

Kyoto City University of Arts Graduate School of Arts
Application Guidelines for International Research Students (non-degree program)

An international research student (KenkyuRyugakusei) is a foreign student who wishes to study a specific subject under the supervision of a professor of the Graduate School of Arts. Since this is a non-degree program, a research student is not eligible for seeking a degree upon completion.

I. Required qualifications

- (1) The nationality of the applicant is of a country other than Japan. The native language of the applicant is not Japanese and the applicant is not a permanent resident of Japan.
- (2) Applicants must meet at least one of the following qualifications:
 - a. Completed a four-year undergraduate program
 - b. Completed a 16-year formal education in a country other than Japan.
 - c. Be designated by the Ministry of Education, Culture, Sports, Science and Technology.
 - d. Be recognized by the Graduate School of Arts, Kyoto City University of Arts to have an academic ability equivalent or superior to those of who have graduated from undergraduate program.
- (3) Have sufficient Japanese language skills to be able to participate in the research program.

II Application documents

*All the documents must be written in Japanese or English. Other languages will not be accepted.

- (1) International Research Student Application Form
*Download from (http://www.kcua.ac.jp/en/admission_en/)
 - (2) Certificate of graduation and official transcript of previous higher education.
These certificates must be issued by an authorized entity. Photocopies of certificates or original diplomas will not be accepted.
 - (3) Research proposal
Write about (1) your previous major/study, (2) a major/study which you wish to undertake in Japan, and (3) your study plan, in as concrete and detailed terms as possible.
*The research proposal must be written in Japanese.
 - (4) Portfolio or dissertation
Portfolio: 12 to 24 images/photos of your work. If you include moving images, submit a DVD, besides your printed portfolio. Applicants who wish to apply for the Science of Art department must send a copy of their dissertation.
- Note:
- Do not send your original works.
 - Applicants must send a hardcopy/printed portfolio by postal mail.
 - Portfolio submissions will not be returned to the applicant.
- (5) Certificate of Japanese language skill (Evidence of Japanese proficiency)
Issued by a public organization or a language school you have attended. The length of study, and reading/writing/speaking ability must be mentioned. Photocopies will not be accepted.
 - (6) A letter of recommendation written by your previous instructor/tutor or similar person.
 - (7) Medical Examination Report
Must be issued within 3 months before the submission. Photocopies will not be accepted.
 - (8) A Letter of guarantee: (use "letter of guarantee" format on the application form)
By a guarantor residing in Japan, who has regular employment.

(9) ID photo: 4cm×4cm size photo of your face. Submit 2 pictures.

(10) Proof of identity and citizenship/residency (a copy of your passport or other official ID documents.)

Note: The submitted application materials will not be returned.

III Application Procedure

(1) Prepare all the materials listed in section II and submit to the university office in person or by mail during the period mentioned in section V.

(2) For those who are submitting in person, the office is open from 9am to 4pm, Monday to Friday, closed on Saturdays, Sundays and public holidays.

(3) In case either 10/31 or 4/30 is a Saturday, Sunday or public holiday, the day before becomes the deadline. Applications by mail have to arrive during the period mentioned above. Any application arriving before or after the specific dates will not be accepted.

(4) Applications should be submitted in person or send by mail to:

Academic & Student Support Office,

The Graduate School of Arts, Kyoto University of Arts

13-6 Kutsukake-cho, Oe, Nishikyo-ku, Kyoto 610-1197 Japan

* Please note "Application for International Research Student" on the front of the envelope.

* E-mail/fax submissions are not accepted.

IV Application Deadlines and Time Frames

Enrollment	Accepting Application	Screening and Sending Notice of Results
Semester I (start in April)	10/1 – 10/31 * the year before the enrollment	In late November
Semester II (start in October)	4/1 – 4/30	In late May

V Screening and the Notice of Results

The applications will be examined comprehensively, and the results will be sent by mail to the address of the applicant. The university will not respond by phone or email regarding the results.

VI Outline of the International Research Student Program:

(1) Departments

- Department of Painting: Nihonga (Japanese Painting), Painting, Printmaking, Concept and Media Planning
- Department of Sculpture: Sculpture
- Department of Design: Visual Design, Environmental Design, Product Design
- Department of Crafts: Ceramics, UrushiLacquering, Dyeing and Weaving
- Department of Science of Art: Science of Art
- Department of Conservation: Conservation

(2) Length of Study

The length of study for research students is one year, however, by consulting with their tutor the length may be extended another year.

(3) Academic Calendar

First Semester (Zenki): 4/1 – 9/30

Second Semester (Koki): 10/1- 3/31 (the following year)

(4) Fees (as of April,2013)

- Tuition: ¥535,800 peryear (¥267,900 per semester)
- Admission Fee: ¥84,600

*Additional costs may occur, for materials, etc.

VII. Other Information

(1) Student Funding: There is no university scholarship for this program.

(2) Housing:KCUA does not have a dormitory or housing for students. Prospective students will need to find accommodations by themselves.

VIII. Admission to the Master Programs

Research students who wish to continue their study at graduate level may apply to the Graduate School entrance examination after a six-month enrolment period as a research student.

京都市立芸術大学大学院美術研究科 研究留学生 入学願書

Application for International Research Students
Graduate School of Arts, Kyoto City University of Arts

研究留学生：大学における身分は、学位に関係のない研究生である。

An international research student (Kenkyu Ryugakusei) is a foreign student who wishes to study a specific subject under the supervision of a professor of the Graduate School of Music. Since this is a non-degree program, a research student is not eligible for seeking a degree upon completion.

記入上の注意 Instructions

- * 日本語の能力を有するものは日本語で記入すること。
Fill out the form Japanese or English (in Japanese is preferred.)
- * タイプまたは楷書で記入すること。ただし、1、4、5に関しては該当項目に○印を付けること。
The application should be typewritten or handwritten in block letters. Circle the proper items in numbers 1, 4 and 5.
- * 数字には算用数字を用いること。
Numbers should be in Arabic figures.
- * 年号はすべて西暦とすること。
Years should be written in the Anno Domini system.
- * 固有名詞はすべて正式な名称とし、いっさい省略しないこと。
Proper nouns should be written in full and not abbreviated.

1 希望する入学年月 Term which you apply:

Year 20 年 4月(April) / 10月(October)

2 希望する専攻分野 A major/department which you apply for

3 氏名 Name

自国語

in your native language: _____
Family Name First Name Middle Name

英語

in English: _____
Family Name First Name Middle Name

4 性別 Sex

男 女
Male Female

5 婚姻の有無 Marital Status

未婚 既婚
Single Married

6 国籍 Nationality

7 生年月日 Date of Birth

19 _____ 年齢 Age: _____
Year month date

8 日本での現住所 Current Address in Japan (if known)

〒 _____

Tel (_____) _____

Fax (_____) _____

E-mail: _____

9 本国での住所 Home Address in your country

Tel (_____) _____

Fax (_____) _____

E-mail: _____

10 職歴 Employment Records (if you have)

勤務先および所在地 Name and address of organization	勤務期間 Periods	役職 Position	勤務内容 Type of work

1 1 学歴 Educational Backgrounds

(初等教育から) (From elementary education)

学校名 Name of Institution	所在地 Address	入学および 卒業年月 Year/Month of Enrollment and Completion	正規の 修業年数 Official year for Graduation	専攻科目 Major field of study	学位資格 Diploma or Degree

私はこの願書記載事項が事実に相違ないことを認めます。

I certify that the information given in this application is complete and accurate to the best of my knowledge.

申請年月日 Date: _____

氏 名 Name: _____

署 名 Signature: _____

20 年度

研究留学生志願者健康診断書

※受験番号		※判定	※再検査不要・要再検・要精密
ふりがな		志望 専攻	専攻 ()
氏名	男・女		
生年月日	年 月 日生		
現住所		出身学 大 学	大学
診 断 事 項			
身長	cm	直接・間接	主な既往症と罹患時の年齢
体重	kg		
視力	右・(・)	胸部 X P 検	身体障害の有無(有の場合その具体的内容)
	左・(・)		
聴力	右	尿	蛋白・糖・潜血 () () ()
	左		
医師所見(入学後の保健指導に当って注意すべき事項)			
診断の結果 上記のとおり相違ないことを証明する。			
年 月 日			
医療機関の	所在地 名称 医師氏名	TEL	印

(注) ※欄は、記入しないこと。

日本語能力証明書

Certificate for Japanese Language Proficiency

1 氏名 Name of Applicant: _____

2 学習機関およびその住所 Name and Address of Institutions

機関名 Name: _____

住所 Address: _____

3 学習期間 Period

20__年__月 至 20__年__月
From year month to year month

4 能力 Proficiency

	優 Excellent	良 Good	可 Fair	不可 Poor
読む能力 Reading				
書く能力 Writing				
話す能力 Speaking				

証明書作成者 Certificator: _____

署名 Signature: _____

*別紙による証明書を添付してもよい。

This certificate may be submitted on a separate form.

身元保証書

GUARANTEE

年 月 日

京都市立芸術大学 様

国 籍 _____

氏 名 _____

上記の者の本邦在留に関し、私は保証人として下記事項について責任をもって保証いたします。

記

1. 滞在費(授業料等を含む)
2. 帰国旅費
3. 日本国法令の遵守

以上のとおり相違ありません。

身元保証人

氏 名 _____ (印)

住 所 _____

電話番号(自宅) _____

職業・勤務先 _____

被保証人との関係 _____