

This English-language version of the application guide is solely for reference purposes only. Please note that applicants must follow the application criteria and procedures indicated in the original Japanese-language version of the guide.

# 2015 Tokyo University of the Arts Research Student Application Guide

## I. Application requirements (to take entrance examination)

### 1. Japanese

Anyone to whom 1) or 2) below applies is eligible. However, the musicology research field is restricted to international students majoring in musicology.

- 1) Anyone who has completed a graduate school master's degree program (including students who expect to complete their studies in March 2015)
- 2) Anyone TUA deems to have academic skills equivalent to 1) or better (please refer to "VII. Application procedures", "4. Screening of application credentials" below)

### 2. International (meaning anyone who does not possess Japanese nationality)

Anyone to whom 1) or 2) below applies is eligible.

- 1) Anyone who has graduated from an undergraduate program (including students who expect to graduate in March 2015)
- 2) Anyone TUA deems to have academic skills equivalent to 1) or better (please refer to "VII. Application procedures", "4. Screening of application credentials" below)

## II. Research Fields for Which Applicants Are Sought

Composition	Applied Musicology
Vocal Music (opera)	Literature in Music
Conducting	Creativity of Music and Sound
Musicology	Creativity of Arts and the Environment
Music Education	

## III. Number of Applicants Sought: A few in each field

## IV. Research Period: Six months or one year

1. April 1 to September 30, 2015
2. October 1, 2015 to March 31, 2016
3. April 1, 2015 to March 31, 2016
4. October 1, 2015 to September 30, 2016

Note: Please note your desired research period on your application.

## V. Selection Methods: Examination results and general assessment based on submitted documents and other materials

## VI. Examination Subjects and Dates

Research Field	Examination Subjects	Additional Instructions regarding Music Pieces for Examination, Etc.	Examination Dates
Composition	Interview	Scores for two musical pieces from genres of the applicant's choosing must be submitted. However, recorded media (recorded tapes or CDs) are also permitted in the case of electronic musical pieces. These are to be mailed when applying.	Tuesday, February 10, 2015
Vocal music (opera)	Vocal technique (for applicants whose primary major will be vocal performance)	Three arias are to be submitted, with one to be performed from memory as directed that day (in the original key). This includes operatic vocal solos, and romances or cavatinas that are ordinarily performed solo. However, non-operatic arias in oratorios and masses as well as classical arias that are ordinarily treated as art songs are not included. Notes: 1. Test takers are to have accompanists. 2. A submission form of music pieces for examinations is to be submitted.	Friday, February 13, 2015
	Essay (for applicants whose primary major will be direction)	Brief essay on topic to be provided that day	
Conducting	Oral exam Interview		Thursday, February 12, 2015

(Continued on next page)

Research Field	Examination Subjects	Additional Instructions regarding Music Pieces for Examination, Etc.	Examination Dates
Musicology	Interview		Friday, February 13, 2015
Music education	Interview		Friday, February 13, 2015
Applied musicology	Interview		Friday, February 13, 2015
Literature in music	Interview		Friday, February 13, 2015
Creativity of music and sound	Interview		Friday, February 13, 2015
Creativity of arts and the environment	Interview		Friday, February 13, 2015

Notes:

1. Information pertaining to examinations (dates, subjects, meeting times and so on) as well as announcements of successful applicants will be provided on the bulletin board and TUA websites.
2. **The preceding examination dates are subject to change according to the status of applicants. Applicants should be sure to confirm posted schedules.**
3. **Dates, meeting times and other information will be posted on the bulletin board and TUA website after 4 p.m. on Monday, February 2, 2015, and the same information is scheduled to be posted on the website an hour later, after 5 p.m.**

## VII. Application Procedures

### 1. Application period

**Applications postmarked by a post office from Monday, January 5 to Friday, January 9, 2015 will be accepted.**

Note: Applications delivered to TUA in person or lacking a post office's postmark for the above time period will not be accepted.

#### Mailing address

Educational Affairs Section, Faculty of Music, Tokyo University of the Arts  
12-8 Ueno-koen, Taito-ku, Tokyo, Japan 110-8714

### 2. Examination fee

(1) **Amount: ¥9,800**

(2) **Fund transfer period: Monday, January 5 to Friday, January 9, 2015**

(3) **Payment methods**

**The examination fee should be paid by bank transfer.**

#### 1. When transferring funds from a domestic Japanese financial institution

- (1) Use the **2015 research student examination fee transfer request forms (A, B and C)** that come with this guide to transfer funds from a bank. Form B is the applicant's receipt. **Form C should be affixed to the form (also provided with this guide) to certify that the 2015 research student entrance examination fee was transferred (for research students), and submitted with the application.**
- (2) The fund transfer request form is accepted at banks nationwide, including city, trust and regional banks, Norinchukin Bank, Shoko Chukin Bank, credit unions and associations, agricultural cooperatives, and workers' credit unions. **Please be aware that payment is not possible at public loan corporations.**
- (3) No transfer fees are charged when funds are transferred from Sumitomo Mitsui Banking Corporation's main bank or its branches.
- (4) Fund transfers from Japan Post Bank are only possible from Japan Post Bank accounts. Ask for more information at the branch where you plan to do the transfer.
- (5) **We do not accept fund transfers from ATMs for examination fee payments.**

## 2. When remitting funds from overseas financial institutions

- (1) Applicants must adhere to the following guidelines when remitting funds from overseas.
- (2) **All handling fees incurred for fund transfers are to be paid by applicants.**
- (3) An application cannot be accepted if the amount deposited is insufficient.
- (4) After you have transferred the funds, **affix a copy of the request for overseas funds transfer (bearing the remitting bank's receipt stamp or a signature) to the form to certify that the 2015 research student entrance examination fee was transferred, and submit with the application.**

Type of remittance	Telegraphic transfer
Currency	Japanese yen
Payment method	Payment advice
<b>Yen exchange charge</b>	<b>Paid by remitter</b>
<b>Remittance charge</b>	<b>Paid by remitter</b>
Payment purpose	Examination fee
Bank name	Sumitomo Mitsui Banking Corporation
Branch name	Tokyo Komubu Branch
SWIFT code	SMBCJPJT
Bank address	1-6-12 Toranomom, Minato-ku, Tokyo Japan 105-0001
Account number	A/C 151793
Account name	Tokyo University of the Arts
Account holder's address	12-8 Ueno-koen, Taito-ku, Tokyo, Japan 110-8714
<b>Message to payee</b>	<b>Please enter your name and "research student (music)."</b>

### (4) Examination fee refunds

1. Once paid, examination fees will not be refunded other than in the following circumstances:
  - a. The examination fee was transferred, but an application was not submitted or was not accepted.
  - b. The examination fee was mistakenly paid twice.
2. Refund request method

On letter paper, prepare a **request for an examination fee refund**, including items 1)–7) below, and attach the TUA entrance examination fee bank transfer receipt (form C). Mail it to the TUA Accounting Section of the Financial Department, 12-8 Ueno-koen, Taito-ku, Tokyo 110-8714.

■ Items to include in a **request for an examination fee refund**:

  - 1) Name, 2) Address, 3) Phone number, 4) research field examination you had planned to take, 5) monetary amount, 6) reason for refund request, 7) name of bank to which funds are to be transferred, including the branch name, type of account, name of account holder (in katakana) and account number

Notes:

  1. If the petitioner does not have his/her own account and wants to have the refund sent to a guardian's account, be sure to include a power of attorney that states this in writing with the examination fee refund request.
  2. The amount of the funds transfer is the amount after handling fees for the transfer have been subtracted.

## 3. Documents to be submitted

### Applicants are to submit the following documents by registered mail.

- 1) Admissions application (official form)
- 2) Photo taken within three months prior to the application period. Affix it to the prescribed place on the application form
- 3) Submission form of music pieces for examinations (only for vocal music research field) (official form)
- 4) TUA entrance examination fee bank transfer receipt (form C), affixed to the the form to certify that the 2015 research student entrance examination fee was transferred (for research students) (official form)
- 5) Address sticker for use in mailing enrollment procedures documents (official form)
- 6) Certificate of (expected) graduation/(expected) course completion from the last school you attended; not needed if you (expected to) graduate/complete course from TUA)
- 7) Recommendation letters (not needed if you graduated from TUA; format unrestricted)
- 8) For applicants who are currently employed, an authorization letter from a supervisor (format unrestricted)

#### Notes:

1. If your current surname differs from the one on your ID due to marriage or other circumstances, please attach an official document certifying the change of your surname.
2. All documents other than IDs, the authorization letter to take the entrance examination, and recommendation letters must be written in Japanese.
3. Attach Japanese translations if IDs, the authorization letter to take the entrance examination, and recommendation letters are not written in Japanese.
4. Write “ 研究生願書在中 (research student application documents)” in Japanese in red on the front of the envelope.
5. Applicants will be mailed entrance examination admission slips after receipt of the above application documents is confirmed.
6. Once they are received, application documents cannot be altered or returned for any reason.

#### 4. Screening of application credentials

Anyone applying with the application (to take entrance examination) credentials described in I.-1.-2) or I.-2.-2) must submit the following documents and obtain authorization to apply. The submission period is Wednesday, November 26 to Monday, December 1, 2014.

- 1) Post-enrollment research plan
- 2) Resume
- 3) Performing career history
- 4) Recommendation letters
- 5) Other materials that may be useful in assessing your application and entrance examination credentials

#### VIII. Announcements of Successful Applicants

An announcement will be posted on the Faculty of Music's bulletin board and the TUA website **after 2 p.m. on Friday, February 20, 2015. (The website post is scheduled to go up an hour after posting on the bulletin board, or after 3 p.m.)**

We plan to send successful applicants documents for enrollment procedures on Monday, February 23, 2015, so please be sure to submit with your application the address sticker for use in mailing enrollment procedures documents.

Notes:

1. Only addresses within Japan are allowed, so applicants residing in other countries should appoint an agent in Japan.
2. If you had a passing score but the documents for enrollment procedures have not arrived by Friday, February 27, 2015, please contact the Faculty of Music's Educational Affairs Section.

#### IX. Enrollment and Tuition fees

**Enrollment fee: ¥84,600 (tentative amount)**

**First semester tuition: ¥178,200 (full year ¥356,400; tentative amounts)**

Note: If tuition is revised during the enrollment period, the revised tuition fee applies from the time of its revision.

#### X. Other

1. Student passenger fares (student discounts) do not apply.
2. Students who have completed their research period at TUA and wish to continue their research must reapply (take an entrance examination).

## Handling of Personal Information

In accordance with the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies (hereinafter, Act on the Protection of Personal Information), Tokyo University of the Arts uses personal information acquired in the processing of selecting new students as follows in addition to tasks related to new student selection.

#### 1. Usage purposes

- (1) Successful applicants' names, addresses and other personal information are used for tasks related to enrollment procedures.
- (2) Newly processed enrollees' names, addresses and other personal information are used for tasks related to education such as school registration administration following enrollment, as well as for tasks related to health examinations and other health management.
- (3) Newly processed enrollees' names, addresses and other personal information are used for tasks related to the collection of enrollment and tuition fees and other types of payments administration.
- (4) Grades and other personal information acquired in the processing of selecting new students are used for tasks related to first-year enrollment and tuition fee exemptions as well as the selection of scholarship students and other forms of scholastic assistance.
- (5) Grades and other personal information acquired in the processing of selecting new students are used—in a form that renders identification of individuals impossible—for tasks incidental to statistical processing, enrollment information, and investigative research by the university related to new student selection.

#### 2. Provision of personal information to third parties

Other than as stipulated in article 9 of the Act on the Protection of Personal Information, the university does not use personal information it has acquired for other purposes or provide such information to third parties without applicants' consent.

Please note, however, that the minimum amount of information needed may be provided in the following cases:

- (1) When tasks related to the handling of personal information as described in (1)–(5) in 1. above are consigned to external contractors upon conclusion of contracts regarding appropriate handling of personal information
- (2) When information is provided in accordance with legal requests or if the applicant's consent is given in advance.