

Tokyo University of the Arts, Faculty of Fine Arts

FACT SHEET for Student Exchange Program

School Terms:

Spring semester	1 April to 30 September
Class period:	Early April to late July
Summer vacation:	Late July- 30 September
Fall semester	1 October to 31 March
Class period:	Early October to late January
Winter vacation:	Late January- 31 March

Application Deadline

For Spring semester: 31 October (previous year)	For Fall semester: 31 May
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Results Announcement Date

For Spring semester: Middle of December (previous year)	For Fall semester: Middle of July
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Application Steps

Step 1: Nomination

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.

Step 2: Application to Tokyo University of the Arts

Email the application documents to the Educational Affairs Section, Faculty of Fine Arts (bijutsu.ryugaku@ml.geidai.ac.jp) in digital format. Do not send hard copy to us.

Step 3: Selection

When your application is received at our office, it will be forwarded to the course Professors for selection. Tokyo University of the 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.

Important Notes:

- Please ensure that the nominated student meets the conditions stipulated in the Bilateral Agreement. In the case of a student outside the Agreement has been nominated, the acceptance will be revoked.
- Please understand that because of the large number of applications, we are not in a position to offer feedback as to reasons for rejections. We are unable to respond to enquiries regarding the outcome of applications.

Application Documents

1. Application form for exchange program

The application form is sent to the students separately after the nomination.

2. Study/research plan or Motivation letter

Free format

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. Certificate of Enrollment at your home university in English or Japanese

For self-translation, the original must be attached.

6. Confirmation of Enrollment Level (Use the attached designated form)

The attached designated form must be completed and certified by the home university.

7. Certificate of Health

Contents : Height/Weight/Vision/Hearing test/Blood pressure/Consultation with an internist/Chest X-ray

Completion of only the available examinations is acceptable.

8. Portfolio

Free format

9. Copy of Main passport page

Name, Passport number should be showing clearly.

10. ID Photo Data

Taken within 6 months, full face, no background (including shadow),

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

11. Certificate of Language proficiency test (English or Japanese)

The certificate issued by the institution you currently enrolled in is not valid.

If you don't hold any official English or Japanese certificate,

please take an online English test of the free 50min EF SET and attach the test result.

【EF SET】 <https://www.efset.org/>

12. Application for Certificate of Eligibility for TUA student exchange in **Excel format**.

Once your admission to our university has been confirmed, we kindly request that you prepare the application form in advance to facilitate the smooth processing of your residence status application.

Please complete only pages P1 to P3 (red tabs), excluding the items highlighted in yellow.

※Submission of the form does not guarantee a student exchange.

※Japanese passport holder is not required to submit.

13. Letter of Financial Support

This document is required for application for a Certificate of Eligibility. Proof of financial support from the sponsor listed on Page 2 of "12. Application for Certificate of Eligibility for TUA Student

Exchange" (Excel format) is required.

Contact information

Educational Affairs Section, Faculty of Fine Arts,

Email: bijutsu.ryugaku@ml.geidai.ac.jp