

2016 Academic Year

Tokyo University of the Arts
Graduate School of Global Arts
(MA Course):
Guidance for Prospective
International Students

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

Tokyo University of the Arts

1-25-1 Senju, Adachi-ku, Tokyo 120-0034 JAPAN
Graduate School of Global Arts Preparatory Office

E-mail: info-ga@ml.geidai.ac.jp

Tel: +81-(0)50-5525-2754

Notes on taking examinations

- (1) Examination dates are subject to change based on the number of applicants. If the dates are revised, an updated schedule will be posted on the University's website at the same time as the notes on examinations (2:00 pm JST or later, Friday, February 5, 2016). Applicants planning to take examinations are responsible for checking for these updates.
- (2) Matters related to examinations will be posted on the University's website. Applicants are responsible for keeping up to date with posts and information on the website. The numbers on each post refer to examinee numbers on the University's examination cards. All times posted are at JST.
- (3) Follow instructions given by staff regarding the order of testing.
- (4) Be sure to arrive at the specified time on the examination date.
- (5) On the examination date, examinees should enter the waiting room at the meeting place and follow the instructions given by the staff.
- (6) Examinees engaging in improper behavior will be disqualified from the examination and prohibited from taking future examinations.
- (7) Keep your examination card with you at all times when taking the examination. On entering the campus, display your examination card to security office staff. Notify staff if you have forgotten your examination card.
- (8) Use of mobile phones, electronic devices with communication features, or similar devices is prohibited. If you bring such devices with you, turn them off and place them in your bag or or put them away elsewhere
- (9) Use of mobile phones even to tell the time during the examination is prohibited. Bring a watch instead.
- (10) Generally speaking, no inquiries concerning examinations will be accepted by telephone.
- (11) The University does not have parking facilities.

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○ Graduate School of Global Arts admissions policy

The goal of the Graduate School of Global Arts is to train individuals who propose new relationships between the arts and society while linking, in integrated and organic ways, various modes of art and cultural practice in response to trends toward a global society and accompanying changes in the arts and society.

Based on this educational philosophy, the Graduate School seeks students who possess the knowledge and creativity that will enable them to play active roles in their fields of research at a global level, as well as practical skills and the capacity to apply themselves diligently in their studies.

I Numbers of students admitted

Major	Areas of specialization	Number to be admitted
Arts Studies and Curatorial Practices	Arts Management Curating Research	Four students

[Note]

- (1) Each applicant may apply to only one area of specialization in his or her chosen major.

II Screening method

Applicants will be screened through a process that includes an oral examination and review of submitted documents.

III Eligibility to apply

Eligible applicants must be of non-Japanese nationality and must also be one of the following:

1. Individuals who have graduated from a university in Japan, as stipulated in Article 83 of the School Education Act (Act No. 26 of 1947) (or expect to graduate in March 2016).
2. Individuals who possess a bachelor's degree 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) (or expect to obtain such a degree by March 2016).
3. Individuals who have completed a 16-year program of school education in a foreign country (or expects to complete by March 2016).
4. Individuals who have completed a 16-year program of school education in Japan through a distance-learning course offered by a foreign school (or expect to complete such a course by March 2016).
5. Individuals who have completed a foreign university program in Japan, 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 a program are considered to have completed a 16-year program of school education in the foreign country in question) (or expects to complete such a program by March 2016).
6. Individuals who have 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) (or expect to complete such a program by March 2016).
7. Other individuals deemed eligible by the Minister of Education, Culture, Sports, Science and Technology of Japan (see 1953 Notification no. 5 of the Ministry of Education, Science and Culture).
8. Individuals aged 22 or older who are recognized as possessing academic ability at least equal to that of a university graduate through individual screenings for eligibility for admission by the Graduate School of Global Arts.
 - * If you wish to apply under the qualifications described under Paragraph 8 above, you must undergo a screening for eligibility to apply in advance. Contact the Graduate School of Global Arts Preparatory Office as soon as possible to request the required documents and submit the documents during the period from Tuesday the 1st of December through to Friday the 11th of December, 2015.
 - * Contact the Graduate School of Global Arts Preparatory Office in advance if you have any questions about eligibility to apply.

IV Application procedures

- ① Applications from inside Japan are accepted by postal mail only. Applicants must enclose documents ① to ⑭ under “4. Documents to submit” inside a Type 2 rectangular envelope, write “Application to Graduate School of Global Arts Enclosed” in red ink on the front left of the envelope, and mail the documents by registered express mail. Send applications from outside Japan by DHL, EMS, or other secure and reliable delivery method.
- ② Application period: Applications must be postmarked from Monday the 4th of January through to Wednesday the 13th of January, 2016 (and received by Friday the 22nd of January, 2016).
- ③ Address:
Graduate School of Global Arts Preparatory Office,
Tokyo University of the Arts
1-25-1 Senju, Adachi-ku, Tokyo 120-0034 JAPAN

1. Screening fee

- ① Amount: 36,000 yen

No screening fee is required from international students funded by the Japanese government. International students funded by the Japanese government must however submit a Certificate of Attendance through a Japanese Government Scholarship for Foreign Students issued by his or her university.

- ② Remittance period:

Monday the 4th of January, 2016 – Wednesday the 13th of January, 2016

- ③ Remittance method and documents to be submitted

Transfer the fee by remittance from (a) a financial institution in Japan or (b) overseas. In either case, the applicant is responsible for remittance fees and other charges. See pp. 7-8 for details of remittance methods and other matters.

* Screening fee waiver system:

We will waive screening fees for applicants affected by the Great East Japan Earthquake, which occurred on the 11th of March, 2011. Applicants wishing to apply for the waiver should contact the Admission Section of the Student Affairs Division before submitting their application, then submit the specified Screening Fee Waiver Application Form and a copy of their disaster victim's certificate during the period from Monday the 21st of December through to Friday the 25th of December, 2015. (Write “Contains a Screening Fee Waiver Application Form” in red ink on the front of the envelope when submitting by mail.) If you plan to apply for the waiver, do not remit the screening fee when submitting your application. In addition, when submitting your application, submit a copy of the Screening Fee Waiver Application Form or Screening Fee Waiver Approval Notification, along with your application documents. For details, check the University's website (<http://www.geidai.ac.jp/news/2015070333257.html>).

Address any inquiries and documents to:

Admission Section, Student Affairs Division, Tokyo University of the Arts
12-8 Ueno Koen, Taito-ku, Tokyo 110-8714 JAPAN
Tel: +81-(0)50-5525-2075 Fax: +81-(0)3-5685-7763

2. Examination card

Examination cards will be mailed to applicants whose application documents have been accepted.

Note: Contact the Graduate School of Global Arts Preparatory Office if you do not receive an examination card by Wednesday the 3rd of February, 2016. Use your registered mail receipt to request your card.

3. Prior consultation for applicants with disabilities

Applicants requiring special treatment in the examinations or special consideration during their studies at the University should consult with the Graduate School of Global Arts Preparatory Office in advance.

Applicants who begin to require special treatment after the deadline for application due to accidental injury or for another reason should promptly consult with the Graduate School of Global Arts Preparatory Office.

4. Documents to submit

Document	Form, etc.	Remarks
① Admission application form	Form specified by University	The name you provide on the application form and other documents submitted must be identical to the name on your passport.
② Curriculum vitae	Form specified by University	When completing the space for “Creative, performance, research, planning, and other activities,” enter instructor names, school names, performances/exhibitions, works performed/exhibited, essays, etc.
③ Photo card	Form specified by University	Attach a photograph taken within three months prior to the application in the designated space on the photo card. The photograph should show the top half of your body, facing forward, without a hat. The applicant should be easily identifiable from the photograph. (Snapshots are not acceptable.)
④ Entrance Screening Fee / Remittance Proof Submission Form	Form specified by University	After remitting the 36,000-yen screening fee by bank transfer, attach the Entrance Screening Fee Remittance Proof Form (Form C) received from the bank to this form. If you remitted payment from overseas, staple the foreign remittance request form to this form.
⑤ Statement of purpose	Form specified by University	Describe in Japanese (up to 400 characters) your reasons for choosing your main research theme, your own specific understanding of issues related to the field, and related knowledge and experience you have accumulated to date.
⑥ Research plan	Any format	Describe your research plan following your admission to the Graduate School in specific terms in English or in Japanese. Provide this description on one or two sheets of A4 paper.
⑦ Essay	Any format	On an A4 sheet of paper; 4,000 characters (Japanese) or 2,000 words (English). An applicant who has graduated (or expects to graduate) from a department related to this major should submit an essay based on his or her graduation thesis. An applicant who has graduated (or expects to graduate) from a department unrelated to this major or who has graduated (or expects to graduate) from a department related to this major without submitting a graduation thesis should submit an essay in an arts or culture field.
⑧ Letter of recommendation	Any format	Submit one letter of recommendation in Japanese or English. If the original letter is in another language, attach a translation. Be sure to enter contact information for the individual providing the recommendation.
⑨ Academic transcripts	Any format	Submit sealed transcripts certified by the president of your university or head of your department. (These are not required from applicants who are graduates or current students of the Tokyo University of the Arts.)
⑩ Diploma (or certificate of anticipated graduation)	Any format	Submit a diploma or certificate of anticipated graduation certified by the president of your university or head of your department. (These are not required from applicants who are graduates or current students of the Tokyo University of the Arts.)
⑪ Certificate of foreign (English) language ability	Any format	If English is not your native language, submit certified scores from one of the following exams: <ul style="list-style-type: none"> • Exams taken on or after October 1, 2014 • TOEFL (iBT), TOEIC (TOEIC), or IELTS (Academic Module)
⑫ Certificate for Attendance on Japanese Government Scholarship for Foreign Students	Any format	A Japanese-government-funded international student must ask his or her university to issue a certificate of status as a recipient of a Japanese Government Scholarship for Foreign Students and submit it to the University.
⑬ Certificate of residence, etc.	Any format	An applicant who is a resident of Japan must submit a copy of his or her certificate of residence, issued by the municipality of residence. An applicant who resides outside of Japan must submit a copy of his or her passport.
⑭ Envelope for sending examination card	Any format	If applying from inside Japan, affix 362 yen in postage (express) to a Type 3 rectangular envelope (120 × 235 mm) . Write the recipient’s name, address, and postal code on the envelope. If applying from outside Japan, prepare a return envelope for EMS or other delivery service similar in size to the above envelope . Write the recipient’s name, address, and postal code on the envelope.
Skype examination request	Form specified by University (only for those requesting examination via Skype)	Submit this form only if you are requesting examination via Skype. Applicants from outside Japan who are unable to visit the location of the entrance examinations in person on the examination date may complete the entrance examinations via Skype. See p. 5 for details.

- Notes:
1. Once received, the application form and other documents may not be modified. The screening fee will not be refunded for any reason.
 2. 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).
 3. Attach a Japanese or English translation if a certificate is in a language other than Japanese or English.

V Location of the entrance examination

Senju Campus, Tokyo University of the Arts
1-25-1 Senju, Adachi-ku, Tokyo, JAPAN

- 5 minutes on foot from West exit, Kitasenju Station (JR: Joban line, Tokyo Metro: Hibiya and Chiyoda Subway lines, Tobu Railway: Isezaki line (Tokyo Skytree line) and Metropolitan Intercity Railway: Tsukuba Express line)

VI Content of examination

Major	Areas of specialization	Examination content
Arts Studies and Curatorial Practices	Arts Management Curating Research	Oral examination <ul style="list-style-type: none"> • The oral examination will mainly concern the submitted reason for application, research plan, and essay. • The oral examination will take roughly 20 minutes per applicant, including a question and answer session.

VII Examination schedule

Schedule Major	2:00 pm or later Feb 5 th (Fri.)	Starting 10:00 am Feb 10 th (Wed.)	Starting 10:00 am Feb 11 th (Thurs.)	2:00 pm or later Feb.18 th (Thurs.)
Arts Studies and Curatorial Practices	The examination schedule and other information will be announced on the University's website.	Oral examination	Oral examination	Announcement of final successful applicants

- Notes:
1. This schedule is subject to change based on the number of applicants and other factors. An updated schedule will be announced on the University's website at 2:00 pm or later on Friday the 5th of February, 2016. Applicants are responsible for checking for these updates.
 2. Carefully check the schedule. You will lose your eligibility to sit for the examination if you arrive on the incorrect date.
 3. Only examinee numbers will be announced in the announcement of successful applicants.
 4. All times indicated in the schedule and elsewhere are JST.

* Oral examination via Skype (only for applicants who request it)

It is recommended that applicants come to the examination location in person for their oral examinations.

However, applicants from outside Japan who are unable to come to the location of the entrance examination on the examination date may complete the entrance examinations via Skype. Note that this requires the submission of a Skype examination request at the same time other application documents are submitted.

Applicants requesting examination via Skype will be assigned a date for checking the Skype connection. This date and the procedures for checking the connection will be announced on Friday the 5th of February, 2016.

Applicants who submit the Skype examination request should keep in mind that the University will not be liable for any problems with the examinations that arise due to difficulties with communication or other factors during the examinations.

VIII Announcement of final successful applicants

Final results will be announced on the University's website from 2:00 pm, Thursday the 18th of February, 2016.

- Notes:
1. 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. Enquiries concerning the status of applications will not be accepted by telephone, email, or similar means.
 2. Final successful applicants will be sent admission procedure documents on Monday the 22nd of February, 2016 (As scheduled).
 - * Final successful applicants should contact the Graduate School of Global Arts Preparatory Office if they do not receive the admission procedure documents by Friday the 26th of February, 2016.
 3. Conditions for admission
 - ① Completion of admission procedures by the specified deadline
 - ② For final successful applicants who underwent the entrance examinations on the expectation that they would graduate from university in March 2016: graduation from their universities
 - ③ For applicants who have applied for bachelor's degrees from the National Institution for Academic Degrees and University Evaluation: awarding of those degrees

IX Admission procedures and other matters

1. Period for completing admission procedures

Accepted in person: March 14th (Monday) and March 15th (Tuesday), 2016
10:00 am – 12:00 noon, 2:00 – 5:00 pm (4:00 pm on March 14th) JST

Accepted by mail: Must be received by March 9th (Wednesday), 2016

2. Place

Meeting Room No. 2, Administration building, Tokyo University of the Arts (12-8 Ueno Koen, Taito-ku, Tokyo)

3. Fees

Enrollment fee: 338,400 yen (Planned amount.) (Not required from Japanese-government-funded international students.)

The enrollment fee will not be refunded after the completion of admission procedures, even if the applicant applies to withdraw by or before March 31, 2016.

* In addition to the fees indicated above, incoming students will typically be required to pay various fees, including the following:

- Student casualty insurance premium: 1,750 yen
- Global Arts Education and Research Foundation dues: 30,000 yen

* Tuition:

Tuition (first semester): 267,900 yen (full year: 535,800 yen) (Planned amounts.)
(Not required from Japanese-government-funded international students.)

- Notes:
1. We will inform our prospective students of the tuition payment method at the time of the University admission procedures.
 2. Any change in tuition during your time as an enrolled student will go into effect at the time of the change.

X Exemption/deferral of enrollment fee/tuition

The University offers a program of exemption/deferral of enrollment fee and tuition. If you would like to use this program, check the following application conditions first and then complete the designated procedures prior to paying your enrollment fee or tuition.

(Note that you may not apply for exemption or deferral after payment. Also, since exemption from enrollment fee is not necessarily granted even when the conditions for application are satisfied and not all applications for exemption from tuition are approved, applicants should prepare in advance to pay enrollment fee and tuition.)

The conditions for applying for exemption/deferral are described below.

1. Exemption from enrollment fee

- (1) Cases in which it would be difficult, for economic reasons, for an applicant recognized as a student of high scholastic standing to pay enrollment fee
- (2) Cases in which it is recognized that it would be very difficult for the applicant to pay enrollment fee under a situation that occurred within one year prior to admission, such as the death of the primary income earner in his or her household or economic hardships imposed on the primary income earner or the applicant him or herself due to natural disaster
- (3) Cases as described under (1) above are subject to determination by the President of the University that each applicant's case qualifies for exemption

2. Deferral of enrollment fee

- (1) Cases in which it would be difficult, for economic reasons, for an applicant recognized as a student of high scholastic standing to pay enrollment fee by the payment deadline
- (2) Cases in which it is recognized that it would be difficult for the applicant to pay enrollment fee by the payment deadline under a situation that occurred within one year prior to admission, such as the death of the primary income earner in his or her household or economic hardships imposed on the primary income earner or the applicant him or herself due to natural disaster
- (3) Other cases as deemed unavoidable

3. Exemption from tuition

- (1) Cases in which it would be difficult, for economic reasons, for an applicant recognized as a student of high scholastic standing to pay tuition
- (2) Cases in which it is recognized that it would be very difficult for the applicant to pay tuition under a situation that occurred within one year prior to admission, such as the death of the primary income earner in his or her household or economic hardships imposed on the primary income earner or the applicant him or herself due to natural disaster

4. Deferral of tuition

- (1) Cases in which it would be difficult, for economic reasons, for an applicant recognized as a student of high scholastic standing to remit tuition by the payment deadline

Contact the Student Affairs Division (tel. +81-(0)50-5525-2069) if you have questions about the above conditions for applications.

XI Offices and faculty advisors

Office	Faculty advisor	
Arts Management	Prof.	Sumiko Kumakura
	Lecturer	Kazumi Minoguchi
Curating	Prof.	Yuko Hasegawa
	Assoc. Prof.	Fumihiko Sumitomo
Research	Prof.	Akitoshi Edagawa
	Prof.	Yoshitaka Mōri

XII Screening fee remittance method and documents to be submitted (details)

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

- 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. (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 to the Entrance Screening Fee Remittance Proof Submission Form.

A票 振込依頼書		B票 振込金受取書		C票 「東京藝術大学」入学試験検定料振込金受付証明書	
(「東京藝術大学」入学試験検定料) 振込期間(金融機関取扱期間) 平成〇年〇月〇日(〇)～平成〇年〇月〇日(〇)		(「東京藝術大学」入学試験検定料)		(「東京藝術大学」入学試験検定料振込金受付証明書)	
ご依頼日 平成 年 月 日	電話振	金額 万円 千 円	金額 万円 千 円	金額 万円 千 円	金額 万円 千 円
振込先 三井住友銀行 東京公務部	普通 口座番号 151793	手数料 円	振込先 三井住友銀行 東京公務部	受取人 東京芸術大学	振込先 三井住友銀行 東京公務部
受取人 (フリガナ) トウキョウウゲイジユツダイガク (印) 国立大学法人 東京芸術大学 検定料収納口	整理番号 志願者氏名 (フリガナ) (Name of applicant)	金額 万円 千 円 ¥360000	受取人 東京芸術大学	受取人 東京芸術大学	受取人 東京芸術大学
依頼人(志願者) (住所) () () (電話) () () (Address of applicant) (Phone number of applicant)	取納印	取納印	取納印	取納印	取納印
※【取扱金融機関へお願い】 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。 2. 取納印はA・B・C票の3ヶ所にもれなく押印して下さい。 3. B・C票は、必ず依頼人へお返し下さい。 4. 三井住友銀行本支店にて振込の場合の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)		(志願者保管)	

Entrance Screening Fee Remittance Proof Submission Form

◇ For remittance at a bank or other financial institution counter

C票 「東京藝術大学」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. Tear off Form C, write your name, and attach it to the Entrance Screening Fee Remittance Proof Submission Form.

(b) Remittance from overseas

- To transfer the fee from overseas, follow the method described below:

- 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) and fees charged in Japan (4,000 yen in total). (Additional fees may be charged by an intermediary involved in processing the transfer.)
- Specify 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)
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 (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 Phone: +81-3-3591-3201
受取人口座番号 (Account number)	普通預金 151793 (Ordinary Deposit 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 110-8714 JAPAN)
連絡事項 (Message to payee)	<ul style="list-style-type: none"> • 志願者の氏名 (Name of applicant) * In case the remitter and the applicant are different persons, the name of the applicant should be written down in the message to the payee section. • 受験研究科, 受験研究分野 (Name of the department which you are applying for)

*** 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 University did not receive an application (i.e., the application form was not submitted or accepted).
- The screening fee was transferred twice in error.

In either case, 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 it to the Accounting Section of the Strategic Planning Division, Tokyo University of the Arts (12-8 Ueno Koen, Taito-ku, Tokyo 110-8714 JAPAN).

① Name, ② address, ③ telephone number, ④ the major and area of specialization you would like to apply for, 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 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.

XIII 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

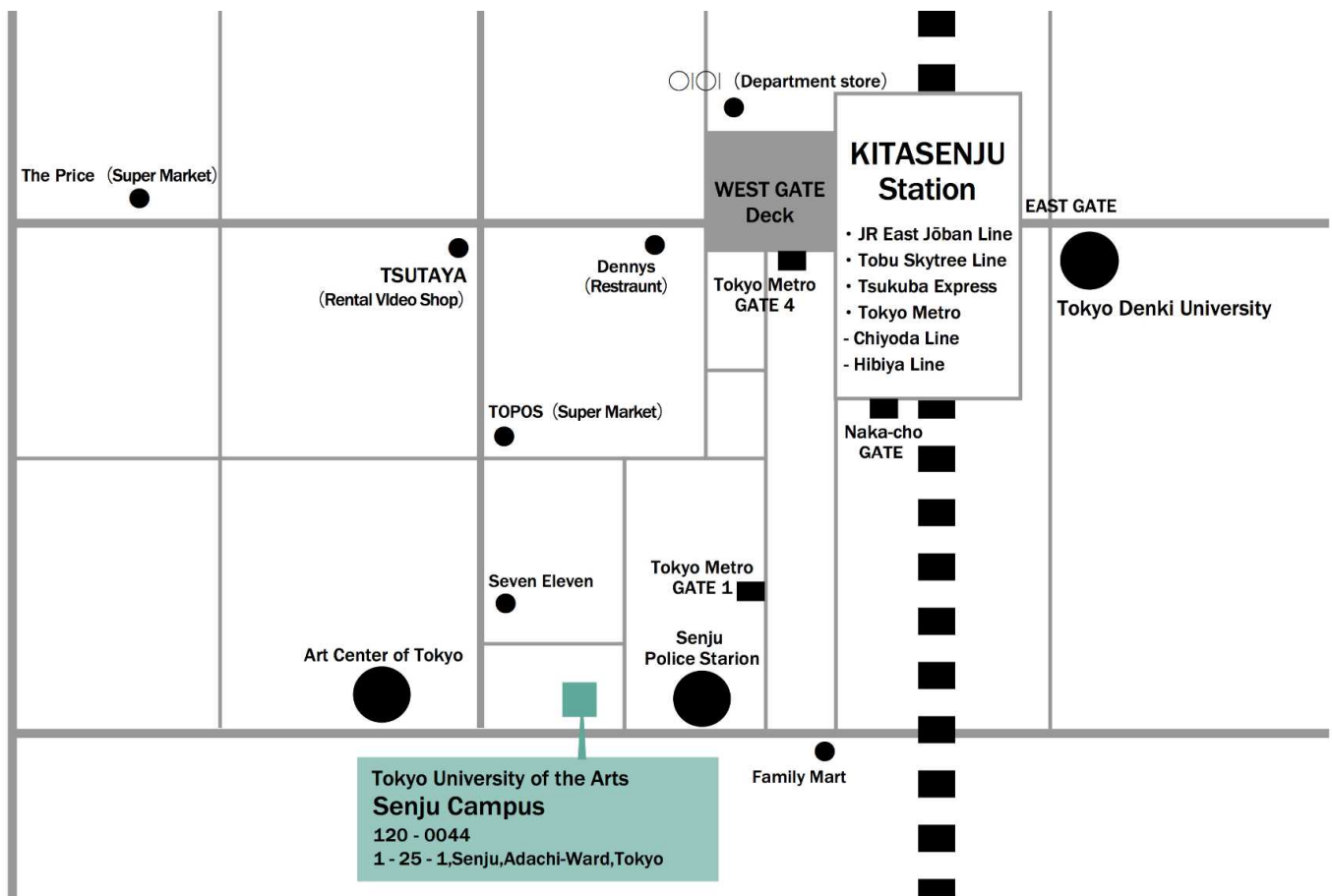
- (1) Personal information concerning successful applicants such as names and addresses will be used for tasks related to admission procedures.
- (2) Personal information, such as names and addresses concerning persons who have completed admission procedures will be used following matriculation for tasks 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) 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’s education, research, and students’ extracurricular activities)
 - ② Mori-no-kai (alumni association for the Faculty of Fine Arts)
 - ③ Dōsei-kai (alumni association for the Faculty of Music)
 - ④ Tokyo University of the Arts Cooperative Association

Location of the entrance examination (Senju Campus)



Tokyo University of the Arts
Graduate School of Global Arts
(MA Course):
Guidance for Prospective
International Students

Date of issue: of November, 2015

Tokyo University of the Arts

① 2016 Academic Year - Tokyo University of the Arts, Graduate School of Global Arts (MA Course): Admission Application Form

Name	Date of birth: / / (YY/MM/DD)		* Major	* Examinee no.
	Male / Female (years old)		Arts Studies and Curatorial Practices	
Nationality				
Current address	〒 - TEL ()			
Contact information at time of examination	〒 - Mobile telephone number		Email address	
in care of :				

Desired major/area of specialization	Major	Area of specialization
Circle your desired area of specialization (circle only one).	Arts Studies and Curatorial Practices	Arts Management
		Curating
		Research

② Curriculum vitae

Academic history	From / (YY/MM) To / (YY/MM)	High School	From / (YY/MM) To / (YY/MM)	
	From / (YY/MM) To / (YY/MM)	University: Faculty: Dept.: (Graduated/expected to graduate) Major:	From / (YY/MM) To / (YY/MM)	
	From / (YY/MM) To / (YY/MM)		From / (YY/MM) To / (YY/MM)	
	From / (YY/MM) To / (YY/MM)		From / (YY/MM) To / (YY/MM)	
	From / (YY/MM) To / (YY/MM)		From / (YY/MM) To / (YY/MM)	
	TUA students/graduates only:	Student no.	From / (YY/MM) To / (YY/MM)	
Employment history	From / (YY/MM) To / (YY/MM)		From / (YY/MM) To / (YY/MM)	
	From / (YY/MM) To / (YY/MM)		From / (YY/MM) To / (YY/MM)	
	From / (YY/MM) To / (YY/MM)		From / (YY/MM) To / (YY/MM)	
	From / (YY/MM) To / (YY/MM)		From / (YY/MM) To / (YY/MM)	
	From / (YY/MM) To / (YY/MM)		From / (YY/MM) To / (YY/MM)	
Rewards/punishments	/ (YY/MM)		/ (YY/MM)	
	/ (YY/MM)		/ (YY/MM)	
	/ (YY/MM)		/ (YY/MM)	
			Licenses, qualifications	

- Notes:
1. Complete the sections outlined in bold. Ignore sections marked with an asterisk (*).
 2. If you need more space for your *curriculum vitae*, prepare a separate sheet (in any format) and attach to this form.
 3. Be sure to enter your mobile phone number and email address so that the University can contact you about examinations and other matters.

2016 Academic Year,
Tokyo University of the Arts, Graduate School of Global Arts (MA Course)

③

Photo Card

* Major Arts Studies and Curatorial Practices	* Examinee no.
---	----------------

Name

Affix photo
here

Color, 4 cm by 3 cm

Showing top half of your body,
facing forward, without a hat

Note: Affix a photograph taken within three
months prior to the application. Write your
name on the back of the photograph.

④

Entrance Screening Fee Remittance Proof Submission Form

* Major
Arts Studies and Curatorial Practices

* Examinee no.

Do not complete sections marked with an asterisk (*).

◇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.

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	
金額	百万 千 円 ¥ 3 6 0 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

取納印

(大学提出用) 国際・修士

Name of applicant

Contact information

Home telephone number
Mobile telephone number
Email address

- * Complete all sections outlined in bold and attach the certificate issued by the financial institution.
- * If you remitted payment from overseas, staple the foreign remittance request form to this form.

Screening fee remittance request forms (for the 2016 Academic Year - Graduate School of Global Arts MA Course)

(1) Applicants must use these forms to remit the amount indicated below by the application deadline. Attach Form C to the Entrance Screening Fee Remittance Proof Submission Form (for MA Course) and mail along with other required documents to Tokyo University of the Arts.

Payment remittance will be accepted from Monday the 4th of January to Wednesday the 13th of January, 2016 (No exceptions will be made.)

(2) 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. ↓

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)~1月13日(水)

ご依頼日		志望専攻		アートプロデュース	
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		¥3,600,000		円	
預金種目	口座番号	金額			
普通	151793	¥3,600,000			
受取人		金額			
(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		円			
国立大学法人 東京芸術大学 検定料収納口		円			
依頼人		収納印			
整理番号		志願者氏名			
88888		(フリガナ)			
(おところ)		(電話) ()			

※【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)

国際・修士

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	円	千	円
	¥3,600,000		
振込先		東京公務部	
受取人		東京芸術大学	
志願者		整理番号 88888	
		(フリガナ) 氏名	
手数料		円	

「金融機関で切り離してください」

収納印	収入印紙
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(志願者保管)

国際・修士

C票

「東京藝術大学」入学試験 検定料振込金受付証明書

志望専攻	アートプロデュース
金額	円
	¥3,600,000
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 88888
	(フリガナ) 氏名

「切り離して、提出用紙に貼り付けてください」

収納印	
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(大学提出用)

国際・修士

↓ Cut here and submit to the financial institution. ↓

↑ Cut here and affix to the Submission Form. ↑

