【Global Seminar】 Guidelines for Applicants

1. **Admission Quota (people)**: 5
   * Total number of Early and Late Entrance Examinations.

2. **Examination Schedule**

<table>
<thead>
<tr>
<th>Early Entrance Examination</th>
<th>*Japan time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Deadline for Preliminary Review for the Admission Requirements</td>
<td>August 6, 2021 (Fri)</td>
</tr>
<tr>
<td>* Please refer 3. If you are 1 or 2, you don't need to hand in</td>
<td>&lt;Must be received by this date&gt;</td>
</tr>
<tr>
<td>Application Period</td>
<td>August 25, 2021 (Wed) - September 2, 2021 (Thu)</td>
</tr>
<tr>
<td><em>postmark deadline</em></td>
<td></td>
</tr>
<tr>
<td>Announcement of passing the primary examination</td>
<td>October 5, 2021 (Tue)</td>
</tr>
<tr>
<td>Secondary examination</td>
<td>October 23, 2021 (Sat) or October 24, 2021 (Sun)</td>
</tr>
<tr>
<td><em>Oral examination</em></td>
<td></td>
</tr>
<tr>
<td>* The date will be indicated on your admission ticket for the examination</td>
<td></td>
</tr>
<tr>
<td>* Only those who have passed the primary examination can take the oral examination.</td>
<td></td>
</tr>
<tr>
<td>Announcement of passing the secondary examination</td>
<td>October 27, 2021 (Wed)</td>
</tr>
<tr>
<td>Enrollment Procedure Deadline</td>
<td>November 10, 2021 (Wed)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Late Entrance Examination</th>
<th>*Japan time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Deadline for Preliminary Review for the Admission Requirements</td>
<td>November 26, 2021 (Fri)</td>
</tr>
<tr>
<td>* Please refer 3. If you are 1 or 2, you don't need to hand in</td>
<td>&lt;Must be received by this date&gt;</td>
</tr>
<tr>
<td>Application Period</td>
<td>December 6, 2021 (Mon) - December 14, 2021 (Tue)</td>
</tr>
<tr>
<td><em>postmark deadline</em></td>
<td></td>
</tr>
<tr>
<td>Announcement of passing the primary examination</td>
<td>January 28, 2022 (Fri)</td>
</tr>
<tr>
<td>Secondary examination</td>
<td>February 17, 2022 (Thu) or February 18, 2022 (Fri)</td>
</tr>
<tr>
<td><em>Oral examination</em></td>
<td></td>
</tr>
<tr>
<td>* The date will be indicated on your admission ticket for the examination</td>
<td></td>
</tr>
<tr>
<td>* Only those who have passed the primary examination can take the oral examination.</td>
<td></td>
</tr>
<tr>
<td>Announcement of passing the secondary examination</td>
<td>February 15, 2022 (Fri)</td>
</tr>
<tr>
<td>Enrollment Procedure Deadline</td>
<td>March 3, 2022 (Thu)</td>
</tr>
</tbody>
</table>
### 3. Qualifications for Admission

**Applicants must fulfill any one of following conditions:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Those who have graduated from any university in Japan (or expected to graduate by March 2022)</td>
</tr>
<tr>
<td>2</td>
<td>Those who have been awarded a Bachelor's degree by the National Institution for Academic Degrees and University Evaluation (NIAD-UE) (or expected to be awarded by March 2022)</td>
</tr>
<tr>
<td>3</td>
<td>Those who have completed 16 years of school curriculum in foreign countries (or expected to complete by March 2022) as well as have been awarded a Bachelor's degree (or expected to be awarded by March 2022.)</td>
</tr>
<tr>
<td>4</td>
<td>Those who have completed post-secondary courses at specified specialized training colleges (or expected to complete by March 2022.)</td>
</tr>
<tr>
<td>5</td>
<td>Those specified by the Minister of MEXT.</td>
</tr>
<tr>
<td>6</td>
<td>Those who are recognized as having academic abilities equivalent or better than university graduates by our graduate school and will reach 22 years of age by March 31, 2022.</td>
</tr>
</tbody>
</table>

*For those who are expected in conditions 1-4 above, you need to submit documents to show you have fulfilled the requirements before the entrance.

*You will be disqualified for enrollment without fulfilling those conditions above even if you have passed the entrance exam and completed the procedure.

### 4. Documents for Preliminary Review for the Admission Requirements

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<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>“Application form for Preliminary Review(for the Admission Requirements)” Please download form our website below: <a href="https://www.kyoto-art.ac.jp/en/admissions/graduate/">https://www.kyoto-art.ac.jp/en/admissions/graduate/</a></td>
</tr>
<tr>
<td>2</td>
<td>Certificate of Graduation (or Certificate of Expected Graduation) *1</td>
</tr>
<tr>
<td>3</td>
<td>Bachelor Degree Certificate</td>
</tr>
<tr>
<td>4</td>
<td>Academic transcript (must indicate the transcript from entrance to graduation at youe undergraduate school)</td>
</tr>
<tr>
<td>5</td>
<td>Degree Certificate issued in Chinese (Only graduates from universities in China, except Hong Kong, Taiwan, Macau) You must submit a &quot;Certificate&quot; issued by the &quot;China Education Department Center for Development of Research Student Education (CDGDC)”. Please check the website of CDGDC for the details of the issue application (<a href="http://www.cdgdc.edu.cn">http://www.cdgdc.edu.cn</a>). Please keep the “Certificate of Certification for China Degree Certificate” at the time of filing application as a copy.</td>
</tr>
<tr>
<td>6</td>
<td>Self-addressed stamped envelope (Please fill in your address and your name on the envelope, and include International Reply Coupon for the return shipping fee of express mail.) Please refer to URL (<a href="https://www.post.japanpost.jp/int/service/int_coupon_en.html">https://www.post.japanpost.jp/int/service/int_coupon_en.html</a>)</td>
</tr>
<tr>
<td>7</td>
<td>A copy of your passport.</td>
</tr>
<tr>
<td>8</td>
<td>A copy of your Residence card.</td>
</tr>
</tbody>
</table>
5. Application Documents

1. Application Form  (Use the university’s form)
2. Admission Ticket & Payment Statement for examination  (Please contact the university.)
3. Materials for admission interview  (Use the university’s form)
4. Required Submission Materials (please refer to 7)
5. Certificate of Graduation (or Certificate of Expected Graduation)
   * Not necessary if already submitted for Preliminary Review for the Admission
6. Academic transcript (must indicate the transcript from entrance to graduation at your undergraduate school)  * Not necessary if already submitted for Preliminary Review for the Admission
7. Pledge of financial support  (Use the university’s form)
8. Letter of support (only if your supporter is not your relatives)  (Use the university’s form)
9. Income certificate  or  Official bank statement/Certificate of balance  (copyable)
10. International Reply Coupon

Please find out the fee from where you live and enclose. In case you have any problems to get one you can pay for it on the day of the exam or transfer
(The amount will be told as soon as your Admission Ticket is arrived to the university).
https://www.post.japanpost.jp/int/service/int_coupon_en.html

[Notes]
All certificates must be original and issued within 12 months (copies are not acceptable). If the original transcript is in a language other than Japanese or English, certified English translations must be attached. If the required documents cannot be prepared or submitted within the application qualification pre-screening period, the application will not be accepted.

*1 The submitted documents will not be returned regardless of the result of the preliminary examination of application qualification (application availability). If the applicant becomes “applicable”, it will be treated as application documents (application qualification certificate).
6. About the Global Seminar Selection Process

Selection Method

There will be an initial evaluation based on applications and required materials. Those who pass the initial evaluation will continue on to the oral examination (secondary examination). The final pass/fail decision will be based on the result of this oral examination.

* Applicants who fail the initial evaluation will not be allowed to take the secondary examination (oral examination).

Selection Process

Application period:
[Early Entrance Examination] Wednesday, August 25, to Thursday, September 2, 2021
[Late Entrance Examination] Monday, December 6 to Tuesday, December 14, 2021

- Applications sent directly from abroad must arrive by the deadline date. If you apply from Japan, your applications must be postmarked by the deadline date.
- Please pay the 35,000 yen examination fee. Please include a copy of your payment.
- Entrance exam tickets will be sent to applications from the university.

*Those eligible are to take the pre-application screening.

Initial evaluation (Document review)

↓
Initial evaluation of submitted documents and required materials.

↓
Announcement of results of the initial evaluation:
[Early Entrance Examination] Tuesday, October 5, 2021
[Late Entrance Examination] Friday, January 28, 2022

“Results of the Initial Evaluation” will be sent by email.
For those who pass the initial evaluation, information on the date of the oral examination will be included with the results.

↓
Oral Examination  [Examination hall] Kyoto University of Art and Design (Kyoto campus)

Examination date:
[Early Entrance Examination] Saturday, October 23 or Sunday, October 24, 2021
[Late Entrance Examination] Thursday, February 17 or Friday, February 18, 2022

- Examination will be on either of the dates above. Please confirm the day/time of your examination with the information sent along with the results of the initial evaluation.
- Only those who pass the initial evaluation can take the oral examination.
- Please bring your portfolio to the oral examination.

↓
Final result announcement:
[Early Entrance Examination] Wednesday, October 27, 2021
[Late Entrance Examination] Wednesday, February 25, 2021

- The final result will be based on the oral examination.
- A result of “pass” or “fail” will be sent from the university by mail.

↓

University Enrollment Procedures

University enrollment processing deadline:

[Early Entrance Examination] Wednesday, December 10, 2021

[Late Entrance Examination] Thursday, March 23, 2022

- For those who receive a final “pass” result, please proceed with university enrollment procedures.
- You will be sent details on the university enrollment procedures along with your pass result. Please proceed following the instructions.
- After entrance examination processing is complete, you will be sent a “University Enrollment Permission” notice.

↓

Enrollment

Enrollment Ceremony: April, 2022, Kyoto University of Art and Design

- Details on the date of the enrollment ceremony, textbooks, etc… will be sent from the university in February or March, 2022.

【Notes】 Acquiring Student Visa for those who take the late entrance exam.

It usually takes approximately one or two months so the government may issue the CoE after the application is accepted. Should this happen, you might not be able to attend the enrollment ceremony. You will be able to take your VISA in April if the CoE is issued at the end of March.

Therefore, we suggest the following procedure:

1, Enter Japan as the visa status of “Temporary Visitor”.
2, We will support you to get your “Student Visa” in Japan after the CoE is issued.

However, please understand beforehand that there is a possibility you cannot get your VISA in Japan since the VISA should be issued in the country of your nationality as a general rule. If that is the case, you must go back to your country to accept your VISA.

7. Required Submission Materials

Please submit the following materials and send them together with application documents by registered mail or deliver directly by hand.

Required Submission Materials

1) Research Plan: Regarding the content (themes, methods, achievements to date, expected achievements, etc.) that you would like to study at graduate school, Please describe including the research annual progress plan.

*Write in 1,200 to 2,000 characters for Japanese or 600-1,000 words for English. (when including illustrations and tables, the number of characters in them is not included in the number of
characters in the book).
*Please print on A4 size paper with 40 characters x 30 lines, clip it and submit.
The first sheet should be the cover sheet and the title and name should be entered.
*Enter the page number at the bottom of each page.
*If the content clearly shows that it relies heavily on automatic translation software, or if the above rules are violated, you may be subject to deductions.

2) Research Plan English abstract: Please summarize the contents of designated submission 1) in English. Created and output on your own PC with reference to the enclosed format sample. Please submit.
*Similar to the sample format, divide it into 5 items and write it only on the front side of one A4 sheet (collect it on one sheet).
*There is no limit on the number of words, but please write with a character size of about 9 points and an appropriate line spacing.
*Fill in the required fields in Japanese in the name and other fields on the back of the form sample, cut it out along the Kirito line, and put it in the submission form. Please stick it on the back.
*If the content is clearly dependent on the automatic translation software or the copy and paste is clear, if you violate the above rules, you may be subject to deduction.

3) Please select and submit one of the following [A] and [B].
[A] paper: Please submit a research paper in the research field you are interested in (text is in Japanese from 8,000 to 12,000 characters).
*If you have completed a graduation thesis for your desired research field, you may submit it as it is (Quantity does not matter).
*If a graduation thesis related to the research field you are interested in has not been completed, we provide a summary of the graduation thesis you are writing, etc. You can leave it.
*If the research field you wish to study at is different between your major at the university and the graduate school of our university, in addition to the above papers Please be sure to submit your thesis, portfolio, etc) as a reference material.
*If the graduation thesis is not in Japanese, create an outline in Japanese, attach it to the graduation thesis, and submit it.
*Please print on A4 size paper with 40 characters x 30 lines, clip it, and submit it (the bound one annot be submitted).
*When including illustrations and tables, please do not include the number of characters in them in the number of characters in the text.
*A4 size paper will be used even if it includes illustrations and tables, but the layout is free.
*If you would like to submit materials other than the above that show the results and content of your research, please consult the Admission Office in advance.
Please give me.
[B]Portfolio (Collection of works):
Please organize the content centered on the work you have created so far.
- There is no limit to the number of pages.
- A4 size, only 1 book.
*For those who want animation or video production, Region Free is a collection of the works that they have created so far within 15 minutes.
Make a DVD of and be sure to attach it to your portfolio. A person who wants production related to stage expression, his own production work
The same shall apply when attaching video recordings of works, appearances, etc.
*Those who wish to enter the field of literary expression can write texts they have written so far (fictions such as novels or non-comments such as criticism).
Full or partial excerpt of either fiction genre (more than 30 pages in terms of 400-character manuscript paper)
Please be sure to attach it (if the text is partly excerpt, please specify it).

4) Short essay: Write an essay in English or Japanese on the theme below. Approximately 2,000-3,000 characters for Japanese/ 1,000-1,500 words for English. Submit a paper-clipped printed copy on A4 paper. Please write your name and essay title on the first page as a cover.
Theme: "Specifically, what do you think it takes to be active on a global level? While referring to required skills or artists you look up to, explain how you think you can be active at the top level."
*You will be deducted marks if there is evidence of use of translation software or clear plagiarism.

8. Oral Examination
- The oral examination will be a presentation of your work and activity up to now and on your desired research plan or art-making in the Master’s course.
The presentation will be 10 minutes followed by a question and answer period. Please prepare beforehand.
- For the oral examination, please present in either Japanese or English.
- Questions and answers may be in Japanese or English.
- At the examination site, the designated submissions submitted in advance will be prepared by the examinees.
- At the examination site, only the examinee can bring in, carry out, unpack, and pack the research resources that can be used as a reference for the oral presentation.
* Included in the research materials, etc. that serve as references for the oral presentations: resumes and reference materials for the oral presentations, works (works), etc.
- Materials allowed as related research materials for the oral examination: print handouts and related resources and objects (artworks), etc...
- You must bring your examination ticket on the day of the examination.
- Please make sure to arrive 20 minutes before your oral examination. Details of the examination time and place will be sent along with your results of the initial evaluation.
- In the case of lateness for the examination, applicants will be treated as absent and will not be allowed to take the oral examination.
9. Academic Fees

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Admission Fee</td>
<td>*Only for the first year.</td>
<td>200,000yen</td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>* For the first year</td>
<td>927,000 yen</td>
</tr>
<tr>
<td>Facility Expenses</td>
<td>* For the first year</td>
<td>300,000 yen</td>
</tr>
<tr>
<td>Insurance</td>
<td>* Effective for two years</td>
<td>2,430 yen</td>
</tr>
</tbody>
</table>

*Those fees above are for 2022. Please note that academic fees may change (It will be on Guideline for Enrollment enclosing in acceptance letter)

10. Financial Support

Scholarship System for Honor Students (Half of annual tuition exempted)

<table>
<thead>
<tr>
<th></th>
<th>Candidate</th>
<th>Exemption Period</th>
<th>Selection</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>First year students</td>
<td>Students admitted through Early Entrance Examination</td>
<td>For the first year</td>
<td>Applicants will be judged by the results of entrance examination</td>
<td>2</td>
</tr>
<tr>
<td>Second year students</td>
<td>All students (including students who were selected for the Scholarship System for Honor Students in their First year.)</td>
<td>1 year period of the second year</td>
<td>Applicants will be judged comprehensively by the grades of the first year.</td>
<td>2</td>
</tr>
</tbody>
</table>

11. About Cancellation of Enrollment / Withdrawal

- In the case of enrollment cancellation, financial contributions except for matriculation fees will be returned.
- In the case of withdrawal after enrollment, financial contributions except for matriculation fees will be returned. Please contact the Admissions Office for “Withdrawal Application”.
- After filling out the “Withdrawal Application”, please submit it to the Admissions Office. The deadline is 5:00pm on Thursday, March 31, 2022 (must be received by or on this date).
- Please request the “Withdrawal Application” only after you are sure that you wish to withdrawal. Do not apply if you are still deciding.
- Please note it takes about two weeks to a month to return any fees after the “Withdrawal Application” is received.
  *Fees will not be returned regardless of reason after the submission the deadline has passed.
  *Should the fees need to be returned to an account overseas, any bank transfer fees incurred must be paid by the applicant (to be deducted from total amount returned).

12. Contact Information

If you have any questions about admission to the Global Seminar, please contact the following office:
Admissions office of the Global Seminar Program
Kyoto University of Art and Design Graduate School
E-mail: graduate@office.kyoto-art.ac.jp