

## Application Guidelines

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

Semester	Application Deadline	Exchange Period
1 <sup>st</sup> semester (Spring)	30 <sup>th</sup> November	April 1 <sup>st</sup> -July 31 <sup>st</sup> (the following year) *Orientation for international students: first week of April
2 <sup>nd</sup> semester (Fall)	31 <sup>st</sup> May	October 1 <sup>st</sup> - December 31 <sup>st</sup> *Orientation for international students: final week of September

### Required Materials:

- (1) Application Form
- (2) 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.)
- (3) A Letter of Recommendation: By your instructor or similar person.
- (4) A Letter of Motivation and Study Plan: Briefly state why you wish to study at KCUA and your study plan during the exchange period.
- (5) Official Academic Transcript or Certificate of Attendance (JP/EN)
- (6) Copy of Your Passport
- (7) ID Photos (submit 3 pictures): 4cm x 4cm size photo of your face.
- (8) 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).  
Please refer to the “Sample” of CoE you find in the end of this PDF file.  
\*Fill out all sections except for the section of No. 24, 25, 28, and 29.

### Language Requirement: Japanese or English

We do not require submitting a language proficiency, however, students should have a good understanding of the language and be able to communicate effectively in class discussions or instruction with your teacher.

**Instructions:**

- Fill out the form in English (if possible, fill out in Japanese.) Other language will not be accepted.
- The application should be typed 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 applications will be screened comprehensively, and the results will be sent by e-mail within one month to the person in charge at applicant's institution.

**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.

**Contact Information:**

International Coordinator: Eriko Kamimura (Ms.), Kosuke Hashizume(Mr.)

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

International Office, Kyoto City University of Arts

**The field of study at KCUA** <https://www.kcua.ac.jp/en/faculty-of-fine-arts-list/master/>

- Department of Painting: Nihonga (Japanese Painting), Painting, Concept and Media Planning, Printmaking
- 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 Conservation: Conservation

在留資格認定証明書交付申請書  
APPLICATION FOR CERTIFICATE OF ELIGIBILITY

法務大臣 殿

To the Minister of Justice

出入国管理及び難民認定法第7条の2の規定に基づき、次のとおり同法第7条第1項第2号に掲げる条件に適合している旨の証明書の交付を申請します。

Pursuant to the provisions of Article 7-2 of the Immigration Control and Refugee Recognition Act, I hereby apply for the certificate showing eligibility for the conditions provided for in 7, Paragraph 1, Item 2 of the said Act.

Do NOT  
paste your  
photo here

Photo

40mm × 30mm

1 国籍・地域 Nationality/Region	Family name _____ Given name _____		2 生年月日 Date of birth	年 _____ 月 _____ 日 _____ Year Month Day
3 氏名 Name	_____			
4 性別 Sex	男 _____ 女 _____ Male / Female	5 出生地 Place of birth	_____	
6 配偶者の有無 Marital status	有 _____ 無 _____ Married / Single			
7 職業 Occupation	Student			
8 本国における居住地 Home town/city	_____			
9 日本における連絡先 Address in Japan	Kyoto City University of Arts 13-6 Kutsukake-cho, Oe, Nishikyo-ku, Kyoto 610-1197			
電話番号 Telephone No.	075-334-2220		携帯電話番号 Cellular phone No.	_____
10 旅券 (1) 番号 Passport Number	_____		(2) 有効期限 Date of expiration	年 _____ 月 _____ 日 _____ Year Month Day
11 入国目的 (次のいずれか該当するものを選んでください。) Purpose of entry: check one of the followings	<div><input type="checkbox"/> I「教授」 "Professor" <input type="checkbox"/> I「教育」 "Instructor" <input type="checkbox"/> J「芸術」 "Artist" <input type="checkbox"/> J「文化活動」 "Cultural Activities" <input type="checkbox"/> K「宗教」 "Religious Activities" <input type="checkbox"/> L「報道」 "Journalist"</div> <div><input type="checkbox"/> L「企業内転勤」 "Intra-company Transferee" <input type="checkbox"/> L「研究(転勤)」 "Researcher (Transferee)" <input type="checkbox"/> M「経営・管理」 "Business Manager" <input type="checkbox"/> N「研究」 "Researcher"</div> <div><input type="checkbox"/> N「技術・人文知識・国際業務」 "Engineer / Specialist in Humanities / International Services" <input type="checkbox"/> N「介護」 "Nursing Care" <input type="checkbox"/> N「技能」 "Skilled Labor" <input type="checkbox"/> N「特定活動(研究活動等)」 "Designated Activities (Researcher or IT engineer of a designated org)"</div> <div><input type="checkbox"/> V「特定技能(1号)」 "Specified Skilled Worker (i)" <input type="checkbox"/> V「特定技能(2号)」 "Specified Skilled Worker (ii)" <input type="checkbox"/> O「興行」 "Entertainment" <input checked="" type="checkbox"/> P「留学」 "Student" <input type="checkbox"/> Q「研修」 "Trainee"</div> <div><input type="checkbox"/> Y「技能実習(1号)」 "Technical Intern Training (i)" <input type="checkbox"/> Y「技能実習(2号)」 "Technical Intern Training (ii)" <input type="checkbox"/> Y「技能実習(3号)」 "Technical Intern Training (iii)" <input type="checkbox"/> R「特定活動(EPA家族)」 "Designated Activities(Dependent of EPA)"</div> <div><input type="checkbox"/> R「家族滞在」 "Dependent" <input type="checkbox"/> T「日本人の配偶者等」 "Spouse or Child of Japanese National" <input type="checkbox"/> T「高度専門職(1号イ)」 "Highly Skilled Professional(i)(a)" <input type="checkbox"/> T「高度専門職(1号ハ)」 "Highly Skilled Professional(i)(b)" <input type="checkbox"/> T「高度専門職(1号ロ)」 "Highly Skilled Professional(i)(c)" <input type="checkbox"/> U「その他」 "Others"</div>			
12 入国予定年月日 Date of entry	年 _____ 月 _____ 日 _____ Year Month Day	13 上陸予定港 Port of entry	_____	
14 滞在予定期間 Intended length of stay	_____			
15 同伴者の有無 Accompanying persons, if any	有 _____ 無 _____ Yes / No			
16 査証申請予定地 Intended place to apply for visa	(No.16) Write a name of Japanese Consulate or Embassy in your country (city) where you are planning to proceed a visa			
17 過去の出入国歴 Past entry into / departure from Japan	有 _____ 無 _____ Yes / No			
(上記で「有」を選択した場合) (Fill in the followings when the answer is "Yes")	回数 _____ 回 _____ 直近の出入国歴 _____ 年 _____ 月 _____ 日 _____ time(s) The latest entry from Year Month Day to Year Month Day			
18 犯罪を理由とする処分を受けたことの有無 (日本国外におけるものを含む) (Yes (Detail): _____) (No: _____)	(No.17-20) Even if there is no applicable item, please mark "No"			
19 退去強制又は出国命令による出国の有無 Departure by deportation / departure order	有 _____ 無 _____ Yes / No			
(上記で「有」を選択した場合) (Fill in the followings when the answer is "Yes")	回数 _____ 回 _____ 直近の退去強制又は出国命令による出国 _____ 年 _____ 月 _____ 日 _____ time(s) The latest departure by deportation Year Month Day			
20 在日親族(父・母・配偶者・子・兄弟姉妹など)及び同居者 Family in Japan (Father, Mother, Spouse, Son, Daughter, Brother, Sister or others) or co-residents	有 (「有」の場合は、以下の欄に在日親族及び同居者を記入してください。) _____ 無 _____ Yes (If yes, please fill in your family members in Japan and co-residents in the following columns) / No			

続柄 Relationship	氏名 Name	生年月日 Date of birth	国籍・地域 Nationality/Region	同居予定の有無 Intended to reside with applicant or not	勤務先名称・通学先名称 Place of employment/school	在留カード番号 特別永住者証明書番号 Residence card number Special Permanent Resident Certificate number
				有・無 Yes / No		
				有・無 Yes / No		
				有・無 Yes / No		
				有・無 Yes / No		

※ 20については、記載欄が不足する場合は別紙に記入して添付すること。なお、「研修」、「技能実習」に係る申請の場合は記載不要です。

Regarding item 20, if there is not enough space in the given columns to write in all of your family in Japan, fill in and attach a separate sheet.

In addition, take note that you are not required to fill in item 20 for applications pertaining to "Trainee" / "Technical Intern Training".

(注) 裏面参照の上、申請に必要な書類を作成して下さい。 Note : Please fill in forms required for application. (See notes on reverse side.)

21 通学先 Place of study

(1)名 称  
Name of school \_\_\_\_\_

(2)所在地  
Address \_\_\_\_\_

(3)電話番号  
Telephone No. \_\_\_\_\_

22 修学年数 (小学校～最終学歴) \_\_\_\_\_ 年  
Total period of education (from elementary school to last institution of education) \_\_\_\_\_ Years

23 最終学歴 (又は在学中の学校) Education (last school or institution) or present school

(1)在籍状況 ☐ 卒業 ☐ 在学中 ☐ 休学中 ☐ 中退  
Registered enrollment Graduated In school Temporary absence Withdrawal

☐ 大学院 (博士) ☐ 大学院 (修士) ☐ 大学 ☐ 短期大学 ☐ 専門学校  
Doctor Master Bachelor Junior college College of technology

☐ 高等学校 ☐ 中学校 ☐ 小学校 ☐ その他 ( )  
Senior high school Junior high school Elementary school Others

(2)学校名 \_\_\_\_\_ (3)卒業又は卒業見込み年月 \_\_\_\_\_ 年 \_\_\_\_\_ 月  
Name of the school Date of graduation or expected graduation Year Month

24 日本語能力 (専修学校又は各種学校において日本語教育以外の教育を受ける場合に記入)  
Japanese language ability (Fill in the followings when the applicant plans to study at advanced vocational school or vocational school (except Japanese language))

☐ 試験による証明 Proof based on a Japanese language test

(1)試験名 \_\_\_\_\_ of the test (2)級又は点数 Attained level or score \_\_\_\_\_

☐ 日本語 (No.24-25) No need to fill out these sections

機関名 \_\_\_\_\_  
Organization \_\_\_\_\_

期間: \_\_\_\_\_ 年 \_\_\_\_\_ 月 まで  
Period Year Month

☐ その他 Others \_\_\_\_\_

25 日本語学習歴 (高等学校において教育を受ける場合に記入)  
Japanese education history (Fill in the followings when the applicant plans to study in high school)

日本語の教育又は日本語による教育を受けた教育機関及び期間  
Organization and period to have received Japanese language education / received education by Japanese language

機関名 \_\_\_\_\_  
Organization \_\_\_\_\_

期間: \_\_\_\_\_ 年 \_\_\_\_\_ 月 から \_\_\_\_\_ 年 \_\_\_\_\_ 月 まで  
Period from Year Month to Year Month

26 滞在費の支弁方法等 (生活費, 学費及び家賃について記入すること。) ※複数選択可  
Method of support to pay for expenses while in Japan(fill in with regard to living expenses, tuition and rent) \* multiple answers possible

(1)支弁方法及び月平均支弁額 Method of support and an amount of support per month (average)

☐ 本人負担 円 ☐ 在外経費支弁者負担 円  
Self Yen Supporter living abroad Yen

☐ 在日経費支弁者負担 円 ☐ 奨学金 円  
Supporter in Japan Yen Scholarship Yen

☐ その他 円  
Others Yen

(2)送金・携行等の別 Remittances from abroad or carrying cash

☐ 外国からの携行 円 ☐ 外国からの送金 円  
Carrying from abroad Yen Remittance Yen

(携行者 \_\_\_\_\_ 携行時期 \_\_\_\_\_) ☐ その他 円  
Name of the individual carrying cash Date and time of carrying cash Others Yen

(3)経費支弁者 (複数人いる場合は全てについて記入すること。) ※任意様式の別紙可  
Supporter(If there is more than one, give information on all of the supporters)\*another paper may be attached, which does not have to use a prescribed format.

①氏 名 \_\_\_\_\_  
Name

②住 所 \_\_\_\_\_ 電話番号 \_\_\_\_\_  
Address Telephone No.

③職業 (勤務先の名称) \_\_\_\_\_ 電話番号 \_\_\_\_\_  
Occupation (place of employment) Telephone No.

④年 収 \_\_\_\_\_ 円  
Annual income Yen

(4)申請人との関係 (上記(1)で在外経費支弁者負担又は在日経費支弁者負担を選択した場合に記入)

Relationship with the applicant (Check one of the followings when your answer to the question 26(1) is supporter living abroad or Japan)

- ☐ 夫 ☐ 妻 ☐ 父 ☐ 母 ☐ 祖父 ☐ 祖母 ☐ 養父 ☐ 養母  
Husband Wife Father Mother Grandfather Grandmother Foster father Foster mother
- ☐ 兄弟姉妹 ☐ 叔父(伯父)・叔母(伯母) ☐ 受入教育機関 ☐ 友人・知人  
Brother / Sister Uncle / Aunt Educational institution Friend / Acquaintance
- ☐ 友人・知人の親族 ☐ 取引関係者・現地企業等職員  
Relative of friend / acquaintance Business connection / Personnel of local enterprise
- ☐ 取引関係者・現地企業等職員の親族 ☐ その他 ( )  
Relative of business connection / personnel of local enterprise Others

(5)奨学金支給機関 (上記(1)で奨学金を選択した場合に記入)※複数選択可

Organization which provide scholarship (Check one of the following when the answer to the question 26(1) is scholarship) \* multiple answers possible

- ☐ 外国政府 ☐ 日本国政府 ☐ 地方公共団体  
Foreign government Japanese government Local government
- ☐ 公益社団法人又は公益財団法人 ( ) ☐ その他 ( )  
Public interest incorporated association / Public interest incorporated foundation Others

27 卒業後の予定 Plans after graduation

- ☐ 帰国 ☐ 日本での進学  
Return to home country Enter school of higher education in Japan
- ☐ 日本での就職 ☐ その他 ( )  
Find work in Japan Others

28 本邦に在留する申請人(代理人)の氏名(姓・名)及び生年月日(西暦)を記入してください。

(No.28-the End) No need to fill out these sections

29

以上を記入し、申請人(代理人)の署名を捺印し、正しい。

申請人(代理人)の署名/申請書作成年月日 Signature of the applicant (representative) / Date of filling in this form

年 月 日  
Year Month Day

注 意 申請書作成後申請までに記載内容に変更が生じた場合、申請人(代理人)が変更箇所を訂正し、署名すること。  
Attention In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (representative) must correct the part concerned and sign their name.

※ 取次者 Agent or other authorized person

(1)氏 名 (2)住 所  
Name Address

(3)所属機関等 Organization to which the agent belongs 電話番号 Telephone No.