

## Application Guidelines

### Application Deadline:

(For Spring Semester) 30<sup>th</sup> November

(For Fall Semester) 31<sup>st</sup> May

**Required qualifications:** This program is for the students enrolled in schools affiliated with KCUA. Applicants need to apply for the exchange program through your university. For sending application to KCUA, please ask a coordinator/advisor in your school on behalf of you.

**Language Requirement:** Japanese or English

### Instructions:

- Fill out the form in English (if possible, fill out in Japanese.) Other language will not be accepted.
- The application should be typewritten or handwritten in block letters.
- The original copy of the application and required documents should be submitted in.
- All the submitted application materials will not be returned.
- The period of international exchange program is October- December for fall, and April - July for spring.

### Send to:

International Office,

Kyoto City University of Arts

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

\* Please note “Application for International Exchange Program” on the front of the envelope.

\* E-mail / Fax submissions are not accepted.

### Inquiries about international exchange program:

International Coordinator: Aya Aoshima (Ms.), Eriko Kamimura (Ms.)

E-mail: intl-r@kcua.ac.jp / Tel: +81-75-334-2721

International Office, Kyoto City University of Arts

## Application Form

## A) Student Information

Family / Last name		
First name (middle name)		
Date of birth	(yyyy/mm/dd) _ _ _ _ / _ _ / _ _	
Gender		
Country of citizenship		
Correspondence address		
	zip:	country:
Tel/Fax	Tel: + (include country code)	Fax: +
Mobile	+ (include country code)	
E-mail		
Permanent home address		
	※If same as Correspondence address, write “as above”.	
Tel/Fax	Tel: + (include country code)	Fax: +

## B) Information of Your Home Institution

Name of home institution		
Address		
	zip:	country:
Name of the Exchange Coordinator / Academic Advisor	Title: _____ Name: _____	
	I hereby acknowledge that the student indicated above is selected as an exchange nominee of the home institute.	
	Signature: _____	
Tel/Fax	Tel: + (include country code)	Fax: +
E-mail		

**C) Current Studies**

Major of Study (at your home institution):	
<input type="checkbox"/> Undergraduate year (       )	<input type="checkbox"/> Postgraduate (M.F.A. or Ph.D.) year (       )

**D) Educational Background: If you have attended/completed any higher education other than current study, please provide all the information.**

Institution / Course name / Degree:
Years of attendance (yyyy/mm/dd)
Institution/Course name/Degree:
Years of attendance (yyyy/mm/dd):
Institution/Course name/Degree:
Years of attendance (yyyy/mm/dd):

**E) Course/Major that you wish to apply (at KCUA)**

<input type="checkbox"/> Undergraduate / <input type="checkbox"/> Postgraduate	The year that you are applying for: 20__ __ /Fall • Spring
1) Name of Course:	
2) Name of Course:	
3) Name of Course:	
※For the course description, please refer to KCUA website: <a href="http://www.kcua.ac.jp/en/arts_en/">http://www.kcua.ac.jp/en/arts_en/</a> If you have several choices, write 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> order.	

**F) Signature**

I hereby certify that the information provided in this application form is complete and accurate to the best of my knowledge.	
Name of Applicant:	Date: (yyyy/mm/dd) _ _ _ _ / _ _ / _ _
Signature:	

※ Application materials available online:

Please attach following documents to your application:

- ☐ Portfolio: 12-24 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 Arts department send a copy of your dissertation. (Do not submit your original works.)
- ☐ A letter of recommendation: By your instructor or similar person.
- ☐ A letter of motivation and study plan: Briefly state why you wish to study at KCUA and your study plan during the exchange period.
- ☐ Official academic transcript or certificate of attendance
- ☐ Copy of your passport
- ☐ Photograph for ID (submit 3 pictures): 4cm x 4cm size photo of your face.
- ☐ Application for Certificate of Eligibility (CoE): Download the application from the website of the Immigration Bureau: <http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/01-format.html>

Use the form #9 (purpose of entry Study).

Also refer to the "Sample" of CoE attached in the same file.

- \*Note
- Fill out all sections except for the section of No. 24, 25, 28, and 29.
  - Note in particular on the section which highlighted in yellow.
  - Fill in the blanks same way on the section of No.7 and 9 as the sample highlighted in red.