

2016 Academic Year

**Entrance Examinations for International Students  
Global Art Practice**

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

**Guidance for Prospective Students (Supplement)**

The University application form is attached to this Guidance.

August 2015

**Tokyo University of the Arts**

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

## Table of contents

1. Graduate School of Fine Arts admissions policy .....	1
2. Number of students admitted .....	1
3. Eligibility to apply.....	1
4. Standard timeframe for completing the program .....	2
5. Offices and faculty advisors .....	2
6. Application procedures .....	2
7. Submitting your portfolio and other materials .....	6
8. Screening examination content, date, and time.....	7
9. Announcement of successful applicants .....	8
10. Admission procedures.....	8
11. Disclosure of information on entrance examinations.....	8
12. Handling of personal information .....	9
* University campuses (Ueno and Toride) .....	11
* Portfolio Submission Form	
* Request for Release of Graduate School Entrance Examination Results for the 2016 Academic Year, Tokyo University of the Arts (Application Form)	
* Screening fee remittance request form	

## **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**

Six students

## **3. Eligibility to apply**

Applicants to the Graduate School of Fine Arts (MFA Program) must be of a nationality other than Japanese and 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

#### 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. O Jun
			Assoc. Prof. Shinji Ohmaki
			Assoc. Prof. Tsuyoshi Ozawa
			Assoc. Prof. Shihoko Iida
Lecturer Hidenori Sonobe			

#### 6. Application procedures

##### 1) Advance application

**September 1 – 4:30 pm on September 30, 2015 (no exceptions permitted)**

Enter your name, nationality, and all other required information on the Application Form (Form B) and the Statement of reasons for application (Form C) attached to this Guidance and send to the following email address:

gap.exam@ml.geidai.ac.jp

After verifying that the academic history and other information on the Application Form meets the requirements for eligibility to apply, the Educational Affairs Section will respond by email and inform you of your remittance no. for the screening fee.

\* Some applicants may lose eligibility to apply as a result of verification of their diplomas and other documents submitted after the Application Form is sent by email.

Promptly complete the procedures for remitting the screening fee after reviewing the response to your application sent by email.

(See “Remitting the screening fee” starting on page 2 for payment procedures and methods.)

##### 2) Remitting the screening fee

###### ① Screening fee: 36,000 yen

When paying the screening fee, be sure to enter the remittance no. provided in the email from the University.

After making the payment, be sure to enclose the remittance statement prepared by the financial institution along with other materials submitted to the Graduate School, including your portfolio. Send to the University by DHL or EMS (express registered mail if sending them from within Japan) or other reliable delivery method.

(See page 7 for information on sending your portfolio and other materials.)

② Remittance period: September 1, 2015 – September 30, 2015

③ Remittance method and documents to be submitted

Transfer the fee by either of method (a) or (b) described below.

(a) Remittance 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) together with your portfolio and other materials.

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 Toranomon, 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"> <li>• 志願者の氏名 (Name of applicant)</li> <li>• 受験研究科, 専攻 (Name of the department which you are applying)</li> </ul>

(b) Remittance at a financial institution counter (in Japan only)

- 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.
- Submit the remittance statement received from the financial institution.

#### ◇ 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.

#### ④ Refunds

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

- (a) The applicant was determined to be ineligible to apply after verifying the diploma (or certificate of anticipated graduation) or other documents submitted.
- (b) 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 form. The form should include the information listed under ① through ⑦ below. Attach the remittance statement and mail to the Accounting Section of the Strategic Planning Division, 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

Date/period	Documents to submit	Remarks
September 1–30	Application Form	Submit by email. Be sure to attach a photograph of yourself. (The photograph should show the top half of your body, facing forward, without a hat, and should have been taken within the previous three months.)
Must be received by October 23. Send by DHL or EMS (or express registered mail if sending from within Japan) or other reliable delivery method, with “GAP Portfolio Enclosed” written on the envelope in red ink. These documents will not be accepted if brought to the University in person.	① Entrance screening fee remittance proof form	If you remitted payment from overseas, staple a copy of the foreign remittance request form (featuring the seal or signature of the bank clerk handling the remittance). If you made payment from a financial institution in Japan, attach the remittance request form (Form C) with the “received” stamp of the financial institution affixed.
	② Diploma (or certificate of anticipated graduation)	This is not required for applicants who are graduates of or current students at the Faculty of Fine Arts of the Tokyo University of the Arts or Japanese government-funded international students. The date of issuance does not matter.
	③ University academic transcripts	This is not required for applicants who are graduates of or current students at the Faculty of Fine Arts of the Tokyo University of the Arts or Japanese government-funded international students. The date of issuance does not matter.
	④ Letters of recommendation from three people (written in English or Japanese)	Submit three recommendations from persons who have instructed you or are able to evaluate your past research or creative work.
	⑤ Certificate of English language ability	If English is not your native language, submit certified scores from one of the following exams, taken on or after October 1, 2014: TOEFL (iBT), TOEIC (TOEIC), or IELTS (Academic Module)
	⑥ Portfolio	See page 6 for details.

### Notes:

- 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.)
- 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).
- 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).
- If you completed four years of university education at two or more schools (e.g., because you transferred), submit transcripts for all schools attended.
- 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.
- Do not submit any documents not specified by the Graduate School.
- Remove any certificates or other documents from the envelopes in which they were originally issued. (You do not need to submit the envelopes.)
- 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.
- 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

Send the above documents (① to ⑥) to the University by DHL or EMS (or express registered mail if sending from within Japan) or other reliable delivery method, to arrive by the deadline for submission.

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

## 7. Submitting your portfolio and other materials

Submit your portfolio and other materials as outlined below.

1. See “Screening examination content and methods” on page 7 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
Global Art Practice	Must be received by 4:00 pm Friday, October 23. Send by registered mail, with “GAP Portfolio Enclosed” written on the envelope in red ink. * Follow the instructions on page 7 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



## 8. 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>Examination item: Documentary screening</p> <p>Deadline for submitting portfolio: By 4:00 pm Friday, October 23</p> <p>Send by DHL or EMS (or express registered mail if sending from within Japan) or other reliable delivery method 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"> <li>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.</li> <li>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.</li> <li>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"> <li>Video (one DVD-R disk)                   <ul style="list-style-type: none"> <li>Submit video files on a DVD-R disk.</li> <li>Limit playback time to three minutes.</li> <li>Submit video in .mov file format at a resolution of no more than 1920 x 1080 pixels.</li> <li>You can also upload the files to Web services such as YouTube or Vimeo. If you choose this option, submit the URLs on paper.</li> </ul> </li> <li>Audio (one audio CD)                   <ul style="list-style-type: none"> <li>Limit playback time to three minutes.</li> <li>Submit audio on an audio CD.</li> <li>You can also upload the files to Web services such as YouTube or Vimeo. If you choose this option, submit the URLs on paper.</li> </ul> </li> <li>Printed materials (up to three essays or other printed materials)                   <ul style="list-style-type: none"> <li>Submit printed materials such as written works and essays.</li> <li>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.</li> </ul> </li> </ol> </li> </ol> <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 Yosemite). * Note that materials submitted will not be returned.</p>
		<p>Period for questions and requests for additional materials</p> <p>Thursday, November 5 – Wednesday, November 25, 2015</p>	<p>You may receive questions or may be asked to provide additional materials during the period indicated to the left. Please enter an email address where we can reach you on your application form.</p>

## 9. Announcement of successful applicants

### ○ Announcement of final successful applicants

\* Examinee numbers and other information concerning successful applicants will also be posted on the University's website (<http://exam-a.geidai.ac.jp/>).

10:00 am Friday, December 11, 2015  
(Successful applicants will be sent admission procedure documents around December 14, 2015.)

## 10. Admission procedures

### (1) Period for completing admission procedures

- ① Accepted by mail

Must be received by Monday, December 21, 2015.

### (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 <sup>*1</sup>	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

<sup>\*1</sup>: 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.

## 11. 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 from outside Japan

After the examinee him or herself has completed all the blank spaces on the Request for Release/Notice of Entrance Examination Results appended to this Guidance, mail to the Educational Affairs Section, Faculty of Fine Arts, Tokyo University of the Arts, along with the notice of consent to take the examinations and an international reply coupon.

\* Check to confirm that the amount of the international reply coupon is sufficient to cover the cost of postage from the University to your country.

○ Applying from within Japan

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.

## 12. 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

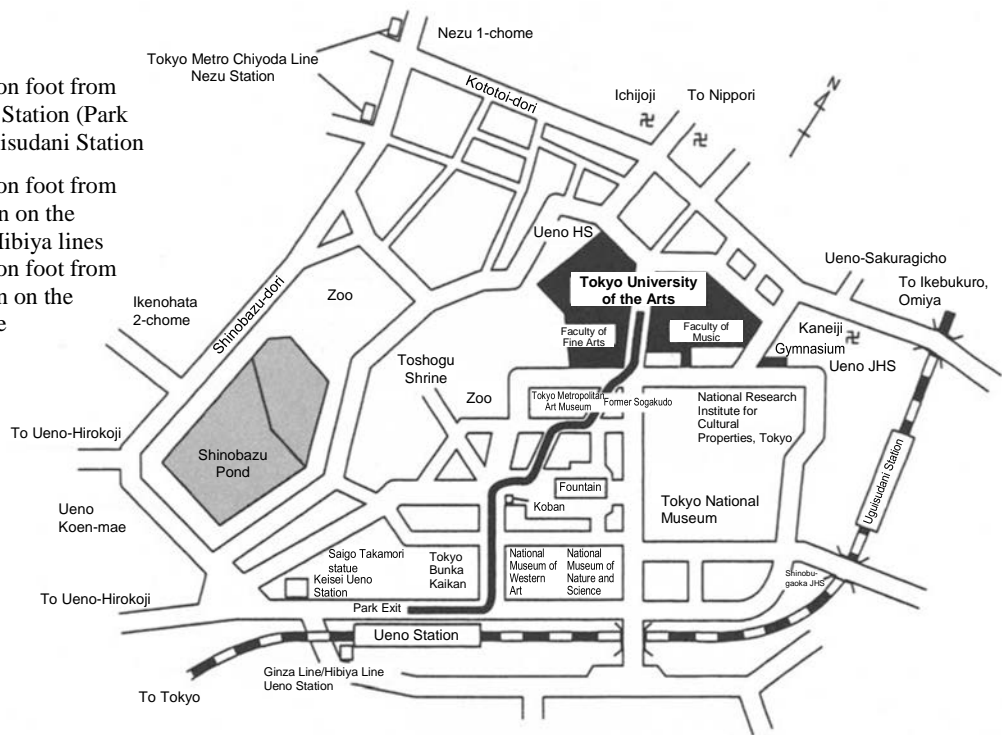
## University campuses

**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

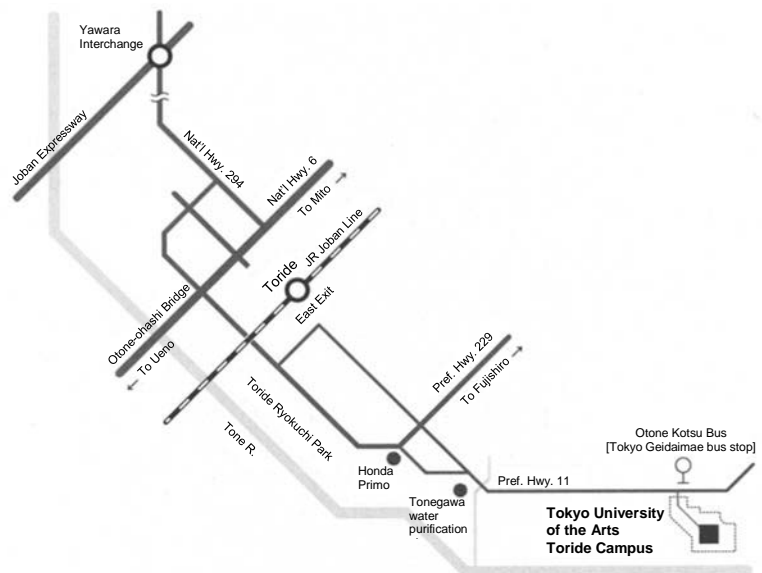
Tokyo Metro: 15 minutes on foot from Ueno Station on the Ginza and Hibiya lines  
10 minutes on foot from Nezu Station on the Chiyoda line



**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

# 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 “11. Disclosure of information on entrance examinations” on page 8 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.

(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

Cut here.

# Screening fee remittance request form (for 2016 MFA Program)

\* Applicants must use this form to remit the amount indicated below by the deadline for submitting applications. Attach Form C to the designated submission form and mail to the Tokyo University of the Arts along with all other documents being submitted.

Period during which payment remittance is accepted: Tuesday, September 1 – Wednesday, September 30, 2015 (No exceptions will be made.)

\* You do not need to pay the screening fee if you are a Japanese government-funded international student.

Cut here and submit to the financial institution. ↴

## Form A

### Remittance request form

(Tokyo University of the Arts entrance screening fee)

Period during which remittance is accepted (processed by financial institution)  
September 1 (Tuesday) – September 30 (Wednesday)

Date of request		Major applied for			
Date (Y/M/D): / /		Telegraphic transfer		Remittance charge	
Remit to Sumitomo Mitsui Banking Corporation, Tokyo Koumubu Branch		Amount		Yen	
Deposit type Ordinary	Account no. 151793			¥ 3,600,000	
Beneficiary (Name) Tokyo University of the Arts screening fee receipt account					
Ref. no.		Name of applicant			
		(Furigana)			
Payer (applicant) (Address)		(Tel.) ( )		Received stamp	

[Cut here and submit to the financial institution.]

- \* Requests to financial institution handling remittance
  1. Please enter the five digit ref. no. preceding the name of the individual remitting payment. Omit spaces between the ref. no. and the name.
  2. Please affix received stamps to all three designated spaces on Forms A, B, and C.
  3. Be sure to return Forms B and C to the payer.
  4. No remittance charge is applied to transfers made from the head office or branches of Sumitomo Mitsui Banking Corporation. (Remittances from ATMs are not accepted.)

(To be retained by the financial institution) MFA

## Form B

### Remittance receipt

(Tokyo University of the Arts entrance screening fee)

Date (Y/M/D): / /			
Amount	Millions	Thousands	Yen
		¥ 3,600,000	
Remit to	Sumitomo Mitsui Banking Corporation, Tokyo Koumubu Branch		
Beneficiary	Tokyo University of the Arts		
Name of applicant	Ref. no.		
	(Furigana)		
		Remittance charge	Yen
Received stamp		Revenue stamp	

[To be cut here by the financial institution]

(To be retained by the applicant) MFA

## Form C

### Tokyo University of the Arts Entrance screening fee remittance proof form

Major applied for			
Amount	Millions	Thousands	Yen
		¥ 3,600,000	
Remit to	Sumitomo Mitsui Banking Corporation, Tokyo Koumubu Branch		
Beneficiary	Tokyo University of the Arts		
Name of applicant	Ref. no.		
	(Furigana)		
		Received stamp	

[Cut here and attach to Form (A).]

(To be submitted to the University) MFA



A

MFA

# Entrance Screening Fee Remittance Proof Submission Form

Major applied for
* Examinee no.

- ◇ For remittance from a bank or other financial institution
- Attach Form C (returned at the time you remit payment) to the position shown below.
- Confirm that the form carries a received stamp from the financial institution.
- Be sure to enter the applicant's name and contact information.

Form C

Tokyo University of the Arts  
Entrance screening fee remittance proof form

Major applied for				
Amount	Millions	Thousands	Yen	
		¥ 3 6 0 0 0		
Remit to	Sumitomo Mitsui Banking Corporation, Tokyo Koumubu Branch			
Beneficiary	Tokyo University of the Arts			
Name of applicant	Ref. no.			
	(Furigana)			

Received stamp

(To be submitted to the University)

Name of applicant

(Furigana)
------------

Contact information

Home telephone number
Mobile telephone number
Email address

\* Complete all sections outlined in bold and attach the proof of payment issued by the financial institution.

\* If remitting payment from overseas, staple the foreign remittance request form to this form.

B

# 2016 Academic Year Application Form for Admission to the Graduate School of Fine Arts (MFA Program), Tokyo University of the Arts

(Furigana) Name (Identical to name on family register)		Date of birth (Y/M/D): / / Male Female (Age as of April 1, 2016:      years)	
Permanent residence	(Enter only prefecture or nationality.)		Residence status * Enter only if your nationality is other than Japanese.
	Postal code:      -      Tel.:      (      )		
Current address	Postal code:      -      Tel.:      (      )		
Contact information at time of examination	Postal code:      -      Tel.:      (      )		
Email address	@		
Curriculum vitae (Attach additional sheets in any format, if necessary.) * Enter details in the space provided on the reverse side for a record of your activities.			
Academic history	Y/M - Y/M		
	/ - /	High School	
	/ - /	[National] [Public] [Private] University: Faculty:      Dept.: (Graduated/expected to graduate)      Major:	
	/ - /		
	/ - /		
	/ - /		
	/ - /		
Employment history	/ - /		
	/ - /		
	/ - /		
Rewards/punishments			

Notes:

1. Complete all information within the bold frame. Leave all boxes marked with \* blank.
2. Do not separate this application form, photo card, or examination card. Submit them bound together.

\* Examinee no.

--

Major, research field for which the application is being submitted		
Global Art Practice		
<table border="1"> <tr> <td style="text-align: center;"> <p>Attach photograph here.</p> <p>(Color, 4 cm x 3 cm) Upper body, facing camera, no hat (Taken within last three months)</p> </td> </tr> </table>		<p>Attach photograph here.</p> <p>(Color, 4 cm x 3 cm) Upper body, facing camera, no hat (Taken within last three months)</p>
<p>Attach photograph here.</p> <p>(Color, 4 cm x 3 cm) Upper body, facing camera, no hat (Taken within last three months)</p>		



\* To make any corrections, strike out the section to be corrected with two parallel lines.



# Statement of reasons for application

Furigana Name		Major for which the application is being submitted	Global Art Practice
		Research field for which the application is being submitted	Global Art Practice
Past research topics (or undergraduate graduation research theme):			
Brief statement of your reasons for applying to the Graduate School and research topic(s) you wish to study after admission:			
Record of activities:			

\* For the major and research field for which the application is being submitted, write the major and research field circled in red on the front of the application form.

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

Published: August 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 Arts ..... Tel: 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.**