

# Tokyo University of the Arts, Faculty of Fine Arts

## Student Exchange Program

### How to apply

Students from partner institutions may apply to participate for each term as outlined below.

### School Terms:

<b>Spring semester</b>	<b>1<sup>st</sup> April to 30<sup>th</sup> September</b>
Class period:	1 <sup>st</sup> April to late July
Summer vacation:	Late July- 30 <sup>th</sup> September
<b>Fall semester</b>	<b>1<sup>st</sup> October to 31<sup>st</sup> March</b>
Class period:	1 <sup>st</sup> October to late January
Winter vacation:	Late January- 31 <sup>st</sup> March

### Application Deadline

<b>For Spring semester:</b>	31 <sup>st</sup> October (previous year)
<b>For Fall semester:</b>	31 <sup>st</sup> May

### Notification Date

<b>For Spring semester:</b>	Middle of December (previous year)
<b>For Fall semester:</b>	Middle of July

### Application Steps

<p><b>Step 1: Inform your home Institution</b></p> <p>Indicate interest at the International Office of your home university.</p> <p><b>Step 2: Nomination</b></p> <p>The exchange coordinator at your home institution must nominate exchange students to Tokyo University of the Arts. Applicants who are not nominated by their home university cannot be accepted.</p> <p><b>Step 3: Application to Tokyo University of the Arts</b></p> <p>Email to the application documents to <u>the Educational Affairs Section of Faculty of Fine Arts in digital format.</u></p> <p>Mail to: <a href="mailto:bijutsu.ryugaku@ml.geidai.ac.jp">bijutsu.ryugaku@ml.geidai.ac.jp</a></p> <p><b>Step 4: Selection</b></p> <p>When your application is received at our office, it will be forwarded to the course Professors for selection. Tokyo University of the Arts, Faculty of Fine Arts reserves the right, in accordance with its application procedure, to accept or reject an application for the exchange study. The Professors base their decisions on the artistic quality of the portfolio and on the student's qualifications.</p> <p><b>Note:</b></p> <p>Please understand that because of the large number of applications, we are not in a position to offer feedback as to reasons for rejections. You will be notified as soon as our Professors have reached their decision.</p>
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## Application Documents

\*NOTE: Documents 10 and 11 are applicable only to Chinese and Taiwanese students.

### 1. Application for student exchange

Application format (word file) is sent to the students separately after the nomination.

### 2. Study/research plan or Motivation letter

### 3. Recommendation letter from student's adviser

Free format with your professor's signature

### 4. Latest transcript at your home university in English or Japanese

For self-translation, the original must be attached.

### 5. Portfolio

### 6. Color-photocopy of main passport pages

Passport number should be showing clearly.

### 7. ID Photo Data

recently taken, full face, size must be 4:3 ratio of height to width such as 560 x 420 pixels, 600 x 450 pixels

### 8. Certificate of language ability (English or Japanese)

If you don't hold any official English certificate or Japanese certificate, please take an English test of the free 50min EF SET and attach the test result. (The result will be issued right after you complete it.)

**[EF SET]** <https://www.efset.org/> \*Please be sure to take the "50 MIN EF SET".

### 9. Application for Certificate of Eligibility for TUA student exchange in Excel format

NOTE: Submission of the form does not guarantee a student exchange.

Japanese passport holder is not required to submit.

### 10. \*Certificate of defrayer's deposit balance if the person who defrays expenses is living in the other countries

(Ex.: Certificate of Deposit from 中国工商银行, 中華銀行)

### 11. \*A copy of identification certificate

(Ex.: ID card, 常住人口登記証, 居民身分證, 戶籍謄本)