

2020 Academic Year

Tokyo University of the Arts

Graduate School of Fine Arts

(MFA 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

Seeking to train graduates who are capable of mastering advanced skills beyond undergraduate study, understanding art from broad-ranging perspectives, and thriving on the international stage, the Graduate School of Fine Arts Master's Course screens applicants comprehensively based on written, practical, oral, and other examinations, as well as interviews and submitted materials (e.g., portfolio, academic papers). Each department has established screening examinations that best reflect the characteristics of the department. The Graduate School seeks applicants who have acquired the basic knowledge and techniques in their respective areas of specialization through undergraduate classwork and other activities while working to attain an ever-higher capacity for creativity and originality.

2. Number of Students Admitted

Notes:

1. In principle, applications will be accepted for one research field each for Period 1 and Period 2 screenings.

As exceptions, applicants for the department of Architecture may apply for up to two of the four research fields within that department, while applicants for the department of Painting may apply for up to two of the four research fields of Oil Painting, Print-making, Mural Painting, and Oil Painting Technique and Material within that department.

An applicant who has passed the Period 1 screening may not apply for Period 2 screening. (Even if an applicant who has passed Period 1 screening takes an examination for Period 2 screening, he or she will not be eligible to pass the latter examination.)

2. Entrance examinations for international students in the research fields of Conservation, Buildings and Districts, and Conservation Science in the Conservation department will also be administered during Period 2 screening. (Note that international students may take the examinations in Period 1 screening.) The Guidance for Prospective Students explaining these will be distributed separately.

3. Entrance examinations for international students in the department of Global Art Practice will be administered in Period 1 and Period 2 screenings. If an international applicant who passed Period 1 screening takes an examination in Period 2 screening, he or she will not pass the examination.

The Guidance for Prospective Students explaining entrance examination details for international students will be distributed separately.

Category	Department	Research field Fields marked with ◇ are optional. You may elect to apply for up to two of these fields within the same department.		Number of students admitted
Period 1 screening (administered August-September 2019)	Architecture	◇ Architectural Design ◇ Environmental Design ◇ Structural Design ◇ Architectural Theory		18
	Global Art Practice	Global Art Practice (Entrance examinations for international students)		*1A few students
	Conservation	Conservation	Buildings and Districts	7
		Conservation Science	Analytical Science	
			Materials Science	
		Preventive Conservation	Museum Environment Conservation Materials	
Period 2 screening (administered January-February 2020)	Painting	Japanese Painting ◇ Oil Painting ◇ Printmaking ◇ Mural Painting ◇ Oil Painting Technique and Material		50
		Sculpture		13
	Crafts	Metal Carving Metal Hammering Metal Casting Urushi-Art [Japanese Lacquer] (lacquer work, woodwork) Ceramics & Glass Textile Arts		26
	Design	Design		30
	Intermedia Art	Intermedia Art		22
	Aesthetics and Art History	Aesthetics Japanese and Asian Art History Western Art History History of Crafts Art Education Art Anatomy		21
	Global Art Practice	Global Art Practice		*118
	Conservation	Conservation	Japanese Painting Oil Painting Sculpture Crafts	11
Total				216

*1 The department of Global Art Practice admits 18 students, among which a small number of international students (screened by entrance examinations for international students) are to be included.

3. Eligibility to Apply

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

1. Has graduated (or is expected to graduate before entering the Graduate School) from a university in Japan, as stipulated in Article 83 of the School Education Act (Act No. 26 of 1947).
2. Possesses a bachelor's degree (or expects to obtain such a degree before entering the Graduate School) as stipulated in Article 104, Paragraph 7 (National Institution for Academic Degrees and Quality Enhancement of Higher Education) of the School Education Act (Act No. 26 of 1947).
3. Has completed (or expects to complete before entering the Graduate School) a 16-year program of school education in a foreign country.
4. Has completed (or expects to complete before entering the Graduate School) a 16-year program of school education in Japan through a distance-learning course offered by a foreign school.
5. Has completed (or expects to complete before entering the Graduate School) a foreign university program in Japan, which is specified separately by the Minister of Education, Culture, Sports, Science and Technology of Japan and offered by an educational facility operated as part of the educational system of the foreign country in question (subject to the condition that students completing such program are considered to have completed a 16-year program of school education in the foreign country in question).
6. Has completed, on or after the date specified by the Minister of Education, Culture, Sports, Science and Technology of Japan, a specialized program at an advanced vocational school, which is specified separately by the Minister (subject to the condition that the program requires at least four years to complete and satisfies other criteria specified by the Minister).
7. Other persons deemed eligible by the Minister of Education, Culture, Sports, Science and Technology of Japan
8. Possesses a degree equivalent to a bachelor's degree by completing a program at a foreign school, which requires more than 3 years of study. The school must be properly acknowledged by a certified personnel of the government or other appropriate institutions in the foreign country, or is specified separately by the Minister of Education, Culture, Sports, Science and Technology of Japan. Students can also complete such program in Japan through a distance-learning course offered by a foreign school, or complete the program at an educational institution acknowledged in the school education system of a foreign country, if it is designated as above.
9. Other persons aged 22 or older who do not fulfill any of the requirements listed from 1 to 8, and are deemed eligible by the Graduate School through an individual entrance qualification exam for having sufficient or better academic ability than a college graduate.

Note: Eligibility to apply will be reviewed on an individual basis for applicants who do not meet any of the requirements listed from 1 to 8 but wish to apply under eligibility described in 9. Obtain an application form from the Educational Affairs Section, Faculty of Fine Arts, and submit the required documents by registered mail as specified by the Graduate School. These documents must arrive by the stated deadline (Period 1 screening: July 25, 2019; Period 2 screening: October 11, 2019).

* If you submit the documents in person, submit no later than 4:00 p.m. on the deadline date.

The application documents will be kept on hold until the screening for eligibility to apply is completed. Candidates will be notified of the results directly.

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 Two years

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

Choose your desired studio (faculty advisor) from the list below when applying via the Internet. 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.

(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.

The studio information shown below is current as of July 2019. A revised version will be posted to the University website (http://admissions.geidai.ac.jp/en/?page_id=49) once faculty transfers for the 2020 academic year are finalized. Before entering a desired studio in the application form, check the latest version of this list.

Department	Research field	Studio	Faculty advisor
Painting	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

Department	Research field	Studio		Faculty advisor
Sculpture	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 mi Maeda, Professor
		Studio 2		Hiroki Iwata, Associate Professor
	Metal Hammering	Studio 1		Tomomi Maruyama, Professor
		Studio 2		Kazuhiko Shimura, Associate Professor
	Metal Casting	Studio 1		Kiyoshi Akanuma, Professor
		Studio 2		Yasunori Tanioka, Associate Professor
	Urushi-Art [Japanese Lacquer] (lacquer work, woodwork)	Studio 1 (lacquer work)		Norihiko Ogura, Professor
		Studio 2 (lacquer work)		Kodo Aoki, Associate Professor
		Studio 3 (woodwork)		Hidenori Sonobe, Lecturer
	Ceramics & Glass	Studio 1 (ceramics)		○ Makoto Toyofuku, Professor
		Studio 2 (ceramics)		Ryo Mikami, Associate Professor
		Studio 3 (glass)		(Concurrent post) Nobuyuki Fujiwara, Professor
	Textile Arts	Studio 1		Toshimaru Uehara, Professor
		Studio 2		Keiya Hashimoto, Associate Professor
Design	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)	Keiichi ro Fujisaki, Professor

Department	Research field	Studio		Faculty advisor
Architecture	Architectural Design	Architectural Design Studio 1		Ryuji Fujimura, Associate Professor
		Architectural Design Studio 2		Hideyuki Nakayama, Associate Professor
		Architectural Design Studio 3		Fumi Kashimura, Lecturer
	Environmental Design	Environmental Design Studio 1		Jun Aoki, Professor
		Environmental Design Studio 2		Makoto Yokomizo, Professor
	Structural Design	Structural Design Studio 1		Mitsuhiro Kanada, Associate Professor
	Architectural Theory	Architectural Theory Studio 1		Wataru Mitsui, Professor
		Architectural Theory Studio 2		● Masao Noguchi, Professor
Intermedia Art	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	Aesthetics 1		Takayuki Hayashi, Associate Professor
		Aesthetics 2		Tomoyuki Kawase, Associate Professor
	Japanese and Asian Art History	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
	Western 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	History of Crafts		Mabi Katayama, Professor
	Art Education	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	Art Anatomy Studio		Hideto Fuse, Associate Professor

Department	Research field	Studio	Faculty advisor
Global Art Practice	Global Art Practice	Global Art Practice	Nobuyuki Fujiwara, Professor
			Yusaku Imamura, Professor
			Taro Shinoda, Associate Professor
			Natsumi Araki, Associate Professor
			Mina Lee, Associate Professor
			Yuko Mohri, Lecturer
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 (Students in this studio are taught by faculty advisors in their respective re- search fields of the Crafts department (Metal Carving, Metal Hammering, Metal Casting, Urushi-Art [Japanese Lacquer] [lacquer work, woodwork], Ceramics & Glass, Textile Arts).)	Mariko Kitano, Associate Professor
			○ (Concurrent post) Makoto Toyofuku, Professor
			(Concurrent post) Norihiko Ogura, Professor
	Conservation Science	Buildings and Districts Studio	Katsuhisa Ueno, Professor
			(Concurrent post) Wataru Mitsui, Professor
	Preventive Conservation (Partner research institution: Tokyo National Research Institute for Cultural Properties)	Analytical Science Laboratory	(Appointment to begin April 2020)
		Materials Science Laboratory 1	Fumiyoshi Kirino, Professor
		Materials Science Laboratory 2	Masahiko Tsukada, Associate Professor
		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. 10 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. 11 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. 13 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. 15 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 periods

	Department		Internet application registration period and screening fee payment period	Deadline for submitting required documents
Period 1 screening	Architecture		From 10:00 a.m., July 31 (Wednesday), 2019 Until 11:59 p.m., August 7 (Wednesday), 2019	Must be received by 5:00 p.m. on August 9 (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 August 6. 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.
	Conservation	Conservation		
		Conservation Science		
		Preventive Conservation		
Period 2 screening	Painting		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.
	Sculpture			
	Crafts			
	Design			
	Intermedia Art			
	Aesthetics and Art History			
	Global Art Practice			
	Conservation – Conservation (Japanese Painting, Oil Painting, Sculpture, Crafts)			

◆ 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. 11) must be paid by the payment deadline and the required documents (see p. 13) 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. 15).
- 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.
- You may contact the Educational Affairs Section of the Faculty of Fine Arts with any questions concerning applications at any time except during the University's summer vacation (Saturday, August 10 – Sunday, August 18, 2019).

◆ 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 examination 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 Wednesday, July 24, 2019, for Period 1 screening (administered in September) or Friday, October 25, 2019, for Period 2 screening (administered in January-February).

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.

Note for Global Art Practice applicants

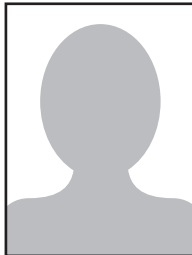
Due to the specific nature of the curriculum of Global Art Practice, preparing and planning for your individual support may take time. We ask that applicants review the curriculum (information provided at the link below) and consult with the Graduate School in advance if they require special consideration during their examinations or studies due to disabilities or other reasons.

We also ask that applicants requiring treatment or management of long-term medical conditions such as diabetes, allergies, or articular rheumatism consult with the Graduate School in advance.

Send email to: gap.exam@ml.geidai.ac.jp (in Japanese or English).

Note for Global Art Practice applicants: <http://admissions.geidai.ac.jp/wp-content/uploads/2018/07/GAP.pdf>

- **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 13, 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. <ul style="list-style-type: none">• Choose your desired course, department, research field, etc.• Applicant information, etc. Note the following two points: <ul style="list-style-type: none">* Uploading a photo: Prepare and upload a color photo showing your face (see p. 9).* 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. 9). ▼
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	Period 1 screening	From July 31 (Wednesday), 2019 Until 11:59 p.m., August 7 (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 on the left shall take precedence.
	Period 2 screening	From November 20 (Wednesday), 2019 Until 11:59 p.m., November 27 (Wednesday), 2019	

* 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 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 submit a Japanese Government Scholarship for Foreign Students Certificate issued by his or her university, together with the required documents shown under ③ (see p. 13).**

- 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 University academic transcripts (If you transferred universities, also submit your academic transcripts from the previous university[ies].) ② University diploma (or certificate of anticipated graduation) * Submit the original documents for both ① and ② above (copies, even if in color, will not be accepted).	All applicants	Not required from applicants who are graduates or current students of the Faculty of Fine Arts of the Tokyo University of the Arts 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.)		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. 38 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	
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).	Applies only to applicants to the department of Global Art Practice.	Must be written in English or Japanese.
Certificate of English-language ability	Submit a certificate for one of the following: TOEFL (iBT) * TOEFL PBT or TOEFL ITP not accepted ◇ 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. TOEIC Listening & Reading or TOEIC Speaking & Writing * For TOEIC, both public testing and IP testing accepted * TOEIC Speaking Test or TOEIC Bridge not accepted IELTS (Academic Module) * General Training Module not accepted	Applies only to applicants to the department of Global Art Practice whose native language is not English. Waived for those submitting high school or university diploma of an English-speaking country	Exam must have been taken on March 1, 2018 or later. ◇ Check the websites of examining institutions for information on examination schedules and the number of days required to send official scores.
Other ㉠-㉢	㉠ 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 ㉠-㉢” and prepare the required documents if they apply.
	㉡ 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 ㉠ above.		
	㉢ 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 departments **other than** 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 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).

Note for applicants to the department of Intermedia Art (Filling out the application form for admission):

While selection of domains will take place after admission, to allow a more objective screening process informed by the applicant's interests, please enter your desired domains on the application form.

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 standard 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.

	Department		Admission tickets available for printing
Period 1 screening	Architecture		Starting at 4:00 p.m., August 30 (Friday), 2019
	Conservation	Conservation (Buildings and Districts)	
		Conservation Science	
		Preventive Conservation	
Period 2 screening	Painting		Starting at 4:00 p.m., December 25 (Wednesday), 2019
	Sculpture		
	Crafts		
	Design		
	Intermedia Art		
	Aesthetics and Art History		
	Global Art Practice		
	Conservation – Conservation (Japanese Painting, Oil Painting, Sculpture, Crafts)		

[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 September 4 (Wednesday), 2019 for Period 1 screening or January 6 (Monday), 2020 for Period 2 screening 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 September 4 (Wednesday), 2019 for Period 1 screening or January 6 (Monday), 2020 for Period 2 screening 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.

All applicants to research fields other than those of Art Anatomy, Conservation Science, and Preventive Conservation 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 field, 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 departments of Oil Painting, Sculpture, Crafts, Design, Architecture, 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. See “Screening examination content and methods” for each research field, starting on p. 18, for information on how to submit a portfolio.
3. When submitting, affix a Submitted Work, Essay, Portfolio, etc. Form **For Attachment** on p. 37 of this Guidance to each work, essay or portfolio and submit a Submitted Work, Essay, Portfolio, etc. Form **For Submission** for each work to the designated office. (For research fields 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 field of Japanese Painting, submit only the Submitted Work, Essay, Portfolio, etc. Forms **For Attachment**.

Applicants to the research field 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.

Period 1 screening (for the departments of Architecture and Conservation [Conservation, Buildings and Districts])

Research field		Submission date, time, and location	Return date, time, and location
Architectural Design, Environmental Design, Structural Design, Architectural Theory		September 5 (Thursday), 6 (Friday) 9:00 a.m. – 4:00 p.m. Educational Affairs Section, Faculty of Fine Arts (Must arrive during the designated period if sent by post.)	After end of entrance examinations on September 22 (Sunday) Architecture Studio
Conservation	Buildings and Districts	September 18 (Wednesday) 9:00 a.m. – 4:00 p.m. Educational Affairs Section, Faculty of Fine Arts (Must arrive during the designated period if sent by post.)	After end of interviews on September 21 (Saturday) As instructed by the department of Conservation

Period 2 screening (for the departments of Painting, Sculpture, Crafts, Design, Intermedia Art, Aesthetics and Art History, Conservation, and Global Art Practice)

Research field		Submission date, time, and location	Return date, time, and location
Japanese Painting		February 12 (Wednesday), 9:00 a.m. – 10:30 a.m. As instructed on the preceding day by the Japanese Painting Studio	After end of interviews on February 12 (Wednesday) Japanese Painting Studio
Oil Painting, Printmaking, Mural Painting, Oil Painting Technique and Material		February 7 (Friday), 10:00 a.m. – 12:00 noon, 1:00 p.m. – 3:00 p.m. Oil Painting Studio	February 12 (Wednesday), 10:00 a.m. – 12:00 noon, 1:00 p.m. – 3:00 p.m. Oil Painting Studio
Sculpture		February 12 (Wednesday), 10:00 a.m. – 3:00 p.m. Sculpture Studio	February 15 (Saturday), 10:00 a.m. – 3:00 p.m. Sculpture Studio
Metal Carving Metal Hammering Metal Casting Urushi-Art [Japanese Lacquer] (lacquer work, woodwork) Ceramics & Glass Textile Arts		February 13 (Thursday) Submitting portfolios	After end of interviews on February 14 (Friday) Each studio * Metal Hammering: After end of interviews on February 13 (Thursday) Metal Hammering Studio
		February 13 (Thursday) Submitting works Metal Hammering, Urushi-Art [Japanese Lacquer] (lacquer work, woodwork), Ceramics & Glass	
		February 14 (Friday) Submitting works Metal Carving, Metal Casting, Textile Arts	
		If you are sending a work using a shipping company, send it to arrive during the morning of February 12 (Wednesday), with “Work for _____” indicated in red on the outside of the package. Send to: _____ Studio of the department of Crafts, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714 (Enter the name of the research field where blank spaces are shown above.) Do not send portfolios or works in the research field of Metal Carving by post.	
		* See pp. 22–24 for more information on submission times	
Design		First-stage examinations 9:00 a.m. – 4:00 p.m., February 5 (Wednesday) – February 6 (Thursday) (Must arrive during this period.) Send the following two items to the Educational Affairs Section of the Faculty of Fine Arts by post: (A) File of works (portfolio) (B) Research plan * Follow the instructions on p. 25 when submitting (A) and (B) above.	* Return of portfolios of those who did not pass the first-stage examination: 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 the applicant’s address and contact information is unknown.
		Second-stage examinations (for those who have passed the first-stage examinations) 10:00 a.m. – 12:00 noon, February 16 (Sunday) Joint Design Studio	5:00 p.m. – 7:00 p.m., February 16 (Sunday) Joint Design Studio
Intermedia Art	◎	January 17 (Friday) – 4:00 p.m., January 21 (Tuesday) (Must arrive during this period.) Send to: Intermedia Art Studio, Toride Campus, Tokyo University of the Arts 5000 Omonma, Toride, Ibaraki Prefecture 302-0001 * Send by registered mail with “MFA Portfolio Enclosed” written in red on the envelope. Do not submit in person. * Follow the instructions on p. 26 regarding the portfolio.	● Portfolios of accepted applicants will be returned after admission. ● Portfolios of applicants not accepted will be returned as outlined below. The University will dispose of portfolios not picked up during the designated period. Date and time for return: 1:00 p.m. – 4:00 p.m., March 27 (Friday) Location: Joint Faculty Advisors’ Office, Intermedia Art 204 Media Education Building, Toride Campus * Will not be sent by post, courier, or similar means. * Bring your admission ticket with you. * If another party will pick up your portfolio, give him or her your admission ticket.
Aesthetics, Japanese and Asian Art History, Western Art History, History of Crafts		January 6 (Monday) – 10 (Friday) 9:00 a.m. – 4:00 p.m., Educational Affairs Section, Faculty of Fine Arts (accepted only on weekdays if brought in person) Must arrive during the above period if sent by post. Send by registered mail with “Aesthetics and Art History Graduation Thesis Enclosed” written in red on the envelope. Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714	The Aesthetics and Art History Department Office will provide instructions after examinations are complete.
Art Education		February 14 (Friday), 11:00 a.m. – 3:00 p.m. * The Art Education Studio will provide instructions on the above date.	February 15 (Saturday), after the end of interviewing all examinees * The Art Education Studio will provide detailed instructions.
Global Art Practice		January 15 (Wednesday) – 4:00 p.m., January 23 (Thursday) (Must arrive during this period.) Send to: Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714 Send by registered mail with “GAP Portfolio Enclosed” written in red on the envelope. Do not submit in person. * Follow the instructions on p. 29 regarding the portfolio.	Portfolios and other materials submitted will not be returned.
Conservation	Japanese Painting Oil Painting Sculpture Crafts	February 10 (Monday), 1:00 p.m. – 3:00 p.m. Information will be posted on campus on the above date.	February 13 (Thursday) After end of interviews The Conservation department will provide instructions on the above date.

Note: Studios accepting submission of works, essays, portfolios, etc. denoted by a double circle (◎) in the table above are located on the Toride Campus. Others are located on the Ueno Campus.

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, portfolios, 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.

Period 1 screening (administered in September 2019)

Department	Research field	Date and time		Screening examination content and methods
Architecture	Architectural Design	September 5 (Thursday) — September 6 (Friday)	9:00 a.m. – 4:00 p.m.	Submitting a portfolio and short essay Submit to: Educational Affairs Section, Faculty of Fine Arts (Must arrive during the period at left if sent by post. Only those sent from overseas will be accepted if arriving prior to the period at left.) (A) Portfolio: one portfolio (B) Short essay (Roughly 1,600 characters, describing your motivation for advancing to the MFA course and your planned research program in your desired studio) * If your portfolio includes any joint works prepared with another individual, indicate this clearly.
	Environmental Design	September 19 (Thursday) Meeting time and location: 8:30 a.m. in front of the main entrance to Main Building	9:00 a.m. – 11:00 a.m.	Written exam (Architectural History)
	Structural Design		11:15 a.m. – 12:15 p.m.	Written exam (English) (No use of dictionaries permitted)
			1:00 p.m. – 2:30 p.m.	Written exam (Structure Mechanics)
	Architectural Theory	September 21 (Saturday) Meeting time and location: 8:30 a.m. in front of the main entrance to Main Building	3:00 p.m. –	Interview (conducted by the faculty advisor for the applicant's desired studio)
			9:00 a.m. – 5:00 p.m.	Practical examination on design (Bring drafting and coloring tools.)
		September 22 (Sunday) Meeting time and location: 8:30 a.m. in front of the main entrance to Main Building	9:00 a.m. –	Presentation and explanation of work prepared in practical examination on design on the previous day and Q&A session

Note: Ideally, each applicant to the department of Conservation should have the nature and scope of the department in Conservation explained in person in his or her desired studio before submitting the application form.
 Conservation (Buildings and Districts) Studio: 050-5525-2284
 Conservation Science Studio: 050-5525-2285
 Preventive Conservation Studio: 03-3823-2297

Department	Research field	Date and time		Screening examination content and methods
Conservation	Conservation (Buildings and Districts)	September 18 (Wednesday)	9:00 a.m. – 4:00 p.m.	Submitting a portfolio (one portfolio) Submit to: Educational Affairs Section, Faculty of Fine Arts (must arrive during the period at left if sent by post.) When submitting a work, etc., affix the Submitted Work, Essay, Portfolio, etc. Form For Attachment to the work and submit the Submitted Work, Essay, Portfolio, etc. Form For Submission to the designated office. The works submitted will be returned after the end of interviews on September 21 (Saturday). Note: Portfolio dimensions must not exceed A3 paper size. A single portfolio may contain no more than three pieces of works or research results.
		September 19 (Thursday) Meeting time: 9:30 a.m. Main Building main entrance lobby	10:00 a.m. – 4:00 p.m.	Practical examination <pencil drawing (cross-section diagram, etc.)>
		September 20 (Friday) Meeting time: 8:30 a.m. Main Building main entrance lobby	9:00 a.m. – 10:30 a.m.	Written examinations (1) Short essay exam on conservation and restoration
			11:00 a.m. – 12:30 p.m.	(2) Exam on desired specialization
		September 21 (Saturday)	1:00 p.m. –	Interview
	Conservation Science	September 19 (Thursday) Meeting time: 9:30 a.m. Main Building main entrance lobby	10:00 a.m. – 12:00 noon	Written examination (English) (May bring one English-Japanese dictionary. However, electronic dictionaries are not acceptable.)
			12:45 p.m. – 2:45 p.m.	Written examination Examination on basic knowledge concerning conservation science
			3:00 p.m. – 5:00 p.m.	Short essay
		September 20 (Friday) Meeting time: 9:30 a.m. Main Building main entrance lobby	10:00 a.m. – 1:00 p.m.	Written examination, etc. Assigned as appropriate depending on the examinee's specialization. Practical examination on experiment techniques or other matters may be conducted as well.
			2:00 p.m. –	
		September 21 (Saturday) Meeting time to be indicated on September 19 Main Building main entrance lobby	10:00 a.m. –	Interview and oral examination

Department	Research field	Date and time		Screening examination content and methods
Conservation	Preventive Conservation	September 19 (Thursday) Meeting time: 9:30 a.m. Main Building (main entrance lobby)	10:00 a.m. – 12:00 noon	Written examination (English) (Examinees will be loaned English-Japanese dictionaries. Do not bring your own.)
			12:45 p.m. – 2:45 p.m.	Written examination Examination of basic knowledge concerning cultural property conservation and science
			3:00 p.m. – 5:00 p.m.	Short essay
		September 20 (Friday) Meeting time: 9:30 a.m. Main Building (main entrance lobby)	10:00 a.m. – 1:00 p.m.	Written examination, etc. Assigned as appropriate depending on the examinee's specialization. Practical examination on experiment techniques or other matters may be conducted as well.
		September 21 (Saturday) Meeting time to be indicated on September 19 Main Building (main entrance lobby)	10:00 a.m. –	Interview and oral examination

Period 2 screening (administered in January – February 2020)

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.

Department	Research field	Date and time		Screening examination content and methods
Painting	Japanese Painting	February 11 (Tuesday) Meeting time: 8:30 a.m. In front of the main entrance to Painting Building	9:00 a.m. – 4:00 p.m.	Practical examination (human figure: pencil drawing)
		February 12 (Wednesday)	9:00 a.m. – 10:30 a.m.	Submitting works Two pieces in size no. 50 (up to 116.7 cm × 116.7 cm) The works must have been created within the past year. Mount on panels (with no frames). Submit a portfolio (up to 10 A4-sized pages) in addition to the above works. Submit to: Instructions will be provided from the Japanese Painting Studio on the preceding day.
			1:00 p.m. – Meeting time: 12:45 p.m. In front of the main entrance to Painting Building	Interview
	Oil Painting	February 7 (Friday)	10:00 a.m. – 12:00 noon 1:00 p.m. – 3:00 p.m.	[Submitting works] Do not send works by post. Submit to: Oil Painting Studio (Information on the place will be posted near the entrance to the Painting Building.) * The applicant must be present for the delivery and pickup of the works and must follow the instructions provided by the Oil Painting Studio. (In general, leave works propped up against walls or placed on the floor. Do not mount on walls or other fixtures using nails or screws. The applicant is responsible for providing the stand or other fixture if the work requires a stand or fixture.) ◆ Oil Painting research field (A) One work (up to 228 cm × 182 cm; up to 228 cm in depth) * The work must have been created within the past year. (B) One file of drawings (C) One portfolio
	Printmaking			◆ Printmaking research field (A) Up to two works * The work must have been created within the past year. (B) Indication of future research intentions (may include preliminary sketches, work plans, or text.)
	Mural Painting			◆ Mural Painting research field (A) One work (up to 228 cm × 182 cm; up to 228 cm in depth) * The work must have been created within the past year. (B) One file of drawings (C) One portfolio
	Oil Painting Technique and Material	February 10 (Monday)	9:00 a.m. – 11:00 a.m. Meeting time: 8:20 a.m. Elevator hall, first floor, Painting Building	◆ Oil Painting Technique and Material research field (A) One work (up to 228 cm × 182 cm; up to 228 cm in depth) * The work must have been created within the past year. (B) One file of drawings (C) One portfolio
				Practical examination Drawing The University will provide paper and other materials. (Bring your own drawing tools and erasers.) Interview Takes place after the practical examination. Instructions concerning methods and start times will be provided on the day of the interview.

Department	Research field	Date and time		Screening examination content and methods
Sculpture	Sculpture	February 12 (Wednesday)	10:00 a.m. – 3:00 p.m.	Submitting works Submit to: Sculpture Studio A. Sculpture: One piece (The work must have been created within the past year.) <u>Be sure to contact the Sculpture Studio in advance before applying</u> for submitting a work that measures more than 3 m on one side or weighs more than 3 t. (Sculpture Studio tel. 050-5525-2163) To the extent possible, clearly indicate the exact dimensions on your application form. B. Submitting a portfolio Size: A4. Submit only one portfolio. The applicant must be present when works are delivered.
		February 13 (Thursday) (Meeting time: 9:40 a.m. In front of the main entrance to Sculpture Building)	10:00 a.m. – 12:00 noon	Practical examination: Drawing (Bring a set of drawing tools.)
		February 14 (Friday) (Meeting time to be indicated on February 13 In front of the main entrance to Sculpture Building)	10:00 a.m. –	Interview
Crafts	Metal Carving	February 12 (Wednesday) (Meeting time: 9:30 a.m. Main Building main entrance lobby)	10:00 a.m. – 12:00 noon	Crafts common written examination (specialized knowledge in fine arts and crafts)
			1:00 p.m. – 5:00 p.m.	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Thursday) (Meeting time: 9:30 a.m. In front of Open Factory, Factory Complex)	10:00 a.m. – 4:00 p.m.	Practical examination (techniques specific to metal carving) (Bring writing tools, a set of chisels for carving, a metal hammer [otafuku], and a grindstone for chisels.)
				Submitting a portfolio (A4 size) Submit to: Metal Carving Studio
		February 14 (Friday) (Meeting time: 9:30 a.m. Main Building main entrance lobby)	10:00 a.m. – 3:00 p.m.	Written examination (specialized knowledge in metal carving)
				Submitting works and sitting for the interview (Bring three to five pieces of works created within the past two years and sit for the interview.) Submit to: Metal Carving Studio
	Metal Hammering	February 12 (Wednesday) (Meeting time: 9:30 a.m. Main Building main entrance lobby)	10:00 a.m. – 12:00 noon	Crafts common written examination (specialized knowledge in fine arts and crafts)
			1:00 p.m. – 5:00 p.m.	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Thursday) (Meeting time: 9:30 a.m. In front of Open Factory, Factory Complex)	10:00 a.m. – 5:00 p.m.	Practical examination (techniques specific to metal hammering) (Bring writing tools, metal hammers [one set for shibori], and metal scissors.)
				Written examination (specialized knowledge in metal hammering)
				Submitting works (Submit up to three pieces of your own works created within the past year.) Submitting a portfolio Submit to: Metal Hammering Studio
				Interview

Department	Research field	Date and time		Screening examination content and methods
Crafts	Metal Casting	February 12 (Wednesday) Meeting time: 9:30 a.m. Main Building main entrance lobby	10:00 a.m. – 12:00 noon	Crafts common written examination (specialized knowledge in fine arts and crafts)
			1:00 p.m. – 5:00 p.m.	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Thursday) Meeting time: 9:30 a.m. In front of Open Factory, Factory Complex	10:00 a.m. – 4:00 p.m.	Submitting a portfolio Submit to: Metal Casting Studio
				Practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 14 (Friday) Meeting time: 9:30 a.m. In front of Metal Casting entrance, Building B, Factory Complex	10:00 a.m. – 11:00 a.m.	Written examination (specialized knowledge in metal casting)
			12:00 noon – 4:00 p.m.	Submitting works and sitting for the interview (Bring up to three pieces of your own works and sit for the interview.) Submit to: Metal Casting Studio
	Urushi-Art [Japanese Lacquer] (lacquer work)	February 12 (Wednesday) Meeting time: 9:30 a.m. Main Building main entrance lobby	10:00 a.m. – 12:00 noon	Crafts common written examination (specialized knowledge in fine arts and crafts)
			1:00 p.m. – 5:00 p.m.	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Thursday) Meeting time: 9:30 a.m. In front of Open Factory, Factory Complex	9:30 a.m. –	Submitting works (Submit up to three pieces of your own works created within the past year.) Submitting a portfolio (A4 size) Contact the Urushi-Art [Japanese Lacquer] Studio before applying if you are unable to bring the works yourself or would prefer to send them by post. (Urushi-Art Studio: 050-5525-2191) Submit to: Urushi-Art [Japanese Lacquer] Studio
			10:00 a.m. – 12:00 noon	Written examination (specialized knowledge in lacquer work)
			1:00 p.m. – 5:00 p.m.	Practical examination (Three maki-e brushes, tamehake brushes [large, small], spatulas [large, small], pencil, eraser, knife for pencil sharpening)
		February 14 (Friday) Meeting time: 9:30 a.m. Elevator hall, 5F, Factory Complex	10:00 a.m. – 4:00 p.m.	Interview
	Urushi-Art [Japanese Lacquer] (woodwork)	February 12 (Wednesday) Meeting time: 9:30 a.m. Main Building main entrance lobby	10:00 a.m. – 12:00 noon	Crafts common written examination (specialized knowledge in fine arts and crafts)
			1:00 p.m. – 5:00 p.m.	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Thursday) Meeting time: 9:30 a.m. In front of Open Factory, Factory Complex	9:30 a.m. –	Submitting works (Submit up to three pieces of your own works.) Submitting a portfolio (A4 size) Submit to: Urushi-Art [Japanese Lacquer] Studio
			10:00 a.m. – 12:00 noon	Written examination (specialized knowledge in woodwork)
			1:00 p.m. – 5:00 p.m.	Practical examination (Bring writing tools.)
		February 14 (Friday) Meeting time: 9:30 a.m. Elevator hall, 5F, Factory Complex	10:00 a.m. – 4:00 p.m.	Interview

Department	Research field	Date and time		Screening examination content and methods
Crafts	Ceramics & Glass (ceramics)	February 12 (Wednesday) Meeting time: 9:30 a.m. Main Building (main entrance lobby)	10:00 a.m. – 12:00 noon	Crafts common written examination (specialized knowledge in fine arts and crafts)
			1:00 p.m. – 5:00 p.m.	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Thursday) Meeting time: 9:30 a.m. In front of Open Factory, Factory Complex	10:00 a.m. – 5:00 p.m.	Submitting works Submitting a portfolio Submit to: Ceramics Studio * Set up the work(s) on the designated stand (1,200 mm × 1,300 mm). You will be given 30 minutes to complete the setup.
				Practical examination (Bring a set of tools needed for color and pencil sketching.)
				Written examination (specialized knowledge in ceramics)
		February 14 (Friday) Meeting time: 9:45 a.m. (Overglaze painting room)	10:00 a.m. – 5:00 p.m.	Interview
	Ceramics & Glass (glass)	February 12 (Wednesday) Meeting time: 9:30 a.m. Main Building (main entrance lobby)	10:00 a.m. – 12:00 noon	Crafts common written examination (specialized knowledge in fine arts and crafts)
			1:00 p.m. – 5:00 p.m.	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Thursday) Meeting time: 9:30 a.m. In front of Open Factory, Factory Complex	10:00 a.m. – 5:00 p.m.	Submitting works Submitting a portfolio Submit to: Ceramics Studio * Set up the work(s) on the designated stand (1,200 mm × 1,300 mm). You will be given 30 minutes to complete the setup.
				Practical examination (Bring a set of tools needed for color and pencil sketching.)
				Written examination (specialized knowledge in glass work)
		February 14 (Friday) Meeting time: 9:45 a.m. (Overglaze painting room)	10:00 a.m. – 5:00 p.m.	Interview
	Textile Arts	February 12 (Wednesday) Meeting time: 9:30 a.m. Main Building (main entrance lobby)	10:00 a.m. – 12:00 noon	Crafts common written examination (specialized knowledge in fine arts and crafts)
			1:00 p.m. – 5:00 p.m.	Crafts common practical examination (Bring a set of tools needed for color and pencil sketching.)
		February 13 (Thursday) Meeting time: 9:30 a.m. In front of Open Factory, Factory Complex	10:00 a.m. – 4:00 p.m.	Submitting a portfolio Submit to: Textile Arts Studio
				Written examination (specialized knowledge in textile arts)
				Practical examination (A notice specifying the necessary tools and materials will be provided on the preceding day.)
		February 14 (Friday) Meeting time to be indicated on the preceding day (Textile Arts workshop)	10:00 a.m. – 4:00 p.m.	Submitting works and sitting for the interview (Bring about five pieces of your own works and sit for the interview.) Submit to: Textile Arts Studio

Department	Research field	Date and time		Screening examination content and methods
Design	Design	First-stage examinations February 5 (Wednesday) – February 6 (Thursday)	9:00 a.m. – 4:00 p.m.	Submit a file of works and a research plan. (These must be submitted by post and arrive during the period indicated to the left. Only those sent from overseas will be accepted if arriving before the period indicated to the left.) Submit to: Educational Affairs Section, Faculty of Fine Arts (A) Works file (portfolio) * A3 size, compiled into one book (B) Research plan (Roughly 2,000 characters on A4-size paper, concerning individual research topics you plan to study in graduate school) Be sure to fill out and submit the Submitted Work, Essay, Portfolio, etc. Form (For Submission and For Attachment) for each of the submissions under (A) and (B) above.
			10:00 a.m. – 12:00 noon	(C) Submitting works (Submit three to five pieces of works created within the past two years. The applicant will be disqualified if the works are deemed not to be his or her own works.) * To be submitted only by applicants who have passed the first-stage examinations (See p. 31 concerning announcement of successful applicants.) * You are responsible for preparing any equipment and materials needed to submit the works yourself. External communication 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. * For works for which it would be difficult to bring the actual piece, submitting a panel display is acceptable. * Submit works entirely placed or set up within the designated space. Works may not be hung on or suspended from the walls. * Contact the Joint Design Studio in advance if you are submitting large works or others that present unusual requirements.
		Second-stage examinations February 16 (Sunday) Meeting time: 9:30 a.m. Reception, 3F, Factory Complex	1:00 p.m. – 4:00 p.m.	Presentation and interview examination
			5:00 p.m. – 7:00 p.m.	Carrying out works

Department	Research field	Date and time		Screening examination content and methods
Intermedia Art	Intermedia Art	<p>First-stage examinations</p> <p>January 17 (Friday) — 4:00 p.m., January 21 (Tuesday)</p> <p>(Must arrive during the period indicated above: See p. 17.)</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>* Send by registered mail. (Materials brought in person will not be accepted.)</p>		<p>Submitting a portfolio</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Send by registered mail with “MFA Portfolio Enclosed” written in red on the envelope. (Materials brought in person will not be accepted.) 2. The size of the portfolio must not exceed A3-size paper. Submit only one portfolio. Actual works are not accepted as portfolios. 3. The applicant 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 submitted reference materials will not be returned. (See p. 17.) <ol style="list-style-type: none"> 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>*1 Save a QuickTime (.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 flash memory stick or an SD card. *3 Academic journals generally 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 7 (Friday) Meeting time: 10:00 a.m.</p> <p>Media Classes, Toride Campus</p>	<p>11:00 a.m. – 1:00 p.m.</p>	<p>Short essay</p>
		<p>Second-stage examinations</p> <p>February 13 (Thursday) or February 14 (Friday)</p> <p>Media Classes, Toride Campus</p>		<p>Interview</p> <p>* Interview examinations will be conducted on one of the following days: February 13 (Thursday) or February 14 (Friday). Details will be announced at the time of announcement of successful applicants in the first-stage examinations. (See p. 31.)</p>

Department	Research field	Date and time		Screening examination content and methods
Aesthetics and Art History		January 6 (Monday) — January 10 (Friday) * Applicants who wish to submit the essays in person must do so on weekdays.	9:00 a.m. – 4:00 p.m.	<p>Essay submission: Submit two copies of the same essay and abstract. Submit to: Educational Affairs Section, Faculty of Fine Arts (If sent by post, this must arrive during the period indicated to the left.)</p> <p>Submit an essay (such as a graduation thesis) within your desired research field (Aesthetics, Japanese and Asian Art History, Western Art History, History of Crafts).</p> <p>(If sending by post, send this essay separately. Do not send it with the application form.)</p> <p>Send by registered mail with “Aesthetics and Art History Graduation Thesis Enclosed” written in red on the envelope.</p> <p>Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714</p> <p>* Attach to the essay a Japanese abstract of approximately 2,000 characters in length.</p> <p>* In principle, essays must be submitted in Japanese. However, certain research fields may accept essays written in other languages. We encourage you to inquire via the Educational Affairs Section of the Faculty of Fine Arts (see p. 8 of this Guidance) before the start of the Internet application registration period to determine the Department will accept an essay in your desired language.</p> <p>(Applicants expecting to graduate in March 2020 from the Department of Aesthetics and Art History of Tokyo University of the Arts do not need to submit an essay and abstract if the subject of his or her graduation thesis matches his or her desired research field in the graduate school.)</p>
	Aesthetics	February 14 (Friday) Meeting time: 9:30 a.m. Main Building main entrance lobby	10:00 a.m. – 12:00 noon	<p>Written examination (foreign language ability; all examinees will be lent identical dictionaries at the examination location; dictionaries provided are English-Japanese, German-Japanese, French-Japanese, Italian-Japanese, and Chinese-Japanese for the examinations in English, German, French, Italian, and classical Japanese and Asian languages (Japanese and Chinese classics), respectively; only pencils and mechanical pencils are allowed to be used.)</p> <p>◆ Applicants to the research fields of Aesthetics and Western Art History: (Take examinations in two languages chosen from the following: English, German, French, and Italian.)</p> <p>◆ Applicants to the research field of Japanese and Asian Art History: (Take an examination in one language chosen from English, German, French, and Italian as well as the examination in classical Japanese and Asian languages (Japanese and Chinese classics). However, applicants desiring to study modern art history in the research field of Japanese and Asian Art History should take examinations in two languages chosen from the following: English, German, French, Italian, and classical Japanese and Asian languages (Japanese and Chinese classics).)</p> <p>◆ Applicants to the research field of History of Crafts: (Applicants desiring to study Western craft history should take examinations in two languages chosen from the following: English, German, French, and Italian. Applicants desiring to study Japanese and Asian craft history should take an examination in one language chosen from English, German, French, and Italian as well as an examination in classical Japanese and Asian languages (Japanese and Chinese classics).)</p>
	Japanese and Asian Art History			
	Western Art History		1:15 p.m. – 5:05 p.m.	<p>Written examination (specialized knowledge; take examinations in two subjects chosen from the three subjects of Aesthetics, Japanese and Asian Art History, and Western Art History; the examination in each subject takes 60 minutes; only pencils and mechanical pencils are allowed to be used.)</p> <p>(Be sure to include your desired research field among your chosen subjects. Applicants to the research field of History of Crafts must include the subject of Western art history if desiring to study Western craft history and the subject of Japanese and Asian art history if desiring to study Japanese and Asian craft history.)</p>
	History of Crafts	February 16 (Sunday) Meeting time and place to be indicated on February 14 (Friday)	10:00 a.m. –	Oral examination

Department	Research field	Date and time		Screening examination content and methods
Aesthetics and Art History	Art Education	February 12 (Wednesday) Meeting time: 10:00 a.m. Main Building main entrance lobby	10:30 a.m. – 12:00 noon	Translation examination (1): English - Japanese (May bring a dictionary; however, electronic dictionaries are not permitted.)
			1:00 p.m. – 2:30 p.m.	Written examination (2): Short essay on practical skill
			3:00 p.m. – 4:30 p.m.	Written examination (3): Short essay on theory
		February 13 (Thursday) Meeting time: 9:30 a.m. Main Building main entrance lobby	10:00 a.m. – 5:00 p.m.	Practical examination [Bring drawing materials. Paper, pasteboard, and easels] will be provided by the University.
		February 14 (Friday) Meeting time: 11:00 a.m. Main Building main entrance lobby	11:00 a.m. – 3:00 p.m.	Submit the following: ① Three to five pieces of practical works (Works must have been created within the past year.) Video materials must not exceed five minutes in length. (No need to bring monitors, players, etc. Contact the University regarding other media.) ② One portfolio Submit to: Instructions to be provided by the Art Education Studio.
		February 15 (Saturday) Meeting time and place to be indicated on February 14 (Friday)	10:00 a.m. –	Interview
	Art Anatomy	February 10 (Monday) Meeting time: 9:30 a.m. Main Building main entrance lobby	10:00 a.m. – 12:00 noon	Written examination (English) (May bring a dictionary; however, electronic dictionaries are not permitted.)
			1:00 p.m. – 3:00 p.m.	Written examination (short essay)
		February 11 (Tuesday) Meeting time: 10:00 a.m. Main Building main entrance lobby	10:30 a.m. – 12:30 p.m.	Interview
			1:30 p.m. – 4:30 p.m.	Testing in power of observation (pencil drawing) [While the University will provide paper, drawing] boards, and easels, bring your own pencils.

Department	Research field	Date and time		Screening examination content and methods
Global Art Practice	Global Art Practice	First-stage examinations January 15 (Wednesday) – 4:00 p.m., January 23 (Thursday) (Must arrive during the period indicated above: See p. 17.) Send by registered mail with “GAP Portfolio Enclosed” written on the envelope in red. If sending from overseas, send by a reliable delivery method such as DHL or EMS. Materials brought in person will not be accepted. Submit to: Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714		Submitting a portfolio 1. Send by registered mail with “GAP Portfolio Enclosed” written on the envelope in red. Materials brought in person will not be accepted. 2. The portfolio should be no larger than A3-size paper. Submit only one portfolio. Actual works will not be accepted as a portfolio. 3. One supplemental material (optional) You may submit only one of the three following supplemental materials in addition to the portfolio. Clearly indicate your examinee no. on each of the supplemental materials. ① Video materials • Limit playback time to three minutes. • The video must be in .mov format at a resolution not exceeding 1920 pixels × 1080 pixels. ② Audio materials • Limit playback time to three minutes. ③ Printed materials (up to three essays or other printed materials) • Submit 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. 4. Video self-introduction (optional) Video self-introduction • Limit playback time to two minutes. • The video must be in .mov format at a resolution not exceeding 1920 pixels × 1080 pixels. • The video must depict the examinee him or herself facing the camera, providing a self-introduction and describing his or her reasons for applying and his or her proposed research. • The video need not be high resolution. A simple video taken using a digital camera, personal computer, smartphone, or other device is acceptable. * 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. * Prepare the materials in either English or Japanese. If the materials are in English, attach a Japanese translation, if possible. * The materials submitted will be excluded from consideration for screening purposes if the University is unable to play them back. * The materials submitted will be viewed using Mac OS X (ver. 10.13). * Note that the submitted materials will not be returned.
		February 11 (Tuesday) Meeting time: 9:20 a.m. Meeting place: In front of the University Art Museum	10:00 a.m. – 1:00 p.m.	Practical examination: Drawing, essay in English or Japanese The University will provide paper and pasteboard. Bring your own set of drawing utensils and writing tools. (May bring a dictionary; however, electronic dictionaries are not permitted.)
		Second-stage examinations February 16 (Sunday) Meeting place: In front of the University Art Museum		Interview * Meeting times for the interview examinations will be announced at the same time the examinees who have passed the first-stage examinations are announced. (See p. 31.)

Note: Ideally, each applicant to the department of Conservation should be provided an explanation of the nature of the department in 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

Department	Research field	Date and time		Screening examination content and methods
Conservation	Conservation (Japanese Painting Oil Painting Sculpture Crafts)	February 10 (Monday)	1:00 p.m. – 3:00 p.m.	Submitting a work (one recent piece in your desired specialization; graduation work not acceptable) Submit to: To be posted on campus on the date [When submitting a work, affix the Submitted Work, Essay, Portfolio, etc. Form <u>For Attachment</u> to the work and submit the Submitted Work, Essay, Portfolio, etc. Form <u>For Submission</u> to the designated office. The works submitted will be returned on February 13 (Thursday) after the end of interviews.] ◆ Painting (Japanese Painting, Oil Painting): Work (size 30; must be a work created within the past year and not yet publicly displayed) and reference materials ◆ Sculpture: Work (of a size capable of being transported by one person) and reference materials ◆ Crafts: Work (of a size capable of being transported by one person) and reference materials
		February 11 (Tuesday) Meeting time: 9:30 a.m. Main Building main entrance lobby	10:00 a.m. – 4:00 p.m.	Practical examination (pencil drawing)
		February 12 (Wednesday) Meeting time: 8:30 a.m. Main Building main entrance lobby	9:00 a.m. – 10:30 a.m.	Written examinations (1) Examination on conservation and restoration
			11:00 a.m. – 12:30 p.m.	(2) Examination on desired specialization
		February 13 (Thursday) Meeting times to be indicated on February 12; meeting place: Main Building main entrance lobby		Interview

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

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

- 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)

- 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 department of Intermedia Art are conducted at the Toride Campus.
(See p. 36.)

10. Announcement of Successful Applicants

○ Announcement of successful applicants in first-stage examinations (departments of Design, Intermedia Art, and Global Art Practice only)

Examinee nos. of successful applicants will be posted on the bulletin board inside the Faculty of Fine Arts (Ueno Campus) as outlined below.

Period 2 screening (Department of Design)	1:00 p.m. on February 10 (Monday), 2020 (Successful applicants will receive written instructions from the Educational Affairs Section of the Faculty of Fine Arts for the second-stage examinations; unsuccessful applicants will be given back their work files.)
Period 2 screening (Department of Intermedia Art)	1:00 p.m. on February 10 (Monday), 2020
Period 2 screening (Department of Global Art Practice)	1:00 p.m. on February 14 (Friday), 2020

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

* Be sure to check whether or not you have passed the examinations, because information on the second-stage examinations may be posted at the same time.

* Applicants who fail to pass the first-stage examinations are ineligible to take the second-stage examinations. Admission procedures will take place after the announcement of final successful applicants.

○ Announcement of final successful applicants

Examinee nos. of final successful applicants will be posted on the bulletin board inside the Faculty of Fine Arts (Ueno Campus) as outlined below.

Period 1 screening (Architecture, Conservation [Conservation-Buildings and Districts, Conservation Science, Preventive Conservation])	10:00 a.m. on September 27 (Friday), 2019 (Admission procedure documents will be sent to successful applicants on or around February 21, 2020.)
Period 2 screening (All departments not included in Period 1 screening)	10:00 a.m. on February 20 (Thursday), 2020 (Admission procedure documents will be sent to successful applicants on or around February 21, 2020.)

* Examinee nos. of successful applicants also will be announced on the University website (<http://admissions.geidai.ac.jp/>).
Final successful applicants are first posted to the bulletin board on campus and then posted on the website (around 11:00 a.m. on the same date).

[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. Not required from Japanese-government-funded international students
Student welfare and guidance support fee	10,000 yen	
Mori-no-kai (alumni association) membership fee	40,000 yen	Payable by students who have graduated from other universities and students who have graduated from the University but have yet to pay the Mori-no-kai membership fee. Includes membership fee and 10 years' dues. International students are exempt.
Student casualty insurance premium	1,750 yen	Two years' premium
Student casualty insurance additional liability insurance premium	680 yen	Two 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 field	Amount	Breakdown of teaching materials expenses
Painting (Oil Painting, Printmaking, Mural Painting, Oil Painting Technique and Material)	60,000 yen	Entire amount paid after admission
Crafts (glass)	50,000 yen	Instructions to be provided by Studio after admission
Design	70,000 yen	Entire amount paid after admission
Architecture	60,000 yen	Entire amount paid after admission
Intermedia Art	130,000 yen	Entire amount paid after admission
Global Art Practice	300,000 yen	Instructions to be provided by Studio after admission
Conservation (Oil Painting)	50,000 yen	Instructions to be provided by Studio after admission

* The amounts shown above are for the student's time in the MFA 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 from 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 from 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. Disclosure of Information on Entrance Examinations

Individual results of screening and entrance examinations for the Graduate School of Fine Arts (MFA 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 39, 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" 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

Examinees taking Period 1 screening entrance examinations: November 1 (Friday) – 21 (Thursday), 2019

Examinees taking Period 2 screening entrance examinations: 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 periods:

Examinees taking Period 1 screening entrance examinations: November 1 (Friday) – 21 (Thursday), 2019

Examinees taking Period 2 screening entrance examinations: 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 December 2019 for Period 1 screening examinations and in late July 2020 for Period 2 screening examinations.

15. 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

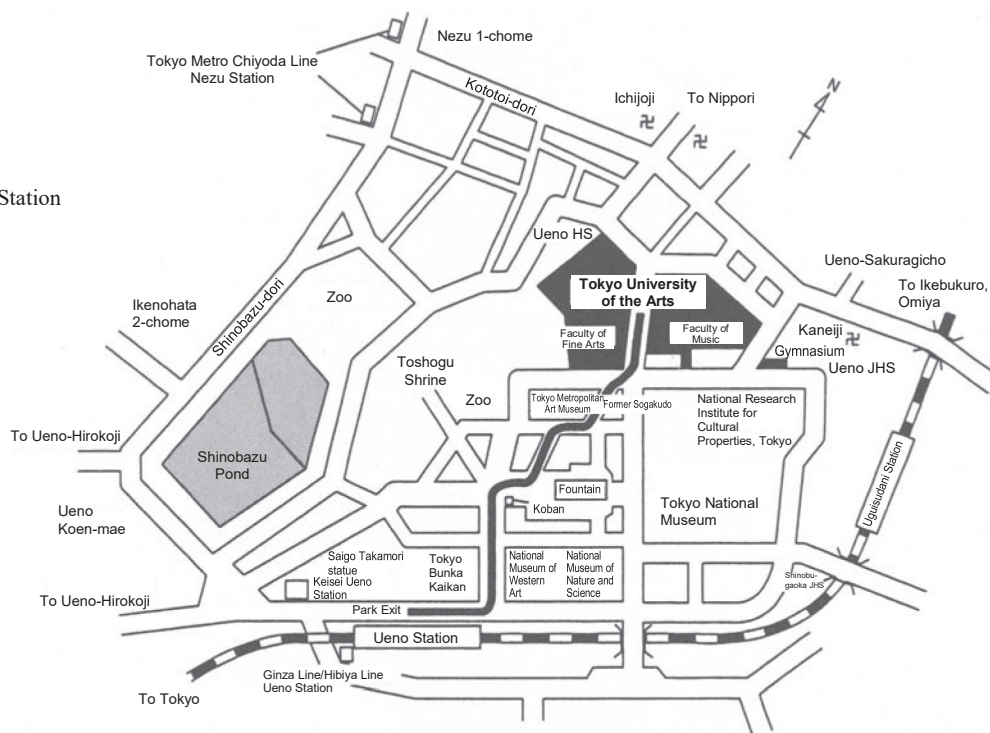
[Transportation]

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



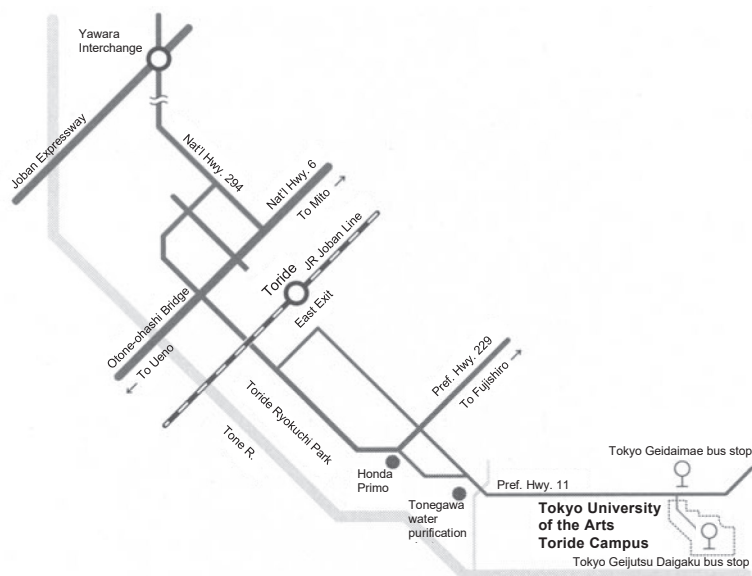
Toride Campus

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 for works or 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 department of Design and the research field of Art Education (not required from current Tokyo University of the Arts 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 (university: ; faculty: ; dept./major:)			
Date prepared / / (Y/M/D)	Number of items submitted	Total number of items/bound volumes:		
Title of work, essay, etc.				
Certification * If you are unable to obtain certification by a faculty advisor, obtain the certification of another party who knows your ability well.	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 * Fill out only if applying to the department of Sculpture.	1. Self (Consult with the Studio in advance if the work will be transported by another party.) 2. Agent (Name: Tel.:)			

* Applicants to 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

MFA Course

(Cut here.)

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 (university: ; faculty: ; dept./major:)			
Number of items submitted	Total number of items/bound volumes:			
Title of work, essay, etc.				
Method of delivery and removal of sculpture works * Fill out only if applying to the department of Sculpture.	1. Self (Consult with the Studio in advance if the work will be transported by another party.) 2. Agent (Name: Tel.:)			
Return of works * Do not complete this section when submitting this form.	I hereby certify that the above works, essays, theses, and materials have been returned to me. Date (M/D): / Signature:			

Statement of Reasons for Application

Furigana Name		Department for which the application is being submitted	
		Research field for which the application is being submitted	
Past research topics (or undergraduate graduation research theme):			
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 departments 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 (**MFA Course**)

Department/research field of: _____

Examinee no.: _____

Name: _____

Address: (Postal code: -) _____

Tel.: _____ () _____

Notes:

1. Before submitting this request, read the instructions provided under “14. Disclosure of Information on Entrance Examinations” on page 34 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 Friday, November 1 – Thursday, November 21, 2019 for Period 1 screening and Monday, June 1 – Tuesday, June 30, 2020 for Period 2 screening. 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 December 2019 for Period 1 screening and in late July 2020 for Period 2 screening.

(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): / /

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

Department, research field, etc.: 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
(MFA 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.**