



KYOTO UNIVERSITY OF THE ARTS
GRADUATE SCHOOL

Master Course / Global Seminar Application Guidelines 2024

Kyoto University of The Arts Admissions Office

2-116, Uryuyama, Kitashirakawa, Sakyo-ku, Kyoto, 606-8271, JAPAN

TEL +81 75-791-9833 E-MAIL graduate@office.kyoto-art.ac.jp

Reception hours | Mon-Sat 9:00-17:30

We cannot accept applications on Sundays and holidays

Seoul Office

+82 70-7012-8260

seoul@office.kyoto-art.ac.jp

Taipei Office

+886 975-922-905

c-wu@office.kyoto-art.ac.jp

Shanghai Office

+86 156-1801-0354

shanghai@office.kyoto-art.ac.jp

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Admission Policy

The following lists the basic policy and criteria for the type of students we seek.

※ Please review our brochure for our Diploma Policy and Curriculum Policy

[Art Major]

1. Students should possess rich sensibilities and flexible thinking, and have the ability to develop their own area of expertise and deepen their creative thinking based on the foundations built during their bachelor program.
2. Students should hold a basic knowledge of the arts and the ability to think and communicate clearly and logically.

Degrees Conferred

[Master (of Fine Art)] or [Master (of Art)]

Length of Study · Years of Enrollment

Length of Study	Years of Enrollment
2 years	4 years

Admission Quota

The maximum number of students admitted is as follows
(including total number of Early and Late Entrance Exam Applicants)

Fine and Applied Art Major	Global Seminar·Art Major <Research-based Art, Curatorial Studies>	5 people
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* You cannot apply to more than one major/field. However, applying to another major/field is possible only if you are applying to Global Seminar. If you are applying to two, please decide your order of preference.

Eligibility

①	You have graduated from a university in Japan (includes those expected to graduate in March 2024)
②	You have a bachelor's degree as stipulated by the National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIAD-QE) (including those expected to graduate by March 2024)
③	You have completed 16 years of school education in a foreign country and received a bachelor's degree
④	You have completed a program at a foreign school accredited or approved as equivalent to a foreign university (must be those specified by the Ministry of Education, Culture, Sports, Science, and Technology of Japan, such as foreign university programs with a campus in Japan) (includes those expected to be completed by March 2024)
⑤	You have completed a specialized program at a designated vocational school (from a list of vocational schools specified by the Minister of Education, Culture, Sports, Science, and Technology of Japan) (including those expected to graduate by March 2024)
⑥	You have completed provisional schools such as the National Defense Academy, Japan Coast Guard Academy, the Meteorological College, etc. (including those expected to be complete by March 2024)
⑦	You have been recognized by the Graduate School as having academic ability equivalent or superior to that of a university graduate and will be at least 22 years old by March 31, 2024.

[Notes]

- If you are applying as a “prospective” student for the conditions ①~⑥ above, you must submit documents that show you have fulfilled the eligibility requirements until the enrollment period.
- Even if you have passed the entrance exam and completed admission procedures, your admission will be revoked if you have failed to meet the eligibility requirements by the end of March 2024.
- If ⑦ applies to you, please contact the Admissions Office at least a month before the application period.

Selection Process and Entrance Exam Schedule

The selection process will be carried out in two stages.

[Preliminary Screening] Examination via documents and assigned materials.

Only those who pass the first round will be able to proceed to the final screening (oral examination).

[Final Screening] In addition to the oral examination, a final pass/fail decision will be made based on a comprehensive evaluation of the contents from the first screening.

	Early Entrance Exam Period	Late Entrance Exam Period
Application Period Announcement of Preliminary Results	Postmarked between August 16 (Wed) – August 25 (Fri) * Applications from abroad must be received by this date.	Postmarked between November 22 (Wed) – December 4 (Mon) * Applications from abroad must be received by this date.
Announcement of Preliminary Results	10:00 October 3 (Tues) Posted on the university website	10:00 January 23 (Tues) 2024 Posted on the university website
Oral Examination *1·*2	October 14 (Sat) – 22 (Sun) * Exam will take place on one of these days	February 9 (Fri) – 16 (Fri) 2024 * Exam will take place on one of these days
Announcement of Final Results	10:00 October 27 (Tues) Posted on the university website	10:00 February 22 (Thurs) 2024 Posted on the university website
Enrollment Procedure	Enrollment Deadline November 8 (Wed)	Enrollment Deadline March 11 (Mon) 2024

*1 If you apply to Global Seminar and another major/field and pass both initial screenings, you must attend the oral exam for both. As a result, please note that the oral exam may take up 2 days.

*2 The oral exam will take place online.

Information Session · Faculty Member Interview

Faculty members in charge of each department will hold information sessions and interviews.

<Faculty Interview/Online>

Date	Time	Application period to participate	Application period for faculty interview*
July 22 (Sat)	10:00 – 17:00	July 8 (Sat) – 13 (Thurs)	July 18 (Tues) – 20 (Thurs)
November 4 (Sat)		October 21 (Sat) – 26 (Thurs)	October 31 (Tues) – November 2 (Thurs)

* Only those who have initially applied to participate will be able to sign up for faculty meetings

[Application]

<https://www.kyoto-art.ac.jp/en/academics/graduate/admission/>



[Interview with a faculty member]

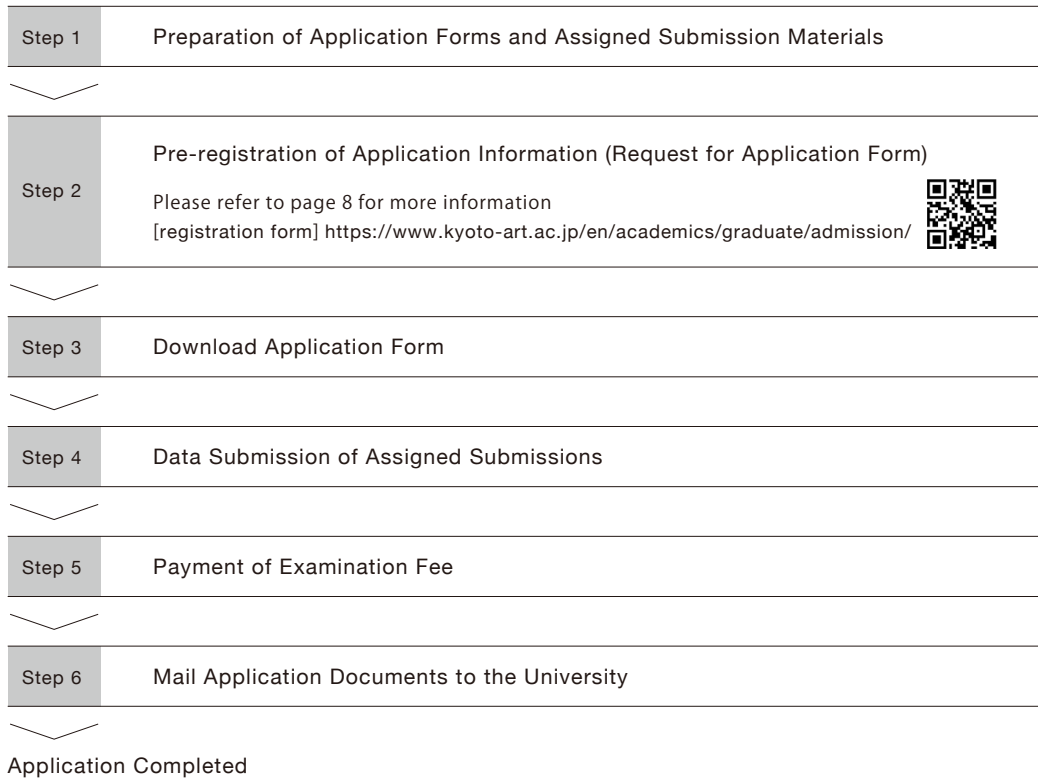
Interviews are optional but held to avoid any mismatches with a student's research or practice after they are admitted.

Faculty interviews will be held only on the dates above.

* You may present your research, work, portfolio, etc., during the interview but the purpose of the interview is to only confirm the content, plan, and area of research in our graduate program rather than critiquing or instructing your thesis or work. The interview with a faculty member is also unrelated to the entrance examination.

* Emails of individual faculty members are kept private. We do not accept emails.

Application Process



Application Documents

Please make sure to check the following as it applies to all application documents.

Please allocate a sufficient amount of time to prepare the necessary certificates and other documents, as it is expected to take some time.

* For electronic submission of certificates, including those in a PDF format, only documents containing a QR code or URL enabling verification of the applicant's certification through a designated website will be accepted as an original.

[In the case where only one original certificate is issued, or if the certificate's electronic version does not include a QR code or URL for verifying the applicant's certification (such as graduation certificate, bachelor's degree certificates, and academic transcripts)]

Please follow one of the methods outlined below:

1. Submit a certificate notarized by a notary public in the country where the school is located.
2. Make a copy of the original from the institution that issued the certificate and submit the copy stamped with the official seal from the institution

* If the methods above are not possible due to circumstances of your home institution, please consult with the Admissions Office in advance.

[If the certificate is in a language other than Japanese or English]

You must attach a translation authorized by a Japanese language school or translation company. Submitting only the translation will not be accepted.

- If the original is in Japanese or English: submit the original.
- If the original is in a language other than Japanese or English: submit the original + translation

[If the issue date is not stated on the certificate]

It will still be accepted as long as the issue date is indicated on the graduation certificate, bachelor's degree certificate, or academic transcripts.

If the issue date is not stated on any of the above documents, please enclose an acknowledgment receipt or certificate that confirms the issue date.

Application Forms (by Postal Mail)

Prior to preparing and mailing your application documents, please check page 4 for “Application Documents”. In addition, the following procedures are required to complete the application.

- Make sure to complete the “Pre-registration Application”. Registration is possible from one month before the application period.
- In addition to the application documents, you will need to submit data for “Assigned Submissions”. Details can be found on pages 7-10.

※ The following are documents required for the “Art Major” and “Environmental Art Major” applications. Please note that they are different from those for the “Art Major (Correspondence Course)”.

1	Application Form : Download prescribed form after completing registration
	<p>After the “Pre-registration Application”, download and print the form from the completion page or the registration completion email, and fill in the same information as on the “Pre-registration Application”. Attach an ID photo (upper body only, facing front, no hat, no background and no frame, height 4 cm × width 3 cm, taken within the last 3 months).</p> <ul style="list-style-type: none"> ※ Please write your name on the back of the ID photo. ※ Either color or black-and-white photos are accepted. ※ Snapshots nor photocopies are not accepted.
2	Examination Fee Payment Slip : Download prescribed form
	<p>Please use the “Payment Handling Slip” provided by the post office at the teller window of Japan Post Bank. After making the payment referred to in the example on page 11, glue the “Transfer Payment Invoice/Receipt” on the right side to the designated column on the “Examination Fee Payment Slip” form. Payment cannot be made through an ATM. Please attach the “Examination Fee Payment Slip” to the “Examination Fee Payment Slip”</p>
3	Interview Materials : Download prescribed form
	<p>Please write about your past research and art practice in Japanese.</p> <ul style="list-style-type: none"> ※ It is optional to fill in information about various language proficiency tests (English and Japanese) (Certificate submission unnecessary)
4	List of Assigned Materials for Submission : Download prescribed form
	<p>Please provide details for the contents of the assigned materials you submitted. The application form must be signed and stamped as a pledge by the applicant to confirm that all submitted essays, artworks, etc., as assigned materials were written and produced by the applicant themselves. If the signature column is left blank or incomplete, we will not consider the assigned materials to be submitted, and the application may not be accepted.</p>
5	Certificate of (Expected) Graduation : Original copy issued within a year, photocopies are unaccepted
	<p>Please submit a Certificate of Graduation (毕业证书), not a Diploma (毕业证书)</p> <ul style="list-style-type: none"> ※ If you have completed an advanced course (including those expected to finish in March 2024), please submit certificates for both the regular course and the advanced course. ※ If you have received a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIAD-QE), please submit a degree conferment certificate (if you are expected to receive a degree, a certificate of acceptance of the conferment application will suffice). ※ If you are only issued a certificate, please check “Application Documents” on page 4.
6	Bachelor's Degree Certificate (if applicable) : Original copy issued within a year, photocopies are unaccepted
	<p>Applicants who meet eligibility requirement ③(on page 2)(those who have graduated from a foreign university) are required to submit this form</p> <ul style="list-style-type: none"> ※ The form is unnecessary if the degree you have obtained (bachelor's) is clearly stated on your Certificate of Graduation. ※ If you are only issued a certificate, please check “Application Documents” on page 4.
7	Academic Transcript : Original copy issued within a year, photocopies are unaccepted
	<p>Please submit an academic transcript that shows all of your grades from enrollment to graduation. All grades relevant to the degree are required.</p> <ul style="list-style-type: none"> ※ If you have transferred schools, please also submit any grades before your transfer.

8	Degree Certificate (Chinese accepted)/Graduates from a Chinese university only, graduates from Hong Kong, Taiwan, and Macau are not eligible : Photocopies are unaccepted
	<p>Graduates of Chinese universities (excluding those from universities in Hong Kong, Taiwan, and Macau) must obtain a 「认证报告」 issued by the China Ministry of Education Degree and Research Student Education Development Center (CDGDC) or the China Higher Education Student Information Network (CHSI)”. Please download, print, and submit the form.</p> <ul style="list-style-type: none"> ※ Please check each website for details on how to apply for issuance. ※ We recommend that you apply early, as it may take 1-2 months from application to issuance. ※ We do not accept certificates issued by degree certification institutions other than the CDGDC or CHSI. ※ The issue date is not required.
9	Address Sheet for Envelopes : Download prescribed form
	<p>Please fill out the required information and attach it to a commercial envelope.</p> <ul style="list-style-type: none"> ※ For details, please refer to “How to Submit Application Documents” on page 12.

International students are required to submit the following documents together.

Japanese government-sponsored international students are not required to provide 12-15.

- ※ International students are those who already have residency status as a student or those who will be able to obtain it at the time of enrollment to the university.
- ※ If you are an applicant with a residency status other than “Student” such as “Permanent Resident,” “Long-term Resident,” or “Spouse and Child,” or one that allows you to work even as a foreign national, you do not qualify as an international student. However, please submit a copy of your passport and residence card to confirm your residency status.

10	Passport : Photocopies
	Please submit a copy of the page that has your name and ID photo (most recent at the time of submission)
11	Residence Card : Photocopies
	<p>If you have a residence card, please submit a copy of both the front and the back.</p> <ul style="list-style-type: none"> ※ Please make sure to submit a copy even if the back side is blank.
12-1	Certificate of Attendance · Academic Transcript : Original copy issued within a year, photocopies are unaccepted
	<p>If you are enrolled in a Japanese language school (or have completed the course), please submit the “Certificate of Attendance” and “Academic Transcript” of your Japanese language school.</p> <ul style="list-style-type: none"> ※ If you are enrolled as a research student at a Japanese university, please submit a “Certificate of Enrollment” .
12-2	Japanese Language Proficiency : Download prescribed form
	In addition to 12-1, please submit the prescribed form “Regarding Japanese Language Proficiency” that has been completed and stamped by the Japanese language school.
13	Financial Support Pledge to Study Abroad : Download prescribed form
	<p>Please download, print, and fill out the form designated by the university from the university website. The form must be filled out by the individual who will pay the expenses of the international student (hereafter referred to as the “Sponsor”) or the applicant themselves in their own handwriting.</p> <ul style="list-style-type: none"> ※ “Paying expenses” means regularly providing financial support equivalent to the amount of tuition and living expenses so that the applicant can continue their studies until they complete graduate school. In general, this is difficult unless the sponsor is a relative or a person the applicant is in a close relationship with. Please note that this is not a guarantor.
14	Document that clarifies the relationship between the applicant and financial sponsor of study abroad expenses : Photocopies are accepted
	There is no submission required if the sponsor is a relative. If it is not a relative, please provide a statement that explains the relationship between the applicant and the sponsor, the reason behind the sponsorship, and other circumstantial details.
15	Document that certifies the annual income of the financial sponsor, etc. : Original copy issued within a year, photocopies are accepted
	<p>Please submit a set of official documents that serve as a prerequisite for the information described in 13 above. This will be the annual income certificate of the sponsor.</p> <ul style="list-style-type: none"> ※ If the sponsor is self-employed, freelance, or otherwise unable to provide an annual income certificate, please submit a bank certificate. ※ Please note that we may ask you to submit additional documents.

Assigned Materials for Submission

Please submit the following as assigned materials for submission.

Please note that the assigned materials will differ depending on the major/field.

The file name should be changed to “Application Registration Number-Alphabetic Full Name-Submission Number”

* Please refer to “Data Submission Methods” on page 9 for more information on submitting your materials.

[Notes]

- None of the assigned materials will be accepted by postal mail.
- The assigned materials will be saved until the end of the final screening at the end of March 2024.

[Assigned Material 1]

Research Plan	<p>Describe the contents of the research you wish to pursue in graduate school (the theme, methods, results to date, expected results in the future, etc.) including an annual research progress plan.</p> <ul style="list-style-type: none"> · Write in 1,200-2,000 Japanese characters or 600-1000 English words. · Write in 40 characters × 30 lines in vertical A4 size and submit in a PDF format of approximately 1MB. <p>* Illustrations or tables are not included in the word count * The first page should be the cover page with the essay title and applicant name.* Please add the page number at the bottom of each page. * Points will be deducted if the content seems to highly depend on automated translation software or if the content does not comply with the instructions above.</p>
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[Assigned Material 2]

Abstract of Research Proposal in English	<p>Please summarize the contents of [Assigned Material 1] in English.</p> <p>* As indicated in the Sample Format, please divide the contents into 5 numbered items on one vertical A4 page, and submit it in a PDF format of approximately 1MB. * Points will be deducted if the content seems to highly depend on automated translation software or if the content does not comply with the instructions above.</p>
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[Assigned Material 3]

Please select and submit either [A] or [B] below. * Applicants for the Historical Heritage Research Major must submit [A].

[A] Thesis	<p>Please submit a paper in your research field of interest.</p> <ul style="list-style-type: none"> · The main text should be 8,000-12,000 Japanese characters. · Please submit a paper in A4 size portrait with 40 characters x 30 lines, in a PDF format of approximately 15MB. <p>* If you have completed a graduation thesis on your research field of interest, you may submit it as is (regardless of overall volume or capacity). * If you have not yet completed a graduation thesis on your research field of interest, you may submit a summary of the graduation thesis you are currently writing in the number of words given above. * If your university major is different from the research field you wish to pursue in graduate school, please submit any materials related to your graduation research, etc (thesis, portfolio, etc) as reference materials in addition to the thesis above. * If your graduation thesis is in a language other than Japanese, please prepare and submit a summary in Japanese together with your graduation thesis. * If illustrations or tables are included, do not count them in the number of text characters. The layout is up to you. * If you wish to submit materials other than those listed above that demonstrate research achievements and details, please submit them as reference materials.</p>
[B] Portfolio	<p>Please organize the content around the artwork you have produced so far.</p> <ul style="list-style-type: none"> · Please keep the portfolio to approximately 30 pages including the cover page, in A3 size. · Please submit in a PDF format of approximately 15MB. <p>* There are no size requirements. Materials will be reviewed on-screen without printing the data. Partial enlargement will be done on the screen if need be. * If you are applying to a field that specializes in animation or video production, we recommend that you set up a URL link in your portfolio so that all of the video data of your works can be viewed. The contents of the link cannot be changed until the oral examination is completed. If changes are made, the works will not be able to be reviewed. The same applies to those who are interested in stage production, including video recordings of their productions and performances.</p>

Short Essay	<p>Please write a short essay in Japanese or English on the theme below. Theme: What do you think it takes to be actively working on a global level? Please describe how you plan to become a creative practitioner on an international scale, along with the skills you need and any artists you look to for inspiration.</p> <ul style="list-style-type: none">* Write approximately 2,000-3,000 characters in Japanese or 1,000-1,500 words in English.* Please submit a paper in A4 size portrait with 40 characters x 30 lines, in a PDF format of approximately 1MB.* Please add the page number at the bottom of each page.* Points will be deducted if the content seems to highly depend on automated translation software or if the content does not comply with the instructions above.
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Pre-Registration Application

Please make sure to complete the “Pre-Registration Application”. Registration can be done one month prior to the application period.

After completing the “Pre-Registration” you will be able to download the “Application Form” and submit the “Assigned Materials for Submission”.

Additionally, you will need the 7-digit “Application Registration Number” described in the registration completion email when submitting the “Assigned Materials”.

If you have not received the email, please contact the Admissions Office.

[registration form]

<https://www.kyoto-art.ac.jp/en/academics/graduate/admission/>



Application Forms	The download data is available on the registration completion page and in the registration completion email.
Application Registration Number	The number is included in the registration completion email. Please change the file name of the “Assigned Materials for Submission” documents to “Application Registration Number- Alphabetic Full Name-Assigned Material 1-4 (as shown on page 9)”. Ex: 1234567 - FamilynameFirstname -1
Uploading Assigned Materials	Please submit the document data to the registration completion page or to each URL provided in the registration completion email. The deadline for submissions is 17:30 (Japan Time/JST) on the last day of the application period. Make sure to change the file names above to those with the “Application Registration Number”. Please refer to pages 7-9 for details on the assigned submissions.

Assigned Materials (Data Submission Method)

Please submit the data to each URL listed on the completion page after the “Pre-Registration Application” or in the registration completion email.

The deadline for submissions is 17:30 (Japan Time/JST) on the last day of the application period. Once submitted, data cannot be changed.

In the case of a resubmission, the first data submitted will be considered.

After submission, a receipt completion email will be sent to the email address entered at the time of data submission within 5 business days.

Please keep in mind that we will not be able to contact you if you have not submitted your application correctly.

<File Name>

Application Registration Number- Alphabetic Full Name-Assigned Material 1-4

Ex: 1234567-FamilynameFirstname-1

* Application Registration Number ... The number will be included in the registration completion email after “Pre-Registration Application”.

* Assigned Material Number ... Please refer to the table below.

<Data Submission Rules>

Assigned Material	Submission Number	Data Format	Content Size	Other rules *Please check pages 7-8 for details
Research Plan	1	PDF Format	Approx. 1MB	<ul style="list-style-type: none"> ·Japanese about 1,200-2,000 characters ·English 600-1,000 words ·A4 vertical size, 40 characters × 30 lines
Abstract of Research Plan in English	2		Approx. 1MB	<ul style="list-style-type: none"> ·A4 vertical size, one page ·List 5 items of the Sample Format
Thesis	3A		Approx. 15MB	<ul style="list-style-type: none"> ·Japanese 8,000-12,000 characters ·A4 vertical size, 40 characters × 30 lines
Portfolio	3B		Approx. 15MB	<ul style="list-style-type: none"> ·A3 size or smaller, about 30 pages including cover page
Short Essay (Global Seminar only)	4		Approx. 1MB	<ul style="list-style-type: none"> ·A4 vertical size, 40 characters × 30 lines ·Japanese about 2,000-3,000 characters ·English 1,000-1,500 words

* If the data format is different or exceeds the data capacity, it may not be considered for review.

* Please upload data unrestricted by passwords or other viewing restrictions

* Compressed files are not accepted.

* If you are submitting a thesis and have reference materials, please label them as “3A-1” or “3A-2” depending on the number submitted.

Assigned Materials for Submission (What to Enter When Submitting Data)

Please change the file name to the specified format and submit the data.

You will be asked to enter your “名” and “姓”. Under “名”, fill in your “(Alphabetic) Full Name” and your email address under “姓”.

京都芸術大学アドミッション・オフィス さんからファイルを要求されています

〈領域名〉 指定提出物 提出先

1234567-LastnameFirstname-1.pdf	×
1234567-LastnameFirstname-2.pdf	×
1234567-LastnameFirstname-3A.pdf	×

+ その他のファイルを追加 合計 3 ファイル 1.63 MB

名 *	姓 *
英字氏名	メールアドレス

アップロード

Make sure to rename the file names to “Application Registration Number- Alphabetic Full Name-Assigned Material 1-4” before submitting.

Please enter your full name in the “名” field and your email in the “姓” field.

If the data is entered incorrectly, we will not be able to send you an email confirming the receipt of the data.

Examination Fee

35,000 JPY

Money transfer by mail

ATMs are not allowed

Please pay using the “Payment Handling Slip” provided by the post office at the Japan Post Bank teller window, and after making the payment through the entry method below, glue the “Transfer Payment Invoice/Receipt” on the right side to the designated column on the “Examination Fee Payment Slip” form.

- ※ If you would like to pay from overseas, please contact the Admissions Office in advance.
- ※ If you are applying to both Global Seminar and another major, the total fee will be 35,000 JPY (no additional examination fee is required).

[How to fill out the Payment Handling Slip] **ATMs are not allowed**

Please fill in the form provided by the post office at the teller window of the Japan Post Bank, while referring to the example below.

After completing the transaction, download and print the “Transfer Payment Invoice/Receipt” located on the right side of the university website.

Please glue it to the designated section on the “Examination Fee Payment Slip”.

Account Number·Payment Amount·Name of Payer·Correspondence Column
(please enter the following in this column)

The diagram illustrates the process of paying the examination fee. It shows three main forms:


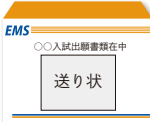

- 払込取扱票 (Payment Handling Slip):** This form is used for the payment transaction. It includes fields for account numbers (0100003 and 73595), the amount (35000 JPY), and the payer's name (Kyoto University of The Arts). It also has a section for the addressee's name (Master Courses) and a correspondence column for account details.
- 振替払込請求書兼受領証 (Transfer Payment Invoice/Receipt):** This is a receipt provided by the Japan Post Bank. It contains the same account and payment details as the slip, along with a stamp area for the addressee.
- Application Fee Payment Slip:** This is the form used to apply for the university. It has a designated area to attach the receipt from the previous step. The attached receipt should be placed in the "Attach [Transfer Payment Invoice/Receipt] Here" section, with a note to pay 35,000 JPY.

Your address·Name·Phone number

Attach it to the
“Examination Fee Payment Slip”

How to Submit Application Documents

After completing the “Pre-Registration Application”, paying the “Examination Fee”, and submitting all of the data of the “Assigned Materials”, please submit the complete set of application documents by postal mail or in person within the application period.

<p>Postal Mail</p>	<p>[Postmark valid] within the application period</p> <p>※ If sending from overseas, the application must reach the university by the last day of the application period</p> <p>[Domestic residents] Attach the printed "Address Sheet for envelopes" to a commercially available envelope, enclose the required documents, and send them by registered express mail from a teller at the post office, or use a tracking method such as parcel delivery.</p>  <p>Enclose the required documents in a commercially available envelop and label it as “Graduate School Entrance Examination Application Forms Enclosed”. Send it by an international courier service (EMS, DHL, UPS, FedEx, etc.)</p>   <p>Kyoto University of The Arts Admissions Office 2-116, Uryuyama, Kitashirakawa, Sakyo-ku, Kyoto, 606-8271, JAPAN (TEL +81 75-791-9833)</p> <p>Address</p>
<p>Delivering documents in person</p>	<p>Submit directly to the Admissions Office counter at the university Reception hours Mon-Sat 9:00-17:30 We cannot accept applications on Sundays and holidays</p> <p>※ Even if you are delivering in person, please bring the Address Sheet for envelopes attached to a commercial envelope. ※ The office counter will be very busy on the day of the deadline, so please submit your application well in advance or mail it as early as possible.</p>

[Notes]

- Incomplete applications will not be accepted. Please check the application documents carefully before submitting.
- Applications will not be accepted if any of the “Pre-Registration Application”, “Examination Fee Payment”, and application documents are not submitted during the application period.
- Documents submitted outside of the application period will not be accepted, other than the additional documents designated by the university.
- Once received, the application documents and examination fee will not be returned under any circumstance.
- Once the application documents are submitted, the applicant cannot change their major of interest or assigned materials of submission.
- If there are any changes to the information you have entered on your application documents (e.g. address, etc.), please notify the Admissions Office as soon as possible.
- If any false information is found in the application, admission or acceptance may be revoked.
- We do not respond to any inquiries regarding the arrival of application documents. Please check with the tracking service of the transportation company you used.

Examination Admission Ticket

We will mail the examination admission ticket to you so please be sure to bring it with you for the examination. Please keep your admission ticket in a secure place until the results are announced.

- ※ Admission tickets will only be issued to those who have passed the preliminary screening.
If you have not received your admission ticket at least one week before the examination date, please contact the Admissions Office.

Examination Venue

Conducted online

Oral Examination

- Only those who have passed the preliminary screening will be able to proceed to the oral examination.
- If you apply to Global Seminar and another major/field and pass both initial screenings, you must attend the oral exam for both. As a result, please note that the oral exam may take up 2 days.
- The oral exam consists mainly of an oral presentation (approx. 10 minutes) on the research and production plan you wish to pursue in the graduate program followed by a Q & A session. Please prepare accordingly.
- In your oral presentation, please describe in detail your past achievements and research plans after admission.
- Language proficiency may be tested during the Q & A session after the oral presentation.

[Details on the online format]

- The meeting time for the oral examination is 15 minutes before the start of the examination. We will send information on attendance and start time when the admission ticket is sent.
- You will be able to share screens using slides for the oral presentation.
- If you are not present at the start of the exam, you will be considered to have left the exam (absent) and will be prohibited from taking the oral examination.

[Details on the online format - Precautionary Notes]

- We will conduct to check the internet connection in advance. Make sure to confirm the time when you receive your admission ticket.
- Ensure that the internet network is secure and that you are the only examinee in the room during the duration of the exam.
 - * To prevent misconduct, it is not permissible for you to be accompanied by others. Additionally, you may be asked to show the room you are in on the screen.
- Examinees are prohibited from filming, recording (visual and audio), live-streaming, or note-taking of test contents, etc.
- In the unlikely event of misconduct, the exam may be considered invalid.

Examination for Persons with Disabilities

If you have a disability and require special consideration in taking the entrance examination or attending the school, you must contact the Admissions Office for an interview before applying. During the interview, we will discuss the measures for taking the entrance examination and support for attending the school.

- (1) Please apply for an interview at least one month before each application period. Please use the QR code below to fill out and submit the “Application Form for Examination Measures and Academic Support”. After submission, the Admissions Office will contact you. Please call us if you do not hear from us within 5 days.
- (2) Depending on the contents of the interview, you may be asked to submit a “Medical Certificate” or a doctor/physician’s opinion.

[Contact] Admissions Office

TEL +81 75-791-9833

E-Mail graduate@office.kyoto-art.ac.jp



Announcement of Acceptances

	Early Entrance Exam	Late Entrance Exam
Announcement of Preliminary Results	10:00 October 3 (Tues) Posted on the university website	10:00 January 23 (Tues) 2024 Posted on the university website
Announcement of Final Results	10:00 October 27 (Tues) Posted on the university website	10:00 February 22 (Thurs) 2024 Posted on the university website

Applicants who pass the preliminary screening will receive an admission ticket, and those who pass the final screening will receive an enrollment form.

- Results of those who passed the preliminary screening and their application registration numbers will be posted on the university website at 10:00 AM.
- Results of those who passed the final screening and their application registration numbers will be posted on the university website at 10:00 AM.

- * If you do not receive the result notification within 5 days after the results are announced, please contact the Admissions Office. It may take up to a week if the notification is sent overseas (depending on the region).
- * We will not respond to any questions from applicants regarding the review results of assigned materials of submissions, including portfolios.

Enrollment Procedures

- Please check the documents enclosed in the letter of acceptance sent to accepted applicants, and pay the “first-year tuition (for the first semester)” or “first-year tuition (for the full year)” by the deadline for enrollment procedures. Failure to do so by the deadline will be considered a withdrawal from admission.
- If you do not obtain a status of residence when you pass the late entrance exam, there is a possibility that your student visa will not be issued in time for enrollment. Please be assured that you will be able to attend classes without any issues.

Cancellation of Admission · Withdrawal of Admission

- In the event that the admission is canceled, we will refund all of the fees paid at the time of enrollment except the application fee (admission fee).
- In the event that the admission is withdrawn after completing the admission procedures, we will refund the fees paid at the time of admission procedures, excluding the admission application fee (entrance fee). Please contact us by phone. We will send you a letter of resignation at a later date.
- The deadline for notifying us of your request withdrawal along with a withdrawal form is Saturday, March 30, 2024, at 17:30.
- Please fill out and submit a “Notice of Withdrawal” to the Admissions Office. Please refrain from requesting it if you are still in an indecisive stage.

- * Please note that it may take 2-3 weeks to a month to receive the refund after we receive the “Notice of Withdrawal”.
- * If the billing due date has passed, any refunds will not be possible regardless of the reason.
- * If the recipient of the refund is outside of Japan, the applicant will be responsible for any bank transfer or remittance fees at the time of refund (remittance fees will be deducted from the refunded amount).

Tuition and Fees

Tuition for the first year is the total of the application fee (enrollment fee) of 250,000 JPY, the insurance fee ※1 (insurance period: 2 years) of 2,430 JPY, the tuition fee, and the facilities and equipment fee.

Tuition Fee (Annual)	Facilities/equipment costs (Annual)
1,320,000	320,000

Currency: Yen

- The stated amount is for enrollment in 2024. Please note that tuition fees are subject to change. (Please refer to the “Admission Procedure Guidelines” enclosed with the acceptance letter.)
- The tuition fee for the first year (first semester) is the total of the entrance fee, insurance fee, and half of the tuition fee and facility/equipment fee (first semester). Tuition fees and facility/equipment fees for the second semester are usually due in mid-September after enrollment.

※1 An insurance premium of 2,430 JPY (1,750 JPY for student education and research accident insurance, 680 JPY for GAKKENSAI liability insurance) is required as a student deposit. All students are required to purchase this insurance in case of accidents and disasters during regular and extracurricular activities, as well as injuries while commuting to and from the school.

<Tax Deduction for Working Students>

A working student deduction is an income deduction available to taxpayers who qualify as “working students” under the Income Tax Act. Conditions include being those living independently and having an annual salary income of 1.3 million yen or less (other conditions apply). For more information, please contact the payroll department at your place of employment or the local tax office.

Scholarship System

This is a system that exempts half of the annual tuition fee for outstanding students who have a strong desire to study at the university’s graduate school.

In the first year, students admitted through the early entrance exam are eligible to be selected.

Those who are selected will be scholarship students for one year in the first year.

Even if you are not selected in the first year, you may still be selected for the scholarship in the second year based on your academic status and performance during the first year.