

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

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 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**

- (1) International Research Student Application Form  
\* Download from ([http://www.kcua.ac.jp/en/admission\\_en/](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 ①your previous major/study, ②a major/study which you wish to undertake in Japan, and ③your study plan, in as concrete and detailed terms as possible.
- (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.  
Dissertation: 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.  
Photocopies will not be accepted.
- (7) Medical Examination Report must be issued within 3 months before the submission.  
Photocopies will not be accepted.

(8) A Letter of Guarantee by a guarantor residing in Japan, who has regular employment.  
Use “GUARANTEE” format on the application form.

(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.

\* If the documents is written in English or other languages, please attach the Japanese translated version too (self-translation is available).

\* The submitted application materials will not be returned.

### III. Screening and Result Notification

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.

### IV. Application Procedure

#### (1) Application Periods and Time Frame

Enrollment Period	Application Period	Screening	Result Notification
Semester I (start in April)	10/1 – 10/31 * the year before the enrollment	November	late December
Semester II (start in October)	4/1 – 4/30	May	late June

#### (2) Submission

- Prepare all the materials listed in section II during the application period.
- 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.
- In case either 10/31 or 4/30 is a Saturday or Sunday, the previous Friday becomes the deadline, and in case of a public holiday, the day before becomes the deadline. Applications by post have to arrive during the application period. Any application arriving before or after the specific dates will not be accepted.
- Applications should be submitted in person or send by post 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.

### V. Field of Study

- 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, Urushi Lacquering, Dyeing and Weaving
- Department of Science of Art: Science of Art
- Department of Conservation: Conservation

## VI. 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.

## VII. Academic Calendar

1st Semester (Zenki): 4/1 – 9/30

2nd Semester (Koki): 10/1- 3/31 (the following year)

## VIII. Student Funding and Housing

(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.

## IX. Fees (as of March, 2019)

(1) Tuition: ¥535,800 per year (¥267,900 per semester)

(2) Admission Fee: ¥84,600

\*Additional costs may occur, for materials, etc.

## X. 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 Fineart. 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: \_\_\_\_\_

# 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.

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。



# 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 \_\_\_\_\_