Application Guidelines

**Application Deadline:**

(For Spring Semester) 30th November

(For Fall Semester) 31st 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: +　　　　　　　　　　　　Fax: +  (include country code) |
| Mobile | +  (include country code) |
| E-mail |  |
| Permanent home address |  |
|  |
| ※ If same as Correspondence address, write “as above”. |
| Tel/Fax | Tel: +　　　　　　　　　　　　 Fax: +  (include country code) |

**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: +　　　　　　　　　　　　Fax: +  (include country code) |
| E-mail |  |

**C) Current Studies**

|  |
| --- |
| Major of Study (at your home institution): |
| □ Undergraduate year ( ) □ Postgraduate (M.F.A. or Ph.D.) year ( ) |

|  |
| --- |
| 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): |

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

|  |  |
| --- | --- |
| □ Undergraduate / □ 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: <http://www.kcua.ac.jp/en/arts_en/> If you have several choices, write 1st, 2nd, 3rd order. | |

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

**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.