access the University website around the time the results are announced. If this happens, try again later.

11. Admission Procedures

(1) Period for completing admission procedures

① Accepted by post

Must arrive by March 13 (Friday), 2020.

② Accepted in person:

March 14 (Saturday) and March 15 (Sunday), 2020: 10:00 a.m. – 12:00 noon, 2:00 p.m. – 5:00 p.m.

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

(2) Place

1F Meeting Room, Main Building, Faculty of Fine Arts, Tokyo University of the Arts (12-8 Ueno Koen, Taito-ku, Tokyo)

(3) Fees

- Pay fees using the remittance forms distributed after the announcement of successful applicants.

Type	Amount	Remarks
Enrollment fee ^{*1}	338,400 yen	Planned amount Payment is not required from individuals planning to complete the MFA Course of the Tokyo University of the Arts in March 2020 or from Japanese-government-funded international students.
Student welfare and guidance support fee	10,000 yen	
Mori-no-kai (alumni association) membership fee	40,000 yen	Payable by students who have graduated from other universities and students who have graduated from the University but have yet to pay the Mori-no-kai membership fee. Includes membership fee and 10 years' dues. International students are exempt.
Student casualty insurance premium	2,600 yen	Three years' premium
Student casualty insurance additional liability insurance premium	1,020 yen	Three years' premium
Campus Environmental Improvement Support Committee dues ^{*2}	50,000 yen	

*1: The enrollment fee will not be returned after completion of admission procedures, even if the student withdraws on or before March 31, 2020.

*2: Campus Environmental Improvement Support Committee: An organization intended to support activities such as improvements in University facilities to enhance the University's campus environment. Students are asked to join the committee if they agree with this goal. (Dues are paid once only—upon joining—and remain valid until graduation.)

Payment of tuition is required after admission.

Amount: first semester 321,480 yen, second semester 321,480 yen (full year 642,960 yen) (planned amounts)

* Not required from Japanese-government-funded international students

- ① Any change in tuition during your time as an enrolled student will enter into effect at the time of the change.
- ② In principle, tuition is paid by direct debit from the student's bank account. Submit the Direct Debit Application Form during the admissions process.
- ③ Planned dates of direct debiting in the 2020 academic year are in late May for the first semester and in late November for the second semester.

(4) Teaching materials expenses

Following admission, in addition to the tuition and fees above, students are required to pay teaching materials expenses. Each studio will inform students of payment procedures and other specifics.

Department, research area	Amount	Breakdown of teaching materials expenses
Oil Painting	60,000 yen	Entire amount paid after admission
Crafts (glass)	50,000 yen	Instructions to be provided by Studio after admission
Architecture	60,000 yen	Instructions to be provided by Studio after admission
Global Art Practice	100,000 yen	Instructions to be provided by Studio after admission

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

(5) Other

Your visa responsibility

- Apart from the admission procedures, it is your responsibility as an international student to obtain an appropriate visa to stay and study in Japan.
- If you intend to enter Japan to take entrance examinations, bring your admission ticket to a Japanese embassy or consulate and apply for a short-term visa for entrance examination purposes. This visa will allow you to stay for 15, 30, or 90 days. If you complete your admission procedures during this period, you can apply to change your visa status. Note that it takes one to three months to review an application for a change in visa status. Take care to avoid overstaying the time permitted by your visa.

12. Exemption/Deferral of Enrollment Fee/Tuition

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

Depending on the applicant's economic status, a full or half waiver of the enrollment fee and tuition may be provided. For those admitted in the 2020 academic year who are eligible for a one-half tuition waiver, the entire amount of the increase in tuition (107,160 yen) will be waived as well. This means students in this category will be asked to pay 133,950 yen for one semester, or 267,900 yen for the full year.

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

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

(1) Exemption for enrollment fee

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

(2) Deferral of enrollment fee

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

(3) Exemption from tuition

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

(4) Deferral of tuition

- ① Cases in which it would be difficult, for economic reasons, for an applicant recognized as a student of high scholastic standing to pay tuition by the payment deadline

Contact the Student Affairs Division (tel. 050-5525-2069; Japanese only) if you have questions about the above conditions for application.

13. About the New Study Support Scholarship (Benefit Type)

This new scholarship program pays benefits of 50,000 yen per semester (100,000 yen per year; repayment not required) to students who would find it difficult to pay the tuition fees for financial reasons but are not eligible for exemption from tuition fees under (3) above because they do not meet the standards for recognition of high scholastic standing.

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

Consult with the Scholarships Section in the Student Affairs Division for more information. Consultation requests are also accepted before the application process.

14. Notice of Change in Language Ability Screenings for the Tokyo University of the Arts Graduate School of Fine Arts (Doctoral Course) in the 2021 Academic Year (Prior Notice)

The nature of language ability screenings for certain research areas will change as shown below starting with the screening of applicants for the 2021 academic year:

◎ Japanese language ability screening * Applies to applicants whose native language is not Japanese.

Applies to: Applicants to the research areas of **Architecture and Aesthetics and Art History (Art Education)** in the Graduate School of Fine Arts (Doctoral Course)

Before:

Japanese Language Proficiency Test (JLPT): *Submit certification results and score certificate for **N1, N2, or N3**.



After:

Japanese Language Proficiency Test (JLPT): *Submit certification results and score certificate for either **N1 or N2**.

Note: Language ability screenings remain unchanged for research areas other than those shown above.

15. Disclosure of Information on Entrance Examinations

Individual results of screening and entrance examinations for the Graduate School of Fine Arts (Doctoral Course) will be disclosed only if requested by **the examinee him or herself** (released in a notice sent by post to an address in Japan only).

Provided below is an outline of the application procedure and related information.

1. How to apply

- If the examinee wishes to request information in person

The examinee him or herself must complete the Request for Release/Notice of Entrance Examination Results on page 35, attach the University's admission ticket (photocopies are not accepted; however, current students at the University may submit photocopies of their student ID cards) and a return envelope (N3 rectangular envelope [12 cm × 23.5 cm], with the name, address, and postal code of the examinee and 392 yen in postage affixed) and hand it in at the Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts. (The results will be sent at a later date by simple registered mail.)

- If the examinee wishes to request information by post

If the examinee cannot come to the University for a certain reason, living far away for instance, we accept the request by post. The examinee him or herself must complete the Request for Release/Notice of Entrance Examination Results appended to this Guidance, attach the University's admission ticket (photocopies are not accepted; however, current students at the University may submit photocopies of their student ID cards) and a return envelope (N3 rectangular envelope [12 cm × 23.5 cm], with the name, address, and postal code of the examinee and 392 yen in postage affixed) and mail it to the Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts, by simple registered mail. Write "Request for Release of Entrance Examination Results Enclosed" in red on the front of the envelope. (The results will be sent at a later date by simple registered mail.)

2. When to apply

- If the examinee wishes to request information in person

June 1 (Monday) – 30 (Tuesday), 2020

9:00 a.m. – 4:30 p.m., weekdays (closed 12:30 p.m. – 1:30 p.m.)

- If the examinee wishes to request information by post

To be accepted, applications must be postmarked during the following period:

June 1 (Monday) – 30 (Tuesday), 2020

3. Information released
 - (1) Only the individual's results of the entrance examinations for the current academic year (2020) will be released.
 - (2) Individual results will be released in the form of scores or grades.
Relative rankings of examinees will not be released.
4. After receipt of requests for release, we will send notices of results all at once in late July 2020.

16. Handling of Personal Information

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

1. Purposes of use
 - (1) Personal information concerning admitted students such as names and addresses will be used for tasks related to admission procedures.
 - (2) Personal information such as names and addresses concerning persons who have completed admission procedures will be used following matriculation for tasks related to their studies, including management of student records and tasks related to health, such as medical examinations.
 - (3) Personal information such as names and addresses concerning persons who have completed admission procedures will be used for tasks related to management of payments, such as collection of enrollment fees and tuitions.
 - (4) Personal information such as applicant assessments made during the selection process will be used for tasks related to support for studies, including waivers of enrollment fees and tuitions in the first year and selection of students for scholarships.
 - (5) Personal information such as applicant assessments made during the selection process will be used for tasks related to statistical processing, provision of information to prospective students, and surveys and research related to the selection process. In such cases, the personal information will be used in ways that render it impossible to identify individuals.

2. Provision of personal information to third parties

Apart from the cases set forth in Article 9 of the Personal Information Protection Act, personal information obtained by the University will not be used for other purposes or provided to third parties without the permission of the applicants themselves.

However, the minimum required information may be provided in the following cases:

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

University Campuses

Ueno Campus

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

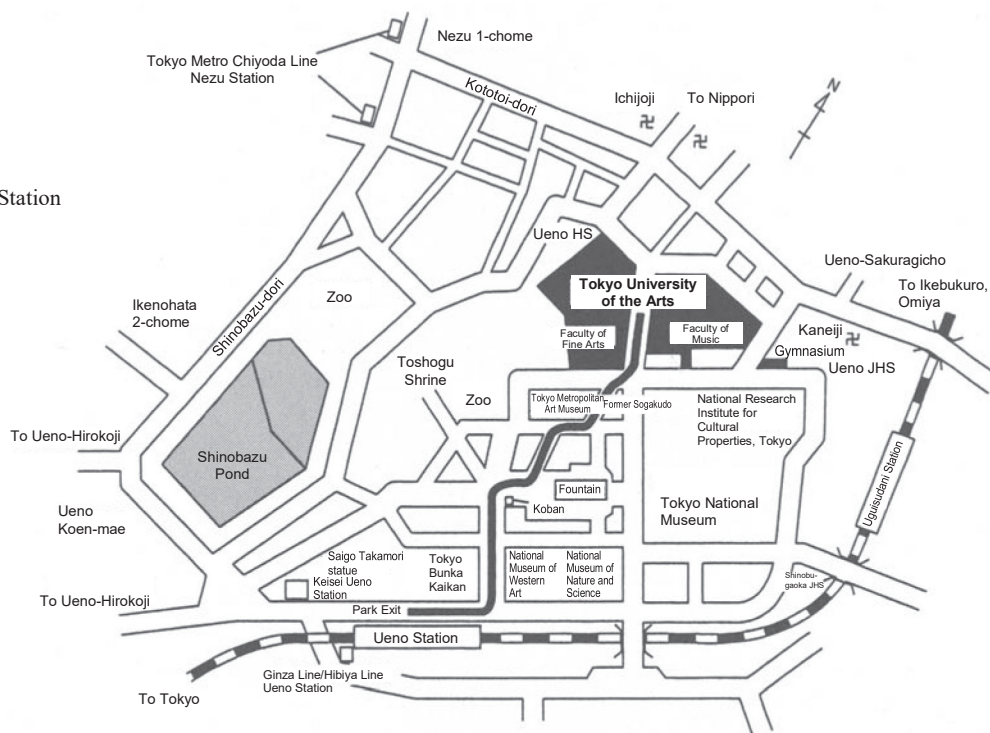
[Transportation]

JR line:

10 minutes on foot
from either Ueno Station
(Park exit) or Uguisudani Station

Tokyo Metro:

15 minutes on foot from
Ueno Station on the
Ginza and Hibiya lines
10 minutes on foot
from Nezu Station
on the Chiyoda line



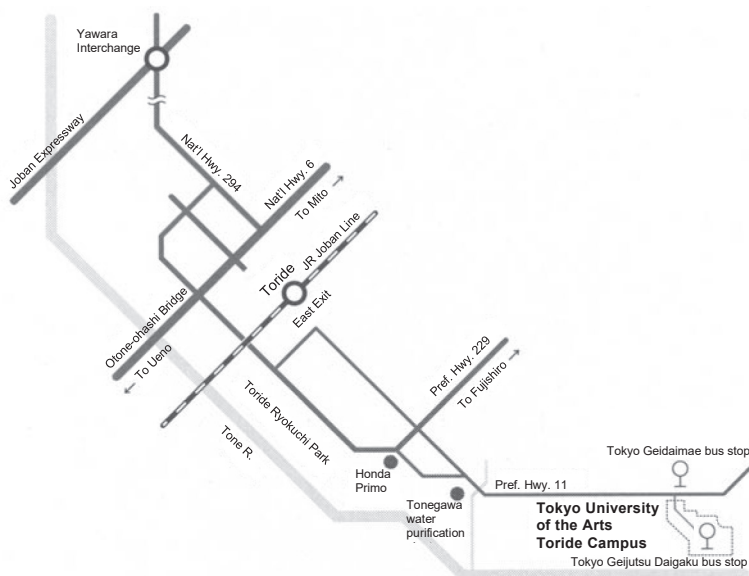
Toride Campus

5000 Omonma, Toride, Ibaraki Prefecture 302-0001

[Transportation]

JR line:

In front of the Tokyo Geijutsu Daigaku
bus stop, or a 10-minute walk from
Tokyo Geidaimae bus stop,
after a 15-minute ride
on the Otone Kotsu Bus from
the East Exit of Toride Station
(40 minutes from Ueno Station
on the JR Joban Line)



Address any inquiries on entrance examinations to:

**Educational Affairs Section, Faculty of Fine Arts,
Tokyo University of the Arts
12-8 Ueno Koen, Taito-ku, Tokyo 110-8714
Tel: 050-5525-2122**

For Attachment

Submitted Work, Essay, Portfolio, etc. Form

- Notes: 1. Attach this form to the cover sheets, etc. for works and other materials submitted. (Use glue or other means.)
 2. Attach this form to each work, essay, etc. submitted. (If you need more forms, make photocopies of this one.)
 3. Works and other materials that pose problems with respect to safety, health, or sanitation will not be accepted.
 4. The Certification section must be filled out only for applicants to the research area of Art Education (not required from current Graduate School students).

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

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

Tokyo University of the Arts, Graduate School of Fine Arts

Doctoral Course

(Cut here.)

Complete both forms.

For Submission

Submitted Work, Essay, Portfolio, etc. Form

- Notes: 1. Do not attach this form to your works or other materials submitted. Instead, submit it to the office designated in the Guidance for Prospective Students (individual studio or the Educational Affairs Section of the Faculty of Fine Arts). If you are sending this form by post, enclose along with your works in the same envelope.
 2. Submit this form for each work, essay, etc. submitted. (Make photocopies of this form if you need multiple forms.)
 3. Works and other materials that pose problems with respect to safety, health, or sanitation will not be accepted.

Research field for which the application is being submitted	Examinee no. No.	(Furigana) Name	Male Female
University attended (circle in red)	Tokyo University of the Arts / Other (graduate school: ; dept.: ; research field:)		
Number of items submitted	Total number of items/bound volumes:		
Title of work, essay, etc.			
Method of delivery and removal of sculpture works <small>* Fill out only if applying to the department of Sculpture.</small>	1. Self (Consult with the Studio in advance if the work will be transported by another party.) 2. Agent (Name: Tel.:)		
Return of works <small>* Do not complete this section when submitting this form.</small>	I hereby certify that the above works, essays, theses, and materials have been returned to me. Date (M/D): / Signature:		

Tokyo University of the Arts, Graduate School of Fine Arts

Doctoral Course

Statement of Reasons for Application

Furigana Name		Research area for which the application is being submitted	
		Research field for which the application is being submitted	
Past research topics (or research theme of your master's degree final project):			
Your reasons for applying to the Graduate School and a brief statement of research topic(s) you wish to study after admission:			
Record of activities (only for research areas of Intermedia Art and Global Art Practice):			

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

* Applicants to the department of Global Art Practice may write in Japanese or English. If written in English, attach a Japanese translation, if possible.

No.

Request for Release of Graduate School Entrance Examination Results for the 2020 Academic Year, Tokyo University of the Arts

Date (Y/M/D): ____ / ____ / ____

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

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

Examinee category: Graduate School of Fine Arts (**Doctoral Course**)

Research area/research field of: _____

Examinee no.: _____

Name: _____

Address: (Postal code: -) _____

Tel.: _____ (_____) _____

Notes:

1. Before submitting this request, read the instructions provided under “15. Disclosure of Information on Entrance Examinations” on page 30 of the Guidance for Prospective Students.
2. Submit a self-addressed return envelope (an N3 rectangular envelope [12 cm × 23.5 cm] with 392 yen in postage affixed for simple registered mail).
3. Write all information on this form in your own handwriting.
4. Requests for release are accepted Monday, June 1 – Tuesday, June 30, 2020. Note that any requests made outside this period will be rejected.
5. After receipt of requests for release, all notices of results will be sent at the same time in late July 2020.

(Do not cut here.)

No.

Notice of Graduate School Entrance Examination Results for the 2020 Academic Year, Tokyo University of the Arts

Date (Y/M/D): 2020 / 7 /

Examinee category: Graduate School of Fine Arts (Doctoral Course)

Research area/research field of: _____

To: Examinee no.: _____ ; Name: _____

The entrance examination results you requested are attached.

Graduate School of Fine Arts, Tokyo University of the Arts

Notes on taking the examinations

1. Examination information beyond that provided in this Guidance will be announced via campus bulletin boards, the University website, and other media on the day of the examinations. Be sure to check for such information before coming to the campus.
2. Viewing the examination location before the examinations, photographing the examination location, and other such actions are prohibited.
3. Use of mobile phones and electronic devices with photographic or communication functions on campus is prohibited. Note that such devices may be removed and retained by the University during the examinations.
4. Examinees who engage in inappropriate action will receive failing scores on the relevant examinations and will be barred from sitting for subsequent examinations. Their examination results may also be invalidated, even after admission.
5. Examinees should arrive for the examinations at the meeting times and locations indicated in this Guidance.
6. Examination times will not be extended for examinees who arrive late. If you anticipate delays or disruption of public transportation due to snowfall or other reasons, take precautionary measures, for example, arriving the night before at lodgings near the examination location.
7. Be sure to bring your admission ticket. Contact the Educational Affairs Section of the Faculty of Fine Arts if you forget or lose this ticket.
8. Do not take forms or other materials distributed by the University with you unless instructed to do so by the proctor.
9. Examinees are not permitted to enter buildings, classrooms, or other facilities other than the locations specified for the examinations.
10. Follow all of the proctor's instructions during the examinations.
11. Bring a lunch and beverage if the examination spans both morning and afternoon hours. (Examinees are not permitted to leave the campus during breaks.)
12. The entire University campus is non-smoking, even during lunch break.
13. Contact the Educational Affairs Section of the Faculty of Fine Arts immediately in the event of any change in the information provided on the application form. Note that you will not be permitted to change your desired department or chosen subjects.
14. If you leave anything behind at the examination location, contact the Educational Affairs Section of the Faculty of Fine Arts within one week after the examinations.

Tel: 050-5525-2122

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

Published: July 2019

Tokyo University of the Arts

Contacting the Tokyo University of the Arts

- Tokyo University of the Arts website
<http://www.geidai.ac.jp/>
- Entrance examination information site of the University
<http://admissions.geidai.ac.jp/>
- Internet application site of the University
<http://e-apply.jp/e/geidai-net/>
- Information on applicant screenings
Educational Affairs Section, Faculty of Fine Arts Tel: 050-5525-2122

Telephone inquiries will be accepted 9:00 a.m. – 12:30 p.m. and 1:30 p.m. – 4:30 p.m., Mon. – Fri. (closed Sat., Sun., holidays, the University's summer vacation, and New Year's) (Japanese language only).

*** If at all possible, the applicant should make any inquiries him or herself.**

Direct any inquiries concerning how to operate the Internet application site or how to pay the screening fee to:

DISCO Inc. Learning/Education Support Center
Tel: 0120-202-079 (10:00 a.m. – 6:00 p.m., Mon. – Fri., closed Sat., Sun., holidays, and New Year's; open 24 hours/day during the application period) (Japanese language only)
Email: cvs-web@disco.co.jp (available in Japanese and English)
* The contact point above cannot respond to questions concerning entrance examinations.