

# Tokyo University of the Arts, Faculty of Fine Arts Student Exchange Program

## How to apply

Students from partner Institutions may apply to participate for one or two school terms as outlined below.

### School Terms:

#### **Spring semester**

Semester starts: 1st April

Classes start: 1st April

Classes end: late July

Announcement of results for Spring semester : late September

Semester ends: 30th September

Summer vacation: late July – 30th September

#### **Fall semester**

Semester starts: 1st October

Classes start: 1st October

Classes end: late January

Announcement of results for Fall semester : late March

Semester ends: 31st March

Winter vacation: late January – 31st March

## Application Deadline

For Spring semester (1st April – 30th September): by 31st October (previous year)

For Fall semester (1st October – 31st March): by 30th May

## Application Procedure

### **Step 1 Inform your home Institution**

Indicate interest at the International Students Office of your Home University.

## **Step 2 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. Send the following application documents to Educational Affairs Section of Faculty of Fine Arts.

### **Application:**

1. Application for student exchange
2. Study/research plan or Motivation letter
3. Recommendation letter from student's adviser
4. Latest transcript / grade
5. Portfolio (\*Save a PDF-format to a USB memory stick or a CD-R)
6. Photocopy of main passport pages
7. 5 identical photos (ID photo: 4x3cm, recently taken, full face)
8. Certificate of Language ability (English of Japanese)
9. Certificate of defrayer's deposit balance, if the person who defrays expenses is living in the other countries (For example Certificate of Deposit from 中国工商银行、中華銀行)
10. A copy of ID (For example ID card, 常住人口登記証, 居民身分証, 戶籍謄本, etc.)

NOTE : Documents 9 and 10 are applicable only to Chinese and Taiwanese.

### **Send to**

Applications must be received, by the deadline date, at the following address:

Tokyo University of the Arts Faculty of Fine Arts  
Educational Affairs Section  
International Coordinator for Student Exchange  
12-8 Ueno-Park, Taito-ku, Tokyo Japan 110-8714  
Phone:+81-50-5525-2122.

## **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 Faculty of Fine Arts reserves the right, in accordance with its application procedure, to accept or reject an application for exchange study. The Professors base their decisions on the artistic quality of the portfolio and on the student's qualifications. 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.

**Notification date**

For Spring semester : middle of December (previous year)

For Fall semester : middle of July