

2016 Academic Year

Tokyo University of the Arts
Graduate School of Fine Arts
(MFA Program)

Guidance for Prospective Students (Supplement)

Global Art Practice

The University application form and application envelope are attached to this Guidance.

July 2015

Tokyo University of the Arts

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

■ **GLOBAL ART PRACTICE (MFA course)**

As of April 2016 Global Art Practice (GAP) MFA course is established in the Graduate School of Fine Arts at Tokyo University of the Arts (TUA). The GAP focuses on the research and education around social practice of contemporary art today within a global context. It expands alternative networks and social interactions beyond Japan. The course, led by international artists and arts professionals, offers innovative programs in a flexible, specially designed format to enable graduate students to develop leadership roles as artists and researchers.

◆ *Main Curriculum*

1. Global Art Practice

This Global Art Joint Curriculum, undertaken in collaboration with some of the world's best art institutions, offers practice sessions in both Japan and abroad, during which faculty and students of TUA and the partner institution work as a Unit. Classes are offered primarily in English.

2016-2017 Global Art Joint Curriculum is scheduled with the institutions as follows:

University of the Arts, London, Central Saint Martins

École nationale supérieure des beaux-arts de Paris

School of Art Institute of Chicago

2. Global Art Social Practice Lecture

Inviting world-class art professionals, this series of lectures and forums are offered to discuss and examine the critical issues in contemporary social art practice within a global context today. The distinguished professors for the lectures are planned to include Alfredo Jaar, Yongwoo Lee, Bartomeu Mari among others.

3. Traditional Shop

An introduction will be offered to the dynamism of tradition and the techniques in various fields of the arts inherited in Tokyo University of the Arts, the only one national art university in Japan. The Shop exceptionally enables reflective and critical insight into both modernization and traditions.

- ◆ Course begins: April 2016
- ◆ Academic year: April 1, 2016 — March 31, 2017
- ◆ Years of Study: 2 years
- ◆ Admission Fee: 338,400 JPY
- ◆ Tuition: 535,800 JPY / year
- ◆ Course Fee: 300,000 JPY *Includes partial airfare, may be required the additional.

◆ **Application Schedule**

First Selection: International Student Only

- The numbers of student to be admitted: 6
- Application Deadline: September 30, 2015
- Screening : Portfolio of work

Second Selection: All Student

- The numbers of the student to be admitted: 12
- Entrance Examination period : February 4 and 10, 2016
- Preliminary Selection / Examination : Portfolio of work / Drawing
- Final Selection: Interview
- Entrance Examination Venue: Tokyo University of the Arts, Tokyo, Japan

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1. Graduate School of Fine Arts admissions policy

The Graduate School of Fine Arts has produced leading artists, researchers, and educators in each period in every field of artistic endeavor.

The Graduate School seeks to impart to students the creativity established through years of its traditions, thereby preparing them to serve as professionals of keen originality capable of assuming leading roles in this time of change. It is our hope that students studying in the Graduate School will master the techniques and knowledge accumulated in its history and to improve and build on them to contribute broadly to world culture and society.

Based on this educational philosophy, the Graduate School seeks applicants with the capacity to enrich the world of art based on a cosmopolitan perspective and thoroughgoing, independent-minded study.

2. Number of students admitted

18 students

3. Eligibility to apply

Applicants to the Graduate School of Fine Arts (MFA Program) 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 degree before entering the Graduate School) as stipulated in Article 104, Paragraph 4 (National Institution for Academic Degrees and University Evaluation) 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) in Japan a 16-year program of school education through a distance-learning course offered by a foreign school.
5. Has completed (or expects to complete before entering the Graduate School) in Japan a foreign university program 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. Applications aged 22 or older who do not meet any of the categories under paragraphs 1 - 7 above but recognized based on an individual screening for eligibility for admission by the Graduate School to possess academic ability at least equal to university graduates.

Note: If you do not fall into any of the categories under paragraphs 1 - 7 above but wish to apply under the qualifications described under paragraph 8 above, you must undergo screening for eligibility for admission in advance. Contact the Educational Affairs Section of the Faculty of Fine Arts to request application documents, then submit the required documents as specified by the Graduate School of Fine Arts by registered mail no later than the specified deadline (October 16, 2015).
 Receipt of the application and other documents submitted will be placed on hold until completion of the screening. You will be notified directly of the screening results.
 If recognized as eligible to apply, you must pay the screening fee by the deadline specified by the Graduate School.

4. Standard timeframe for completing the program Two years

5. Offices and faculty advisors

Major	Research field	Office	Faculty advisor
Global Art Practice	Global Art Practice	Global Art Practice	Prof. Ritsuko Taho
			Prof. Jun O
			Assoc. Prof. Shinji Ohmaki
			Assoc. Prof. Tsuyoshi Ozawa
			Assoc. Prof. Shihoko Iida
			Lecturer Hidenori Sonobe

6. Application procedures

1) Application period (valid postmarks)

Tuesday, November 24 – Monday, November 30, 2015

Applications must be submitted by mail and postmarked during the above period.

Note: Applications will not be accepted if postmarked earlier or later than the above period or if delivered to the University in person.

2) Submitting your application

Attach the Entrance Screening Fee Remittance Proof Form (Form C) to the documents attached to this guidance as specified by the University and send by **registered express mail** during the application period indicated.

(1) Screening fee

① **Amount: 36,000 yen**

No screening fee is required from Japanese government-funded international students. If you are a Japanese government-funded international student, submit a Certificate of Attendance Under the Japanese Government Scholarship for Foreign Students issued by your university.

[Screening fee waiver system]

We will waive screening fees for applicants affected by the Great East Japan Earthquake of March 11, 2011. Applicants wishing to apply for the waiver must submit the Screening Fee Waiver Application Form before submitting their application. You are not required to remit the screening fee until a decision is made concerning your waiver application. For details of the waiver application period and related matters, check the University's website.

② Remittance period: Tuesday, November 24, 2015 – Monday, November 30, 2015

③ Remittance method and documents to be submitted

Transfer the fee by method (a) (b), or (c) described below.

(a) Remittance at a convenience store

- Complete the remittance procedures after reading the explanation provided on page 14.
- When transferring the fee, you must enter the five-digit reference number indicated on the screening fee remittance request forms (Forms A, B, C) attached to this guidance.
- Once you have transferred the fee at a convenience store, you will receive a payment statement. Tear off the proof of payment and submit by attaching it to the Entrance Screening Fee Remittance Proof Submission Form.
- We do not accept remittances from convenience store ATMs. Complete the procedures using a dedicated machine.

(b) Remittance at a financial institution counter

- Use the remittance request forms (Forms A, B, C) attached to this guidance.
- Fees can be transferred at the following financial institutions:
City banks, trust banks, regional banks, shinkin banks, credit cooperatives, agricultural cooperatives, Japan Post Bank (post offices), and similar institutions
- * You cannot transfer fees at finance corporations.
- * If you transfer the fee at the Japan Post Bank (i.e., at a post office), you must do so from a Japan Post Bank account. Ask the staff at the post office where you plan to transfer the fee for details of the procedures.
- A separate transfer charge must be paid.
(However, no charge is required for transfers made from the head office or branches of Sumitomo Mitsui Banking Corporation.)
- We do not accept remittances from financial institution ATMs.
- Once you have transferred the fee, Forms B and C will be returned to you. Tear off Form C and submit by attaching it to the Entrance Screening Fee Remittance Proof Submission Form.

(c) Remittance of the screening fee from overseas

- Do the following to transfer the fee from overseas:
- Prepare the 36,000 yen screening fee, the remittance charge charged in your country (you are responsible for determining the charge when making the remittance), the charge for converting the fee into yen (yen exchange charge), and the remittance charge for transferring the fee within Japan (approximately 4,000 yen).
- Indicate that you will assume responsibility for all charges. If you fail to do this, we will only receive the balance remaining after the charges have been deducted; in short, we will not receive the full screening fee and will be unable to process your application.

- Once you have transferred the fee, submit a copy of the foreign remittance request form (featuring the seal or signature of the bank clerk handling the remittance) by attaching it to the Entrance Screening Fee Remittance Proof Submission Form, together with other necessary documents.

送金種類 (Type of remittance)	電信送金 (Telegraphic transfer)
通貨 (Currency)	日本円 (Japanese Yen)
支払方法 (Method of payment)	通知払 (Advice and pay)
円為替手数料 (Yen exchange charge)	依頼人負担 (Payment Comm. for APPLICANT)
被仕向送金手数料 (Remittance charge)	依頼人負担 (Payment Comm. for APPLICANT)
送金目的 (Purpose of payment)	検定料 (Screening fee)
銀行名 (Paying bank)	三井住友銀行 (Sumitomo Mitsui Banking Corporation)
支店名 (Branch)	東京公務部 (Tokyo Koumubu Branch)
スウィフトコード (SWIFT CODE)	SMBCJPJT
銀行住所 (Bank Address)	〒105-0001 東京都港区虎ノ門 1-6-12 1-6-12 Toranomom, Minato-ku, Tokyo Japan
受取人口座番号 (Account number)	普通預金 151793 (A/C 151793)
受取人 (Account name)	国立大学法人 東京芸術大学 検定料収納口 (Tokyo University of the Arts)
住所 (Address)	〒110-8714 東京都台東区上野公園 12-8 (12-8 Ueno-park, Taito-ku, Tokyo Japan)
連絡事項 (Message to payee)	<ul style="list-style-type: none"> • 志願者の氏名 (Name of applicant) • 受験研究科, 専攻 (Name of the department which you are applying)

④ Refunds

After we receive your application form, we will not return the screening fee transferred for any reason other than (a) or (b) below:

- The screening fee was transferred, but the application form was not submitted or we did not receive it.
- The screening fee was transferred twice in error.

In either case (a) or (b) above, request a refund as follows:

Use a sheet of letter paper or similar to prepare a screening fee refund request. The request should include the information under ① through ⑦ below. Attach the proof of payment or Form C to the request and mail it to the Accounting Section of the Strategic Planning Division, the Tokyo University of the Arts (12-8 Ueno Koen, Taito-ku, Tokyo 110-8714).

① Name, ② address, ③ telephone number, ④ the major and research field you would like to apply for, ⑤ amount of money, ⑥ reason for making the refund request, ⑦ details of the bank account into which you wish the refund to be paid (name of bank, name of branch, whether the account is an ordinary deposit account or current account, name of account holder [in katakana], and account number)

- * Remittance charges will be deducted from the amount returned to the applicant.
- * Remittance of refunds normally takes about one month following receipt of the refund request form.
- * If you do not have your own bank account and wish to have the refund paid into an account held by a parent, guardian, etc., send a power of attorney indicating this along with the refund request form.

(2) Documents to submit

(A) Entrance Screening Fee Remittance Proof Submission Form

(a) Remittance at a convenience store

Payment statement

Tokyo University of the Arts proof of payment
 Screening fee received: ¥36,000
 Name: XXXXX
 Tel.: XXX-XXXX-XXXX

Received stamp Revenue stamp

Entrance Screening Fee Remittance Proof Submission Form

◇ Remittance at a convenience store

Once you have transferred the fee at a convenience store, you will receive a payment statement. Tear off the proof of payment and attach it to the Entrance Screening Fee Remittance Proof Submission Form.

(b) Remittance at a financial institution counter

Form A
Remittance request form

(Tokyo University of the Arts entrance screening fee)

Date of request	Major applied for	Remittance charge
Date (Y/M/D): / /	Telegraphic transfer	Yes / No
Sumitomo Mitsui Banking Corporation, Tokyo Koumubu Branch	Amount	Yes / No
Ordinary	151793	¥36,000

Tokyo University of the Arts screening fee receipt account

Ref. no. Name of applicant

(Surname) (First name)

(Address) (City) ()

Received stamp

Requests to financial institution handling remittance

- Please enter the five digit ref. no. preceding the name of the individual remitting payment. Omit spaces between the ref. no. and the name.
- Please affix received stamps to all three designated spaces on Forms A, B, and C.
- Be sure to return Forms B and C to the payer.
- No remittance charge is applied to transfers made from the head office or branches of Sumitomo Mitsui Banking Corporation. (Remittances from ATMs)

(To be retained by the financial institution)

Form B
Remittance receipt

(Tokyo University of the Arts entrance screening fee)

Date (Y/M/D): / /	Amount
Y36000	¥36,000
Sumitomo Mitsui Banking Corporation, Tokyo Koumubu Branch	Beneficiary
Tokyo University of the Arts	Tokyo University of the Arts
Ref. no.	Name of applicant
	(Surname) (First name)
Remittance charge	Yes / No

Received stamp

(To be retained by the applicant)

Form C
Tokyo University of the Arts Entrance screening fee remittance proof form

Major applied for	Amount
	¥36,000
Sumitomo Mitsui Banking Corporation, Tokyo Koumubu Branch	Beneficiary
Tokyo University of the Arts	Tokyo University of the Arts
Ref. no.	Name of applicant
	(Surname) (First name)

Received stamp

(To be submitted to the University)

Entrance Screening Fee Remittance Proof Submission Form

◇ Remittance at a bank or other financial institution counter

Form C
Tokyo University of the Arts Entrance screening fee remittance proof form

Once you have transferred the fee, Forms B and C will be returned to you. Tear off Form C, indicate the major you wish to apply for and your name, and attach it to the Entrance Screening Fee Remittance Proof Submission Form.

(c) Remittance from overseas

Attach the remittance details you received from the bank when remitting the fee.

(B) Admission application form, photo card, examination card

Admission application form	Provide the specified information. Don't forget to fill out the statement of the research area you wish to apply for on the reverse side . The name you provide on the application form must be identical to the name in your family register. Provide the address as of the time you filled out the form as the current address. If you are not a Japanese national, enter your residence status.
Photo card	The photo must be one that can be used to clearly identify you as the applicant. Attach a 4 cm by 3 cm color photograph taken within three months prior to the application, showing the top half of your body, facing forward, without a hat. Indicate the major you wish to apply for and your name on the back of the photograph.
Examination card	Write your name and address on the back of the examination card (a postcard) and affix a 332-yen postage stamp.

Note: Submit each document intact without separation.

(C) Undergraduate academic transcripts

(Not required for applicants who are graduates, current students, or Japanese government-funded international students of the Faculty of Fine Arts of the Tokyo University of the Arts. The date of issuance does not matter.)

(D) University diploma (or certificate of anticipated graduation)

(Not required for applicants who are graduates, current students, or Japanese government-funded international students of the Faculty of Fine Arts of the Tokyo University of the Arts. The date of issuance does not matter.)

(E) Address labels for sending admission procedure documents

(These address labels are used to send admission procedure documents to final successful applicants. Enter the mailing address for admission procedure documents on both labels ① and ②.)

Notes:

1. International students who are residents of Japan must submit their Certificates of Residence (showing their visa status and period of residence) issued by the heads of their municipal governments or copies of their Certificates of Alien Registration. (This is not required for applicants who are current students of the Tokyo University of the Arts or Japanese government-funded international students at the University.)
2. In addition to the documents under 1 above, Japanese government-funded international students must submit Japanese Government Scholarship for Foreign Students Certificates issued by their current universities (showing their enrolment status and enrollment period).
3. If the family name shown on your certificates or other documents differs from your current family name, attach a certificate or other documentation of your name change (such as an official partial copy of a family register).
4. If you completed four years of university education at two or more schools (e.g., because you transferred), submit transcripts for all schools attended.
5. Be sure to attach Japanese translations of any documents written in a foreign language, including English. You may translate such documents yourself. The translations do not need to be certified by any public agency.
6. Please do not submit any documents (such as letters of recommendation) not specifically requested by the Graduate School.
7. Remove any certificates or other documents from the envelopes in which they were originally issued. (You do not need to submit the envelopes.)
8. Be sure to attach a note so indicating if you would like the original returned to you after you submit the original of a certificate or other document that cannot be reissued.
9. You may be asked to submit other certificates or documentation as necessary.

(3) Where to submit applications

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

Enclose the above documents ((A) - (E)) in the University's designated envelope for application documents (attached to this guidance) and submit to the University by express registered mail during the application period (i.e., the valid postmark period).

Note: Application documents cannot be revised for any reason after receipt.

Documents to submit

In addition to the documents to submit ((A) - (E)) above, submit documents (F) and (G) below.

(F) Letters of recommendation from three persons

(G) Certificate of English language ability (from exam taken on or after October 1, 2014)

* If English is not your native language, submit certified scores from one of the following exams: TOEFL (iBT), TOEIC (TOEIC), or IELTS (Academic Module)

7. Examination card

Examination cards will be mailed by the University to applications who have submitted all the necessary documents and completed the above application procedures.

Contact the Educational Affairs Section of the Faculty of Fine Arts promptly if you do not receive an examination card by Thursday, January 7.

* The telephone number of the Educational Affairs Section of the Faculty of Fine Arts is 050-5525-2122.

Ways to have the examination card sent overseas

1. Have an acquaintance in Japan receive your examination card.
2. If you do not have enough time before the examination date, come to the Educational Affairs Section on the examination date to pick up your examination card (bring ID).
3. Enclose an EMS return envelope.
4. Enclose an international reply coupon of value at least sufficient to cover the postage.

Prior consultation for applicants with disabilities

Applicants requiring special treatment in the examinations or special consideration during their studies at the Graduate School should consult with the Educational Affairs Section of the Faculty of Fine Arts in advance.

Prepare a written document (any format) indicating the major and research field you are applying for, the type and degree of the disability, special treatment required in examinations or special consideration required during studies, and other relevant information. Submit this document accompanied by a doctor's opinion or disability certificate (copy) by registered mail by Monday, November 2, 2015.

Applicants who begin requiring special treatment after the deadline for application due to injury in an accident or for other reasons should promptly consult with the Educational Affairs Section of the Faculty of Fine Arts.

Note: Please consult with the Educational Affairs Section as soon as possible. It may take some time (1 - 2 months) to respond to your request.

8. Submitting your portfolio and other materials

Submit your portfolio and other materials as outlined below.

1. See "Screening examination content and methods" on page 8 concerning content, standards, and other details of the portfolio and other materials to be submitted.
2. When submitting these materials, attach the Portfolio Submission Form (for Attachment) to each work and other materials submitted and submit the Portfolio Submission Form (for Submission) to the specified section. (Enclose the Portfolio Submission Form [for Submission] if sending materials by mail.)
 - * The Portfolio Submission Form is used mainly to certify that the portfolio belongs to an examinee and to prevent cases of mistaken attribution or identity. If you are unable to obtain certification from your faculty advisor in the space for certification, obtain certification from another party not related to you. In addition, attach one sheet to each item in the portfolio unless there are specific reasons for not doing so.
3. Once submitted, portfolios and other materials will not be returned.

Research field	Date, time, and location of submission	Return
Global Art Practice	Monday, January 18 – 4:00 pm Friday, January 22 Send by registered mail with "GAP Portfolio Enclosed" written on the envelope in red ink. The portfolio will not be accepted if brought to the University in person. * Follow the instructions on page 8 for your portfolio. Submit to: Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714	Note that the portfolio and other materials submitted will not be returned.

9. Screening examination content, date, and time

We decide whether to admit a student based on comprehensive evaluations that include assessments of academic abilities by the Graduate School (including technical examinations and oral examinations), an interview, and review of documents, essays, and a portfolio submitted by the applicant.

Applicants who fail to complete or submit even one of the assigned examinations (including submission of a portfolio and other materials) will be ruled ineligible for admission. Note that screening fees will not be returned (even if the applicant shows 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 will be held for you by the University during the examinations.

Major	Research field	Date and time	Screening examination content and methods	
Global Art Practice	Global Art Practice	<p>First exam Monday, January 18 – 4:00 pm Friday, January 22 (Must be received by the University during this period: see page 7) Send by registered mail with “GAP Portfolio Enclosed” written on the envelope in red ink. The portfolio will not be accepted if brought to the University in person.</p> <p>Submit to: Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts 12-8 Ueno Koen, Taito-ku, Tokyo 110-8714</p>	<p>Portfolio submission</p> <ol style="list-style-type: none"> Send by registered mail with “GAP Portfolio Enclosed” written on the envelope in red ink. The portfolio will not be accepted if brought to the University in person. The portfolio should be compiled on no larger than a size A4 sheet and no longer than 20 pages. Prepare the portfolio in either English or Japanese. Submit a single portfolio. Actual works will not be accepted as a portfolio. You may submit only one of the following supplemental materials in addition to the portfolio. Clearly indicate your examinee no. on each of the supplemental materials. Additionally, indicate in red ink on the top side of the disk whether it contains audio or video content. Submit these supplemental materials by the same method used to submit the portfolio. Supplemental materials: <ol style="list-style-type: none"> Video (one DVD-R disk) <ul style="list-style-type: none"> Submit video files on a DVD-R disk. Limit playback time to three minutes. Submit video in .mov file format at a resolution of no more than 1920 x 1080 pixels. You can also upload the files to Web services such as YouTube or Vimeo. If you choose this option, submit the URLs on paper. Audio (one audio CD) <ul style="list-style-type: none"> Limit playback time to three minutes. Submit audio on an audio CD. You can also upload the files to Web services such as YouTube or Vimeo. If you choose this option, submit the URLs on paper. Printed materials (up to three essays or other printed materials) <ul style="list-style-type: none"> Submit printed materials such as written works and essays. If submitting an excerpt from a book, submit a copy of the relevant excerpt, or use bookmarks or similar means to clearly indicate the excerpt being submitted. <p>* Submitted materials will be excluded from consideration for screening purposes if we are unable to review them/play them back. * Submitted materials will be viewed using Mac OSX (10.10). * Note that materials submitted will not be returned.</p>	
		<p>Thursday, February 4 Meeting time: 8:20 am Meeting place: In front of the University Art Museum</p>	9:00 – 11:00	<p>Practical exam: Drawing The university will provide paper and pasteboard. Bring your own set of drawing implements and writing implements.</p>
		<p>Second exam Wednesday, February 10 Meeting place: In front of the University Art Museum</p>		<p>Interview * Meeting times for interviews will be announced at the time of announcement of applicants who passed the first exam (see page 9).</p>

10. Location of entrance examinations (Faculty of Fine Arts, Tokyo University of the Arts)

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

- Approx. 10 minutes on foot from JR Ueno Station or JR Uguisudani Station
- Approx. 10 minutes on foot from Nezu Station on the Tokyo Metro Chiyoda Line

11. Announcement of successful applicants

○ Announcement of successful applicants (first exam)

The examinee numbers of successful applicants will be posted on the bulletin board in the Faculty of Fine Arts (Ueno Campus) at the following date and time:

1:00 pm Tuesday, February 9, 2016

* The examinee numbers of successful applicants will also be posted on the University's website (<http://exam-a.geidai.ac.jp/>). Plans call for the results to be posted on the website after the results are posted on campus (around 2:00 pm).

- * Be sure to check whether you passed the first exam. Important information about the second exam will also be posted.
- * You cannot take the second exam if you failed to pass the first exam. No documentary procedures are required from the first exam until the announcement of the final successful applicants.

○ Announcement of final successful applicants

The examinee numbers of successful applicants will be posted on the bulletin board in the Faculty of Fine Arts (Ueno Campus) at the following date and time:

10:00 am Saturday, February 20, 2016
(Successful applicants will be sent admission procedure documents around February 22, 2016.)

* The examinee numbers of successful applicants will also be posted on the University's website (<http://exam-a.geidai.ac.jp/>). Plans call for the results to be posted on the website after the results are posted on campus (around 11:00 am).

[Notes on announcement of successful applicants (first exam) and announcement of final successful applicants]

1. Inquiries concerning exam results will not be accepted by telephone or otherwise. The examinee him or herself or his or her agent must check the results. During the announcement of results, admission to other than the designated locations on campus is prohibited.
2. Due to heavy traffic, it may be difficult to access the website around the time the results are announced. If this happens, try again later.

12. Admission procedures

(1) Period for completing admission procedures

- ① Accepted by mail

Must be received by Friday, March 11, 2016.

- ② Accepted in person

March 14 (Monday) and March 15 (Tuesday), 2016: 10:00 am – 12:00 noon, 2:00 – 5:00 pm

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

(2) Place

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

(3) Fees

Use the remittance request form distributed on the day of announcement of final successful applicants to pay the following fees:

Type	Amount	Remarks
Enrollment fee* ¹	338,400 yen	Planned amount
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

*1: The enrollment fee will not be returned after completion of admission procedures, even if the student withdraws on or before March 31, 2016.

◆ Required costs after admission

(1) Tuition fees (first semester): 267,900 yen (full year: 535,800 yen) (planned amounts)

* Not required from Japanese government-funded international students

- ① Any change in tuition fees during your time as an enrolled student will go into effect at the time of the change.
② You may pay for the first semester or for the full year (first and second semesters).
③ Pay by the end of April. Use the remittance request form mailed to your guarantor in mid-April.

(2) Materials fee (estimated amount at time of admission): 300,000 yen

* The above amount is not an annual fee. It covers the entire period of the Master's Degree program.

13. Disclosure of information on entrance examinations

Individual results of screening and entrance examinations for the Graduate School of Fine Arts (MFA Program) will be disclosed only as requested by the examinee him- or herself.

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

1. How to apply

- Applying in person

After the examinee him or herself has completed all blanks on the Request for Release/Notice of Entrance Examination Results appended to this guidance, bring the form together with the University's examination card (photocopies not accepted; however, current students at the University may submit photocopies of their student ID cards) and a return envelope (type no. 3 long envelope [12 cm x 23.5 cm], with the name, address, and postal code of the examinee and 392 yen in postage affixed) to the Educational Affairs Section of the Faculty of Fine Arts to apply for disclosure of the information. (The

results will be sent at a later date by simple registered mail.)

○ Applying by mail

If you cannot apply in person because you live far from the University or for other reasons, you may apply by mail. After the examinee him or herself has completed all blanks on the Request for Release/Notice of Entrance Examination Results appended to this guidance, mail together with the University's examination card (photocopies not accepted; however, current students at the University may submit photocopies of their student ID cards) and a return envelope (type no. 3 long envelope [12 cm x 23.5 cm], with the name, address, and postal code of the examinee and 392 yen in postage affixed) to the Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts, by simple registered mail. Indicate "Request for Release of Results" in red ink 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 comes to the University him or herself

Wednesday, June 1 – Thursday, June 30, 2016

9:00 am – 4:30 pm weekdays (closed for lunch 12:30 – 1:30 pm)

○ If requesting release by mail

Applications must be postmarked by Wednesday, June 1 – Thursday, June 30, 2016 to be accepted.

3. Information released

(1) Only the individual's results of the entrance examinations for the current academic year (2016) 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, notices of results will be sent at the same time in late July 2016.

14. 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 successful applicants 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 and tuition fees.
- (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 tuition fees in the first year and selection of students for scholarships.
- (5) Personal information such as applicant assessments made during the selection process will be used for tasks related to statistical processing, provision of information 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

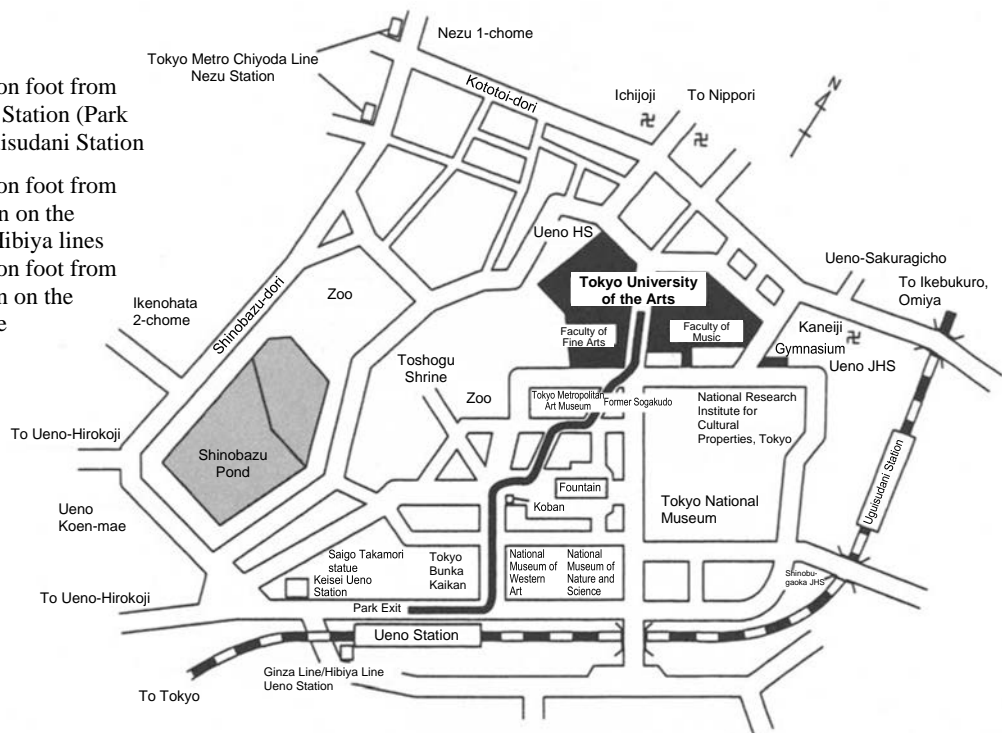
University campuses

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

[Transportation]

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

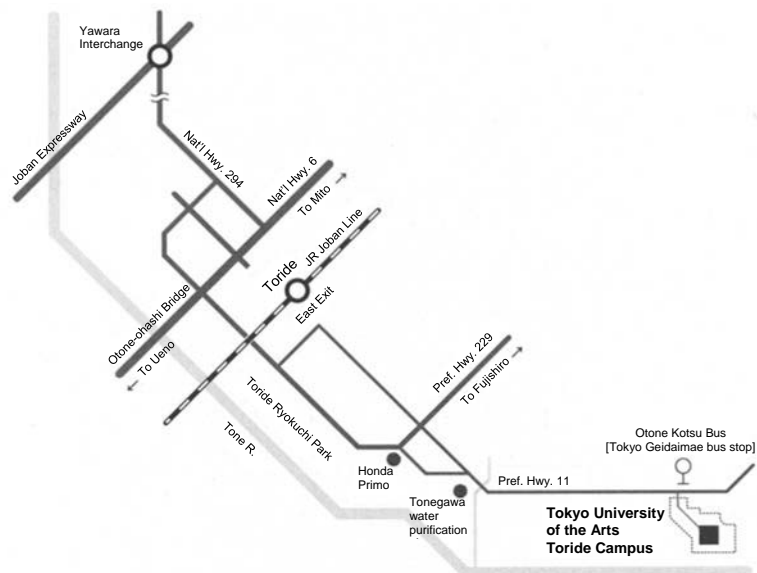
Tokyo Metro: 15 minutes on foot from Ueno Station on the Ginza and Hibiya lines
10 minutes on foot from Nezu Station on the Chiyoda line



Toride Campus 5000 Omonma, Toride, Ibaraki Prefecture 302-0001

[Transportation]

JR line: 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) to Tokyo Geidaimae bus stop, followed by a 10-minute walk



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

Tokyo University of the Arts

Explanation of Method for Paying Screening Fees at Convenience Stores

Before applying

When applying, you must enter the five-digit reference number printed on the remittance request forms.

Note of reference number (5 digits)

You can transfer funds using any of the following convenience store terminals.

7-Eleven Multi-function copier

<http://www.sej.co.jp>

Go to the multi-function copier at your nearest 7-Eleven.

Apply from **学び・教育** on the top page.



Touch **学び・教育**.

Touch **入学検定料等支払**.

* The design of the top page may differ.



<http://www.lawson.co.jp>

<http://www.ministop.co.jp>

Go to the Loppi machine at your nearest Lawson or Ministop.

Apply from **各種サービスメニュー** on the top page.



Touch **各種申込(学び)**.

Touch **学び・教育・各種検定試験**.

Touch **大学・短大・専門、小・中・高校等お支払い**.



<http://www.family.co.jp>

Go to the Famiport machine at your nearest FamilyMart.

Apply from **申込・請求(学び・教育)** on the top page.



Touch **申込・請求**.

Touch **学び・教育**.

Touch **各種(入学検定料等)お支払いサービス**.



<http://www.circleksunkus.jp>

Go to the Kstation machine at your nearest Circle K Sunkus.

Apply from **学び・申込** on the top page.



Touch **学び・申込**.

Touch **各種(入学検定料等)のお支払い**.

Touch **東京藝術大学**, enter the required information, and issue a **払込票/申込券/受付票**.

* The design of the buttons on the screen may change without notice.

Pay at a convenience store cash register.

- The terminal will print out a Payment Form (multi-function copier), Application Voucher (Loppi, Famiport), or Receipt Form (Kstation). Use this to complete payment within 30 minutes at the cash register.
- **Receive** a payment statement (multi-function copier, Kstation) or a payment statement/receipt (Loppi, Famiport).

- * Please keep in mind that entrance screening fees, once paid, cannot be refunded at a convenience store.
- * Please keep in mind that the information you enter will be cancelled if the entrance screening fee is not paid within the specified time.
- * With all payment methods, a payment charge is applied separately of the entrance screening fee.

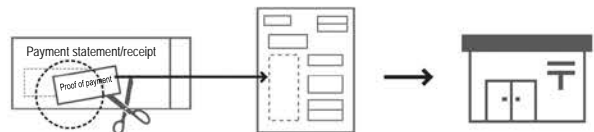
■ Same at all convenience stores

Payment charge	If the entrance screening fee is less than 50,000 yen	432 yen



Please tear off the proof of payment of the payment statement or payment statement/receipt and place in the designated box in accordance with instructions provided in the Guidance for Prospective Students.

Please do not use adhesive paste if it carries a warning that it may change the color of heat-sensitive or pressure-sensitive paper. If you do, the proof of payment may turn black.



After tearing off the proof of payment, place in the designated box on the Entrance Screening Fee Remittance Proof Submission Form.

Place the necessary documents into an envelope and mail from a post office to complete the application process.

[Inquiries concerning entrance examinations]

Educational Affairs Section of the Faculty of Fine Arts Tel: 050-5525-2122 / Educational Affairs Section of the Faculty of Music Tel: 050-5525-2309 /

Educational Affairs Section of the Graduate School of Film and New Media Tel: 050-5525-2671

(Opening hours) Monday–Friday 9:00–12:30 and 13:30–16:30 * Inquiries cannot be made on weekends or public holidays.

[Inquiries concerning the operation of terminals]

Learning/Education Support Center: <http://e-apply.jp> * Inquiries cannot be made at convenience stores.

For Attachment

Portfolio Submission Form

Notes:

1. Attach this form to your portfolio and other materials submitted with glue or by other means.
2. Attach this form to each portfolio item or other material 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. If you are unable to obtain certification from your faculty advisor, **obtain certification from another party who is not a member of your family.**

Research field for which the application is being submitted Global Art Practice	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:
Certification <small>* Required only for applicants to the Painting major and Art Education research field * Not required from current Tokyo University of the Arts students</small>	I hereby certify that the above works/portfolio are the work of the applicant named above. Date: / / (Y/M/D) Title of person signing certification (e.g., faculty advisor) _____ Name _____ Seal _____		

Tokyo University of the Arts, Graduate School of Fine Arts

MFA Program

(Cut here)

Complete both forms.

For Submission

Portfolio Submission Form

Notes:

1. Do not attach this form to your portfolio or other materials submitted. Instead, submit to the section specified in the Guidance for Prospective Students (individual office or the Educational Affairs Section of the Graduate School of Fine Arts). If you are sending this form by mail, enclose it together with your works in the same envelope.
2. Attach this form to each portfolio item or other material 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. If you are unable to obtain certification from your faculty advisor, **obtain certification from another party who is not a member of your family.**

Research field for which the application is being submitted Global Art Practice	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:		
Return of works <small>* Do not complete this section when submitting this form.</small>	I hereby certify that the above works, essays, theses, and materials have been returned to me. Date (M/D): / / _____ Signature _____		

Tokyo University of the Arts, Graduate School of Fine Arts

MFA Program

No.

Request for Release of Graduate School Entrance Examination Results
for the 2016 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 Program**)

Major, research field, etc.: Research field of _____

Examinee no.: _____

Name: _____

Address: (Postal code: -)

Tel.: () _____

Notes:

1. Before submitting this request, read the instructions provided under “13. Disclosure of information on entrance examinations” on page 10 of the Guidance for Prospective Students.
2. Submit a self-addressed return envelope (a type no. 3 long envelope [12 cm x 23.5 cm] with 392 yen in postage affixed for simple registered mail).
3. Write all information on this form in your own hand.
4. Requests for release are accepted Wednesday, June 1 – Thursday, June 30, 2016. Note that any requests made outside this period will be rejected.
5. After receipt of requests for release, all notices of results will be sent at the same time in late July 2016.

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(Do not cut here.)

No.

Notice of Graduate School Entrance Examination Results
for the 2016 Academic Year, Tokyo University of the Arts

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

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

Major, 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

Tokyo University of the Arts
Graduate School of Fine Arts (MFA Program)
Guidance for Prospective Students (Supplement)

Published: July 2015

Tokyo University of the Arts

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

○ **Information on admissions: website**

<http://www.geidai.ac.jp/admission>

○ **Information on applicant screenings**

Educational Affairs Section, Faculty of Fine ArtsTel: 050-5525-2122

Inquiries are accepted by telephone Monday – Friday 9:00 am – 12:30 pm
and 1:30 – 4:30 pm (not accepted on Saturdays, Sundays, and holidays).

* **Wherever possible, inquiries should be made by the applicant him or
herself.**