

# 2016 Academic Year Tokyo University of the Arts Guidance for Prospective Research Students

## I. Eligibility to apply (for examination)

### (1) Japanese applicants

Persons meeting either of the descriptions under ① or ② below are eligible to apply. However, application to the research field of Musicology is restricted to international students majoring in musicology.

- ① Those who have completed graduate school (an MA course; including those expecting to finish in March 2016)
- ② Those recognized by the University to possess academic ability at least equal to that described under ① above (see **VII. Application procedures: (4) Screening for eligibility to apply** below).

### (2) Non-Japanese applicants (those of nationalities other than Japanese)

Persons meeting either of the descriptions under ① or ② below are eligible to apply.

- ① Those who have graduated from the University (an undergraduate course; including those expecting to graduate in March 2016)
- ② Those recognized by the University to possess academic ability at least equal to that described under ① above (see **VII. Application procedures: (4) Screening for eligibility to apply** below).

## II. Research fields for which applications are accepted

- Composition
- Opera
- Conducting
- Musicology
- Music Education
- Applied Musicology
- Literature in Music
- Creativity of Music and Sound
- Creativity of Arts and the Environment

## III. Number of students admitted

A small number of students

## IV. Research periods

Half-year or full-year

- ① April 1 – September 30, 2016
- ② October 1, 2016 – March 31, 2017
- ③ April 1, 2016 – March 31, 2017
- ④ October 1, 2016 – September 30, 2017

\* Provide your desired research period on the admission application form.

## V. Screening method

A decision will be made based on comprehensive assessments of the applicant's results of examinations and documents submitted.

## VI. Examination subjects, examination dates, etc.

Research field	Examination subject	Pieces for examination and other instructions	Examination date
Composition	Interview	Submit scores for two works of music from any genre. For works of electronic music, recorded media (e.g., tape recordings or CDs) are also acceptable. Send these at the same time as the application.	February 9, 2016 (Tuesday)
Opera	Opera performance examination (For applicants majoring primarily in singing)	Submit three arias and perform, from memory, one of these pieces as designated on the day of the examination (in the original key). The solo singing parts of operas include romances and cavatinas that are frequently performed alone. However, arias from works other than operas, such as oratorios or masses, and classic arias generally treated as songs are not included. * The examinee must bring along an accompanist. * Submit the form for submission of recital pieces for examination.	February 12, 2016 (Friday)
	Short essay (For applicants majoring primarily in direction)	A brief essay (on a theme to be assigned on the day of the examination)	
Conducting	Oral questioning Interview		February 10, 2016 (Wednesday)
Musicology	Interview		February 12, 2016 (Friday)
Music Education	Interview		February 12, 2016 (Friday)
Applied Musicology	Interview		February 12, 2016 (Friday)
Literature in Music	Interview		February 12, 2016 (Friday)
Creativity of Music and Sound	Interview		February 12, 2016 (Friday)
Creativity of Arts and the Environment	Interview		February 12, 2016 (Friday)

Notes:

- ① Information on examinations (including schedules, subjects, and meeting times) and announcements of successful applicants will be posted on a bulletin board and the University website.
- ② **The above examination schedule is subject to change depending on numbers of applicants and related conditions. Examinees are responsible for verifying the schedule on the following posting date.**
- ③ **Schedules and meeting times will be posted starting at 4:00 pm Monday, February 1, 2016. (Plans call for announcing this information on the website one hour later [starting at 5:00 pm].)**

## VII. Application procedures

### (1) Period applications are accepted

Applications must be postmarked during the period Monday, January 4, 2016 through Friday, January 8, 2016 (acceptance is based on the postmarked date).

Note: Applications will not be accepted if they are delivered to the University in person or if they are postmarked any other dates beyond the period above.

Send the application by registered mail, writing in Japanese in red on the front of the envelope “平成 28 年度音楽学部研究生願書在中” (2016 Faculty of Music research student application enclosed).

#### Mail the application to:

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

**(2) Screening fee**

- ① Amount: 9,800 yen
- ② Remittance period: January 4, 2016 (Monday) – January 8, 2016 (Friday)
- ③ Remittance method: Remit the screening fee by bank transfer.

**1. 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), etc. (Please keep in mind that you cannot transfer fees at finance corporations.)
- If you transfer the fee at Japan Post Bank (at a post office), you can do so only from a Japan Post Bank account.  
Please 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 transfer 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. Please tear off Form C and submit by attaching to the 2016 (Research Student) Entrance Screening Fee Remittance Proof Submission Form <Research Students>.

<p><b>A票 振込依頼書</b> (「東京芸術大学」入学試験検定料)</p> <p style="text-align: right;">金融機関取扱期間 平成〇年〇月〇日(〇)～〇日(〇)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">ご依頼日</td> <td style="width: 20%;">研究分野名</td> <td style="width: 20%;">電信扱</td> <td style="width: 20%;">手数料</td> <td style="width: 20%;">円</td> </tr> <tr> <td>平成 年 月 日</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>振込先 三井住友銀行 東京公務部</td> <td>金額</td> <td>千</td> <td>円</td> <td></td> </tr> <tr> <td>預金種目 普通</td> <td>口座番号 151793</td> <td></td> <td></td> <td></td> </tr> <tr> <td>受取人 トウキョウゲイジュツダイガク 国立大学法人 東京芸術大学 検定料収納口</td> <td>金額</td> <td>千</td> <td>円</td> <td>¥9,800</td> </tr> <tr> <td>依頼人 整理番号</td> <td>志願者氏名</td> <td colspan="3" rowspan="2" style="text-align: center; vertical-align: middle;">収納印</td> </tr> <tr> <td>(おとこる)</td> <td>(フリガナ)</td> </tr> </table> <p>※【取扱金融機関へのお願ひ】</p> <ol style="list-style-type: none"> <li>1. 5桁の整理番号は、氏名頭部へ連続して打電して下さい。</li> <li>2. 収納印はA・B・C票の3ヶ所にもれなく押印して下さい。</li> <li>3. B・C票は、必ず依頼人へお返し下さい。</li> <li>4. 三井住友銀行本支店にて振込の場合の振込手数料は無料となります。(ATM等は不可です)</li> </ol> <p style="text-align: right;">(取扱金融機関保管)      音楽・研究生</p>	ご依頼日	研究分野名	電信扱	手数料	円	平成 年 月 日					振込先 三井住友銀行 東京公務部	金額	千	円		預金種目 普通	口座番号 151793				受取人 トウキョウゲイジュツダイガク 国立大学法人 東京芸術大学 検定料収納口	金額	千	円	¥9,800	依頼人 整理番号	志願者氏名	収納印			(おとこる)	(フリガナ)	<p><b>B票 振込金受取書</b> (「東京芸術大学」入学試験検定料)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>平成 年 月 日</td> <td>金額</td> <td>千</td> <td>円</td> </tr> <tr> <td></td> <td>¥9,800</td> <td></td> <td></td> </tr> <tr> <td>振込先 三井住友銀行 東京公務部</td> <td>受取人 東京芸術大学</td> <td>整理番号</td> <td>手数料</td> </tr> <tr> <td>受取人 東京芸術大学</td> <td>志願者氏名</td> <td>(フリガナ)</td> <td>円</td> </tr> </table> <p style="text-align: center;">「金融機関で切り離してください」</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">収納印</td> <td style="width: 50%;">収入印紙</td> </tr> </table> <p style="text-align: right;">(志願者保管)      音楽・研究生</p>	平成 年 月 日	金額	千	円		¥9,800			振込先 三井住友銀行 東京公務部	受取人 東京芸術大学	整理番号	手数料	受取人 東京芸術大学	志願者氏名	(フリガナ)	円	収納印	収入印紙	<p><b>C票 「東京芸術大学」入学試験検定料振込金受付証明書</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>研究分野名</td> <td>金額</td> <td>千</td> <td>円</td> </tr> <tr> <td></td> <td>¥9,800</td> <td></td> <td></td> </tr> <tr> <td>振込先 三井住友銀行 東京公務部</td> <td>受取人 東京芸術大学</td> <td>整理番号</td> <td>志願者氏名</td> </tr> <tr> <td></td> <td></td> <td>(フリガナ)</td> <td>(フリガナ)</td> </tr> </table> <p style="text-align: center;">「切り離して、提出用紙に貼り付けること」</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">収納印</td> <td style="width: 50%;">収入印紙</td> </tr> </table> <p style="text-align: right;">(大学提出用)      音楽・研究生</p>	研究分野名	金額	千	円		¥9,800			振込先 三井住友銀行 東京公務部	受取人 東京芸術大学	整理番号	志願者氏名			(フリガナ)	(フリガナ)	収納印	収入印紙
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入学試験検定料振込金  
受付証明書提出用紙

◇銀行等金融機関での振り込みの場合

C票 「東京芸術大学」入学試験  
検定料振込金受付証明書

Once you have transferred the fee, Forms B and C will be returned to you. Please tear off Form C, indicate the research field (musical instrument) you wish to apply for and your name, and submit by attaching to the 2016 (Research Student) Entrance Screening Fee Remittance Proof Submission Form <Research Students>.

## 2. Sending Money from Overseas

- To transfer funds from overseas, please follow the instructions provided below.
- Please be prepared to remit:  
The cost of Screening fee (9,800 yen) + remittance fees charged in your country (please check with your bank for details) + fees charged in Japan (4,000 yen in total)  
(Additional fees may be charged by an intermediary involved in processing the transfer.)
- Please specify in the remittance form that ALL local and overseas charges be borne by the remitter. If no specification is given, these charges will be deducted from the transfer amount, which will result in arrival of less funds than the amount originally transferred.
- 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 to the 2016 (Research Student) Entrance Screening Fee Remittance Proof SubmissionForm <Research Students>, together with other necessary documents.

### Money transfer information

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)
手数料 (Charge)	依頼人負担 (Borne by Payer) (check "OUR")
送金目的(Purpose of payment)	検定料(Screening fee)
銀行名(Bank name)	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, telephone number)	〒105-0001 東京都港区虎ノ門 1-6-12 1-6-12 Toranomom, Minato-ku, Tokyo Japan TEL.03-3591-3201
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)	・ 志願者の氏名 (Name of applicant) ・ 受験研究科,専攻,研究分野 (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) and (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 the above cases, remittance charges will be deducted from the amount returned to the applicant.

Please 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 ① to ⑦ below. Attach the payment statement, proof of payment, or Form C to the form and mail to the Accounting Section of the Strategic Planning Division, the Tokyo University of the Arts (12-8 Ueno Koen, Taito-ku, Tokyo 110-8714).

- Name, ② address, ③ telephone number, ④ the department you wish to enter, the major you wish to study, and your musical instrument, ⑤ amount of money, ⑥ reason for making the refund request, ⑦ details of the bank account you wish the refund to be paid into (name of the bank, name of the branch, whether the account is an ordinary deposit account or a current account, name of the account holder (in katakana), and the account number)

\*Remittance of refunds normally takes about one month following receipt of the screening fee refund request form.

\*If you do not have your own bank account and want to have the refund paid into an account held by a parent, guardian, etc., please send a power of attorney indicating this along with the refund request form.

### (3) Documents to submit

Applicants must submit the following documents by registered mail:

- ① Admission application form (designated form)
- ② Photograph (taken within three months before the application period; affix to the designated space on the admission application form)
- ③ Form for submission of recital pieces for examination (designated form; for applicants to the research field of Opera only)
- ④ 2016 (Research Student) Entrance Screening Fee Remittance Proof Submission Form <Research Students> (designated light-blue form) with the Tokyo University of the Arts Entrance Screening Fee Remittance Proof Form (Form C) affixed
- ⑤ Name and address label for sending admission procedure documents (designated form)
- ⑥ Diploma (or certificate of anticipated graduation or completion) from most recent school attended (not required from graduates or those who have completed or plan to graduate or complete their studies at the Tokyo University of the Arts)
- ⑦ Letter of recommendation (any format; not required from graduates or those who have completed their studies at the Tokyo University of the Arts)
- ⑧ If you are currently employed, a letter of your supervisor's consent to your taking the examinations (any format)

Notes:

- ① If the family name on a certificate differs from your current family name due to marriage or other reasons, attach an official document that can be used to verify the name change (e.g., a copy of the relevant part of your family register).
- ② All documents other than certificates, the letter of your supervisor's consent to your taking the examinations, and letter of recommendation must be in Japanese.
- ③ If a certificate, letter of your supervisor's consent to your taking the examinations, or letter of recommendation is in a language other than Japanese, attach a Japanese translation.
- ④ Write in Japanese in red on the front of the envelope “平成 28 年度音楽学部研究生願書在中” (2016 Faculty of Music research student application enclosed).
- ⑤ The examination card will be sent to the applicant after receipt of the above documents to submit has been verified.
- ⑥ Once received, the application form and other documents may not be modified or returned for any reason.

### (4) Screening for eligibility to apply

**Those planning to apply under eligibility to apply (for examination) (1) ② and (2) ② above must submit the following documents to obtain approval to apply.**

**Submit these documents during the period Wednesday, November 25 through Friday, December 4, 2015.**

- ① Research plan for after enrollment
- ② *Curriculum vitae*
- ③ Performance history
- ④ Letter of recommendation
- ⑤ Other materials for reference in determination of eligibility to apply

## VIII. Announcement of successful applicants

Results will be announced on the bulletin board of the Faculty of Music and on the University website **beginning 2:00 pm Friday, February 19, 2016**. (Plans call for posting results to **the website one hour after posting them on the bulletin board [i.e., beginning 3:00 pm].**)

Successful applicants will be sent admission procedure documents on Monday, February 22, 2016 (scheduled). Be sure to submit the name and address label for sending admission procedure documents along with the application form when applying.

\* Since the mailing address must be in Japan, if you reside overseas designate an agent who resides in Japan.

\* Successful applicants should contact the Educational Affairs Section of the Faculty of Music if they do not receive the admission procedure documents by Friday, February 26, 2016.

## IX. Enrollment fee/tuition

**Enrollment fee: 84,600 yen (planned amount)**

**Tuition: 178,200 yen for half-year (356,400 yen for full year) (planned amounts)**

Note: Any change in tuition fee during your time as an enrolled student will go into effect at the time of the change.

## X. Other information

- ① Applicants are not eligible for student travel fares (student discounts).
- ② If you want to continue your research after the end of your research period at the University, you must apply (and undergo the examinations) again.

# 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 the management of payments, such as collection of enrollment and tuition fees.
- ④ Personal information such as grades obtained 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 grades obtained 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 to ⑤ above may be entrusted to an external third party after concluding a contract with them concerning the appropriate handling of personal information
- ② As required by law and/or as consented to in advance by the person concerned.



## *Curriculum vitae*

Year	Month	Music studies/research history (teachers, published works, essays, etc.)
Year	Month	Academic history (Enter information on university graduation and education beyond.)
		<div style="display: flex; justify-content: space-between;"> <span>University: (Graduated)</span> <span>Faculty:</span> <span>Dept.:</span> </div>
Year	Month	Employment history
<p>I hereby certify that the above information is correct.</p> <p style="margin-left: 40px;">Date (YY/MM/DD):    /    /</p> <p style="text-align: right; margin-right: 40px;">Applicant's signature:</p>		



Vocal type		(Furigana)
		Name

**2016 Academic year**  
**Form for submission of recital pieces for**  
**examination [Opera research field]**  
**[Tokyo University of the Arts Research Students]**

Research field	Examinee number
<b>Opera</b>	※

**Free choice: arias (three pieces)**

No.	Composer	Title of work	Title of piece (role and the opening lyrics)	Key
1			Original language	
			----- Japanese translation	
2			Original language	
			----- Japanese translation	
3			Original language	
			----- Japanese translation	

**Notes:**

1. Enter titles of pieces both in the original language and translated into Japanese.
2. Indicate keys for arias only, the opening key (key actually performed) of the aria.
3. Submit this form along with the admission application form and other documents when applying.
4. Make a copy of this form and bring it with you on the day of the examination.
5. Leave box marked with ※ blank.

2016 Academic year Research Student screening fee remittance request forms  
**平成28年度研究生 検定料振込依頼書**

Cut here and submit to the financial institution.  
 ↓ 切り離して、金融機関に提出すること ↓

Cut here and attach to the Entrance Screening Fee Remittance Proof Submission Form.

A票

**振込依頼書**

(「東京藝術大学」入学試験検定料)

金融機関取扱期間

平成28年1月4日(月)~8日(金)

ご依頼日		研究分野名		円	
平成	年	月	日	電信扱	手数料
振込先		金額		円	
三井住友銀行 東京公務部		¥9800		円	
預金種目	口座番号	金額		円	
普通	151793	¥9800		円	
受取人		金額		円	
(フリガナ) トウキョウゲイジュツダイガク (おなまえ) 東京芸術大学 検定料収納口		金額		円	
整理番号		志願者氏名		円	
92570		(フリガナ)		円	
依頼人		志願者氏名		円	
(おところ) (電話) ( )		志願者氏名		円	

→ 切り離して金融機関に提出すること

※【取扱金融機関へのお願い】

- 5桁の整理番号は、氏名頭部へ連続して打電して下さい。
- 収納印はA・B・C票の3ヶ所にもれなく押印して下さい。
- B・C票は、必ず依頼人へお返し下さい。
- 三井住友銀行本支店にて振込の場合の振込手数料は無料となります。(ATM等は不可です)

(取扱金融機関保管)

音楽・研究生

B票

**振込金受取書**

(「東京藝術大学」入学試験検定料)

平成	年	月	日
金額	百万	千	円
		¥9800	円
振込先	三井住友銀行 東京公務部		
受取人	東京芸術大学		
志願者氏名	整理番号	92570	
	(フリガナ)		
手数料	円		

「金融機関で切り離してください」

収納印	
-----	--

(志願者保管)

音楽・研究生

C票

**「東京藝術大学」入学試験  
 検定料振込金受付証明書**

研究分野名	円		
金額	百万	千	円
		¥9800	円
振込先	三井住友銀行 東京公務部		
受取人	東京芸術大学		
志願者氏名	整理番号	92570	
	(フリガナ)		

「切り離して、提出用紙に貼り付けること」

収納印	
-----	--

(大学提出用)

音楽・研究生

← 切り離して、提出用紙に貼り付けること

Cut here and submit to the financial institution.

# 入学試験検定料振込金 受付証明書提出用紙

平成28年度  
音楽・研究生

Entrance Screening Fee Remittance Proof Submission Form

For remittance from a bank or other financial institution

## ◇銀行等金融機関での振込

- 振込時に返却されたC票を下記の位置に貼り付けること。  
Attach Form C (returned at the time you remit payment) in the position shown below.
- 金融機関の収納印が押印されていることを必ず確認すること。  
Confirm that it carries a receipt seal from the financial institution.
- 志願者氏名、連絡先を必ず記入すること。  
Be sure to enter the applicant's name and contact information.

C票

「東京藝術大学」入学試験  
検定料振込金受付証明書

研究分野名	
金額	百万 千 円 ¥ 9 8 0 0
振込先	三井住友銀行 東京公務部
受取人	東京芸術大学
志願者	整理番号
	(フリガナ)
	氏名

収納印

(大学提出用) 音楽・研究生

Name of applicant  
志願者氏名

(フリガナ) (Furigana)

連絡先 Contact details

自宅電話番号 Home telephone number

携帯電話番号 Mobile telephone number

メールアドレス Email address @

研究生用

Name and address labels for sending admission documents

Research field

Examinee no.

⑤

入学手続書類送付用宛名ラベル

※志望研究分野	※受験番号

For sending admission documents for the 2016 academic year

①平成 28 年度入学手続書類送付用

Address	〒	Prefecture	Municipality
住所：		都・道 府・県	市・区 町・村
			方 In care of
Name			
氏名：	様		

For sending admission documents for the 2016 academic year

②平成 28 年度入学手続書類送付用

Address	〒	Prefecture	Municipality
住所：		都・道 府・県	市・区 町・村
			方 In care of
Name			
氏名：	様		

研究生用

- (注) 1. ※印欄は、記入しないこと。  
 2. このラベルは、出願時に入学願書等と一緒に提出すること。  
 3. 太枠内に収まるよう、丁寧に記入すること。  
 4. ①・②の両方に同じ宛先を記入すること。  
 5. 宛先は日本国内に限る。(海外在住者は、日本国内の代理人を指定すること)。  
 6. 平成 28 年 2 月 22 日(月)発送 (予定) に受け取りが可能な宛先を記入すること。  
 帰省等で一定期間不在になる場合には必ず音楽学部教務係に連絡すること。

Notes:

1. Leave all boxes marked with ※ blank.
2. Submit these labels with your admission application form when you apply.
3. Complete carefully and ensure that the writing is within the bold frame.
4. Write the same name and address on labels ① and ②.
5. The address must be in Japan. (If you reside overseas, please designate an agent who resides in Japan.)
6. Admission procedure documents will be sent out to final successful applicants on Monday, February 22, 2016 (scheduled) at the address provided above. Those who will be temporarily away from the address should contact the Educational Affairs Section of the Faculty of Music.