

30th June, 2020

Notice of change

This notice of change is to inform modifications about the manner of submitting the Screening Examination Documents described in the Guidance for Prospective Students Global Art Practice Entrance Examinations for International Students 2021 Academic Year issued on June 11th 2020.

For submitting Screening Examination Documents as a data file, please refer to the manual also listed on the Admission Information website of the university.

Reference:

<http://admissions.geidai.ac.jp/en/wp-content/uploads/2020/06/Manner-of-submission-of-screening-examination-documents.pdf>

【Changes】 page 2-3 6.Application Procedures
(Before)

6. Application Procedures

Application Procedures and Methods

Starting in 2017, Tokyo University of the Arts adopted an online application system for its application procedures. Since the entrance examinations for the academic year 2021, application documents such as portfolios must also be submitted online. The procedures and instructions to apply are as follows. Please complete 1 and 2 during the designated period, and complete the payment of screening fee by the deadline for payment (3). The application procedure will be complete once all necessary documents are received and the applicant's eligibility to apply is confirmed. Upon receipt of the application, the applicant may print out an examination ticket through the online application site.

1	Register for online application (For details, see page 6)	Go to the University website's admission information page and access the online application site. Enter the required fields and register as an applicant.
2	Upload required application documents Write URL download of Screening examination documents (For details, see page 7-11)	Following the procedure 1 , upload all required application documents to the online application site in the assigned data format. Screening examination documents such as your portfolios (and other supplementary materials) should be submitted using a file transfer system. Submit the URL link, along with any other information needed to download the files.
3	Remit screening fee (For details, see page 12-14)	After completing 2, follow the instructions on the online application site to remit the screening fee.
4	Print examination ticket (For details, see page 15)	Once the applicant is deemed qualified and the application is received, they may print out an examination ticket. Applicants should print their own examination ticket and present it at the interview.

Application Period

Registration for online application and online submission for application documents:

Begins at 10 a.m. on Monday, August 17th and ends at 11:59 p.m. on Monday, August 24th, 2020.

(Japan time)

Remittance period for screening fee:

Begins at 10 a.m. on Monday, August 17th and ends at 11:59 p.m. on Monday, August 24th, 2020.

(Japan time)

Only application documents and screening examination documents uploaded in the assigned data format to the Online application site within the submission period will be accepted.

Documents will not be accepted if brought to the University in person or mailed by post.

No application documents received after the submission deadline will be accepted for any reason.

(After)

Application Procedures and Methods

Starting in 2017, Tokyo University of the Arts adopted an online application system for its application procedures. Since the entrance examinations for the academic year 2021, application documents such as portfolios must also be submitted online. The procedures and instructions to apply are as follows. Please complete 1 and 2 during the designated period, and complete the payment of screening fee by the deadline for payment (3).

It is also required that screening examination documents are uploaded through the file transfer service of Tokyo University of the Arts during the designated period (4).

The application procedure will be complete once all necessary documents are received and the applicant's eligibility to apply is confirmed. Upon receipt of the application, the applicant may print out an examination ticket through the online application site.

1	Register for online application (For details, see page 6)	Go to the University website's admission information page and access the online application site. Enter the required fields and register as an applicant.
2	Upload required application documents (For details, see page 7-9)	Following the procedure 1, upload all required application documents to the online application site in the assigned data format.
3	Remit screening fee (For details, see page 12-14)	After completing 2, follow the instructions on the online application site to remit the screening fee.
4	Upload screening examination documents (*Use the file transfer system of Tokyo University of the Arts) (For details, see page 10-11)	Screening examination documents such as your portfolios (and other materials) should be submitted as a data by using the file transfer service of Tokyo University of the Arts while referencing the manual listed on the Admission Information website of the university. The necessary information for uploading is supposed to be sent to your registered email address.
5	Print examination ticket (For details, see page 15)	Once the applicant is deemed qualified and the application is received, they may print out an examination ticket. Applicants should print their own examination ticket and present it at the interview.

2

Application Period

Registration for online application, online submission for application documents and remittance for screening fee

Begins at 10 a.m. on Monday, August 17th and ends at 11:59 p.m. on Monday, August 24th, 2020.

(Japan time)

Upload period for screening examination documents:

Begins at 10 a.m. on Monday, August 17th and ends at 11:59 p.m. on Thursday, August 27th, 2020.

(Japan time)

Only application documents uploaded in the assigned data format to the Online application site and screening examination documents uploaded to the file transfer service of Tokyo University of the Arts within the submission period will be accepted.

Documents will not be accepted if brought to the University in person or mailed by post.

No application documents received after the submission deadline will be accepted for any reason.

(Before)

<Screening Examination Documents>

Materials to submit	Instructions	Submitter	Remarks
Portfolio	<p>Use a download site or large file transfer service to upload your files, and copy to the Online application site the URL link to the files.</p> <p>File format: PDF Data cap : 150MB</p>	All applicants	<p>All portfolios must be submitted in PDF format, regardless of the application programs used to make the portfolios. The expiry date of the download link must be set to a date after 00:00 am (Japan time), Thursday, August 27th, 2020.</p> <p>Please don't set a password to download the file</p>
Supplementary materials	<p>Use a download site or large file transfer service to upload your files, and copy to the Online application site the URL link to the files.</p> <p>1 Video</p> <ul style="list-style-type: none"> Limit playback time to three minutes. Submit video in . mov file format at a resolution of no more than 1920 x 1080 pixels. <p>2 Audio</p> <ul style="list-style-type: none"> Limit playback time to three minutes. <p>3 Printed materials (up to three essays or other printed materials)</p> <ul style="list-style-type: none"> Upload printed materials in PDF such as written works and essays. 	Optional	<p>The expiry date of the download link must be set to a date after 00:00 am (Japan time), Thursday, August 27th, 2020.</p> <p>Please don't set a password to download the file</p>
Self-introductory video	<p>Use a download site or large file transfer service to upload your files, and copy to the Online application site the URL link to the files.</p> <ul style="list-style-type: none"> Limit playback time to two minutes. Submit video in . mov file format at a resolution of no more than 1920 x 1080 pixels. In the video, the applicant should face the camera and introduce oneself, as well as explain their motivation for applying and their field of activity. The video does not have to be taken with a high-resolution camera. It could be taken casually by a digital camera, a computer, or a mobile phone. 	Optional	<p>The expiry date of the download link must be set to a date after 00:00 am (Japan time), Thursday, August 27th, 2020.</p> <p>Please don't set a password to download the file</p>

- Prepare the portfolio in either English or Japanese. If these documents are in English, attach a Japanese translation whenever possible.
- Please don't set a password to download the file.
- In case that a file cannot be downloaded due to a technical problem, GAP may request to submit once again URL information.
- Submitted materials will be excluded from consideration for screening purposes if we are unable to review/play them.
- Submitted materials will be viewed using Mac OS X (10.11 El Capitan).
- Note that materials submitted will not be returned.

(After)

<Screening Examination Documents>

*Please refer to the manual of submission listed on the Admission Information website of the university: http://admissions.geidai.ac.jp/en/wp-content/uploads/2020/06/Manner-of-submission-of-screening-examination-documents.pdf			
Materials to submit	Instructions	Submitter	Remarks
Portfolio	<p>Upload a data format Portfolio according to the instructions <i>Manner of submitting Screening examinations documents as a data file GAP Entrance Examinations for International Students</i> listed on the Admission Information website.</p> <p>File format: PDF Data cap : 150MB</p>	All applicants	<p>All portfolios must be submitted in PDF format, regardless of the application programs used to make the portfolios.</p> <p>Please don't set a password to download the file</p>
Supplementary materials	<p>Upload data format Supplementary materials according to the instructions <i>Manner of submitting Screening examinations documents as a data file GAP Entrance Examinations for International Students</i> listed on the Admission Information website.</p> <p>1 Video</p> <ul style="list-style-type: none"> • Limit playback time to three minutes. • Submit video in . mov file format at a resolution of no more than 1920 x 1080 pixels. <p>2 Audio</p> <ul style="list-style-type: none"> • Limit playback time to three minutes. <p>3 Printed materials (up to three essays or other printed materials)</p> <ul style="list-style-type: none"> • Upload printed materials in PDF such as written works and essays. 	Optional	<p>Please don't set a password to download the file</p>
Self-introductory video	<p>Upload a data format Self-introductory video according to the instructions <i>Manner of submitting Screening examinations documents as a data file GAP Entrance Examinations for International Students</i> listed on the Admission Information website.</p> <ul style="list-style-type: none"> • Limit playback time to two minutes. • Submit video in . mov file format at a resolution of no more than 1920 x 1080 pixels. • In the video, the applicant should face the camera and introduce oneself, as well as explain their motivation for applying and their field of activity. • The video does not have to be taken with a high-resolution camera. It could be taken casually by a digital camera, a computer, or a mobile phone. 	Optional	<p>Please don't set a password to download the file</p>

- Prepare the portfolio in either English or Japanese. If these documents are in English, attach a Japanese translation whenever possible.
- Please don't set a password to download the file.
- In case that a file cannot be opened due to a technical problem, GAP may request to submit once again the file data.
- Submitted materials will be excluded from consideration for screening purposes if we are unable to review/play them.
- Submitted materials will be viewed using Mac OS X (10.11 El Capitan).
- Note that materials submitted will not be returned.

【Changes】 page 11 [Notes on application documents]

(Before)

[Notes on application documents]

- The University will only accept required application documents and screening examination documents uploaded to the Online application site within the submission period. **Application documents submitted by post or submitted to the University in person will not be accepted.** Application documents uploaded after the submission deadline will not be accepted under any circumstances.

(After)

[Notes on application documents]

- The University will only accept required application documents uploaded to the Online application site and screening examination documents uploaded to the file transfer service of Tokyo University of the Arts within the submission period.

Application documents submitted by post or submitted to the University in person will not be accepted. Application documents uploaded after the submission deadline will not be accepted under any circumstances.

(Before)

●Confirm registration

When all entries (procedure 1 and 2) are complete, then all information entered will appear on the confirmation page. **Make sure there are no content errors**, and click "Submit".

▼
●Registration complete

When the screen shows your receipt number, your registration is complete. Please proceed to the payment process. You will need your receipt number for verifying your application information, remitting the screening fee.

- When you complete registration for the online application process, you will receive a notification email sent to your registered email address. Your receipt number is included in that email, so please save it until your examination process is complete.
- The receipt number (12 digits) you are given upon completing the online application process differs from your examinee number.
- Please note that if the screening fee is not remitted within four days of completing the registration for the online application, registration will be canceled and all information will be deleted. (Please remit the screening fee by 11:59 p.m. on the fourth day. The day of registration is counted as day one.)
However, if the day you completed registration is less than four days before the end of the remittance period, the remittance period deadline overrides the four-day rule.)
- **Once completed, information filled out for registration cannot be edited or changed. Make sure that the information you enter is correct.** If you find any errors before proceeding to the payment page, please return to the beginning and start over with the registration process.

(After)

●Confirm registration

When all entries (procedure 1 and 2) are complete, then all information entered will appear on the confirmation page. **Make sure there are no content errors**, and click "Submit".

▼
●Registration complete

When the screen shows your receipt number, your registration is complete. Please proceed to the payment process. You will need your receipt number for verifying your application information, remitting the screening fee.

Screening examination documents such as your portfolios (and other supplementary materials) should be submitted as a data by using the file transfer service of Tokyo University of the Arts within the submission period designated in the page 3

- When you complete registration for the online application process, you will receive a notification email sent to your registered email address. Your receipt number is included in that email, so please save it until your examination process is complete.
- The receipt number (12 digits) you are given upon completing the online application process differs from your examinee number.
- Please note that if the screening fee is not remitted within four days of completing the registration for the online application, registration will be canceled and all information will be deleted. (Please remit the screening fee by 11:59 p.m. on the fourth day. The day of registration is counted as day one.)
However, if the day you completed registration is less than four days before the end of the remittance period, the remittance period deadline overrides the four-day rule.)
- **Once completed, information filled out for registration cannot be edited or changed. Make sure that the information you enter is correct.** If you find any errors before proceeding to the payment page, please return to the beginning and start over with the registration process.

【Changes】 page 16 7. Screening examination content, Date and Time

(Before)

Major	Research field	Date and time	Screening examination content and methods
Global Art Prac	Global Art Prac	<p>Examination item: Documentary screening</p> <p>Deadline for submitting portfolio (Online) Begins at 10 a.m. on Monday, August 17th, 2020 Ends at 11:59 p.m. on Monday, August 24th, 2020. (Japan time)</p>	See page 7 -11 for details.

(After)

Major	Research field	Date and time	Screening examination content and methods
Global Art Prac	Global Art Prac	<p>Examination item: Documentary screening</p> <p>Deadline for submitting portfolio (Online) Begins at 10 a.m. on Monday, August 17th, 2020 Ends at 11:59 p.m. on Thursday, August 27th, 2020. (Japan time)</p>	See page 7 -11 for details.