

## **Application Guidelines for International Research Students**

### **Graduate School of Music, Kyoto City University of Arts**

Research students: The status at the university is non-degree "international research student"

#### 1. Eligibility

Applicants must meet the following three conditions.

- (1) Non-Japanese nationals who have or will acquire the status of residence of "Student" as defined in Appendix 1-4 of the Immigration Control and Refugee Recognition Act, and whose native language is not Japanese. The applicant must not be based in Japan.
- (2) The applicant must meet at least one of the following categories.
  - (a) Earned or expected to earn a bachelor's degree by the month preceding enrollment.
  - (b) A person who has been recognized by the Graduate School of Music as having academic ability equivalent to or higher than that of a university graduate.
- (3) The applicant must have sufficient language ability in Japanese language to understand and communicate in Japanese to participate in the program.

#### 2. Documents to be submitted before the application

Applicants must proceed with the following procedures before application in order to obtain the "5) A Letter of recommendation from a faculty member of the university" described in the "3. Application documents".

##### (1) Request for Dropbox upload link to submit required materials

Applicants need to contact us by E-mail to request a Dropbox upload link to submit the materials described in (2). After receiving your E-mail, we send you the upload link by E-mail.

##### (a) Request period

- Applicants for admission in April: 1<sup>st</sup> September to 20<sup>th</sup> September of the previous year
- Applicants for admission in October: 1<sup>st</sup> March to 20<sup>th</sup> March of the same year

##### (b) Applicants need to include the following information in the E-mail.

- Name and Nationality
- A major you wish to undertake in Japan

- A prospective supervisor
  - Enrollment Period you wish (April or October)
- \*The E-mail title must be “Request for Dropbox upload link for International Research Student Graduate School of Music”.

(c) Mailing address

[nyushi@kcua.ac.jp](mailto:nyushi@kcua.ac.jp) Kyoto City University of Arts Admission Office

(2) Required materials have to be submitted to obtain the Letter of recommendation

(a) Deadline for submission

- Applicants for admission in April: by the end of September of the previous year
- Applicants for admission in October: by the end of March of the same year

(b) Data format

- A audio recording of your performance: Save your data as a mp3.
- A video recording of your performance: Save your data as a mp4.
- Curriculum Vitae, the name and contact details of the guarantor, a research plan and Graduation thesis summary: Save your data as PDF format in A4 size.

\* No file size limit, but large-size files may take a long time to be uploaded. Please check your PC performance and internet environment before starting to upload.

(c) Required materials

Majors		Materials required to be submitted
◎All majors		<ul style="list-style-type: none"> <li>• Curriculum Vitae (Please make sure to include your e-mail address.)</li> <li>• The name and contact details of the guarantor               <ul style="list-style-type: none"> <li>※ Please check the conditions of the guarantor in the section "3.-(7) Guarantor's Certificate"</li> </ul> </li> <li>• ID Photo: Save your data as a jpeg. The minimum required size is 640 pixels in height by 480 pixels wide or more.</li> </ul>
Required materials for each major	Composition and Conducting (Composition)	<ul style="list-style-type: none"> <li>• Score of your own work in PDF format. paper size is not specified. (3 pieces. The length is not specified).</li> <li>※It is desirable to submit recording data of the score as well, but it is not mandatory.</li> <li>• A research plan written in Japanese</li> </ul>
	Composition and Conducting (Conducting)	<ul style="list-style-type: none"> <li>• Conducting recording video data (2 pieces. The length of each pieces is not specified). A video taken from the front is preferred.</li> </ul>
	Instrumental Music (Piano)	<ul style="list-style-type: none"> <li>• Audio or video recording of your performances (3 pieces. Each length ca. 5 to 10 minutes)</li> </ul>

	Instrumental Music (Strings)	<ul style="list-style-type: none"> <li>• Audio or video recording of your performances (3 pieces. Each length ca.5 to 10 minutes)</li> </ul> <p>If your major is the violin, viola, or cello, the recording data must include one or more of Unaccompanied Strings of J.S.Bach.</p>
	Instrumental Music (Brass, Woodwinds and Percussion)	<ul style="list-style-type: none"> <li>• Video recording of your performance (total length ca.15 minutes. Number of pieces is not specified.)</li> <li>• A research plan written in Japanese.</li> </ul>
	Vocal	<ul style="list-style-type: none"> <li>• Audio or video recording of your performance (3 of ca. 5 to 10 minutes length piece)</li> <li>• A research plan written in Japanese (please include your purpose to study in Japan and the reason you wish to study in Kyoto City University of Arts)</li> </ul>
	Musicology	<ul style="list-style-type: none"> <li>• A research plan written in Japanese</li> <li>• Summary of your graduation thesis written in Japanese</li> </ul>
	Japanese Music Research	<ul style="list-style-type: none"> <li>• A research plan written in Japanese in 1,200 to 1,600 characters count.</li> <li>• Summary of your Graduation thesis written in Japanese</li> </ul>

- \* After receiving the required material above, we will notify you of the screening result about whether a letter of recommendation will be issued. If you pass the screening and success to get a Letter of recommendation from a faculty member of the university, submit the documents described in the "3. Application documents" by post by the application deadline.
- \* The application will not be accepted without a Letter of recommendation from a faculty member of the university.

### (3) How to upload the files

- Submit all the materials listed in section (d) via Dropbox file request.
- Put the complete set of materials in a folder and name it “the major which you apply for and your name” such as “instrumental music(piano) KYOGEI Ayumi”.
- Access the upload link and upload the folder. You do not need either sign up for Dropbox or download apps.
- No re-submission is allowed. If you uploaded the folder more than once, only the folder submitted at first will be accepted.
- Upload deadline

Applicants for admission in April: 11:59:59 PM, 30<sup>th</sup> September of the previous year

Applicants for admission in October: 11:59:59 PM, 31<sup>st</sup> March of the same year

\* No uploads will be accepted after the deadline

\* If the required materials are not submitted by the deadline for no specific reason, applicants will no longer be entitled to get a Letter of recommendation from a faculty member of the university.

### 3. Application documents

The following documents must be submitted by post mail or in person in accordance with the section “4. Application Procedure”. E-mail/fax submissions are not accepted.

#### (1) Required Documents

	Documents	Important point
(1)	International Research Student Application Form	Use the “Application for International Research Students” format attached at the end of this application guideline.
(2)	Certificate of Graduation and Official Transcript of Previous Higher Education	These certificates must be issued by an authorized institution. Photocopies of certificates will not be accepted. If applicants cannot submit the original certificate, photocopies of original diplomas will be accepted.
(3)	A research plan written in Japanese	Write about the following subject as concrete and detailed as possible on A4-size paper. ①Your previous major/study ②Your study plan. * Only those who apply for Composition and Conducting (Conducting) and Instrumental Music (Piano and Strings) must submit this document.
(4)	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. Use the” Certificate for Japanese Language Proficiency” format attached at the end of this application guideline as necessary.
(5)	A Letter of Recommendation from a faculty member of the university	See the section “2. Documents to be submitted before application”.

(6)	Medical Examination Report	Issued within 3 months before the submission. Photocopies will not be accepted. Use the “研究留学生志願者健康診断書” format on the application form attached at the end of this application guideline as necessary.
(7)	A Letter of Guarantee	Issued by a guarantor living in Japan, who has a regular job. Use the “GUARANTEE” format on the application form attached at the end of this application guideline.
(8)	Proof of Identity and Citizenship/Residency	A copy of your passport or other official ID documents.

## (2) Important notice

- Application will only be accepted if you could get a Letter of recommendation from the university faculty member
- If the documents are written in English or other languages, please attach the Japanese-translated version too (self-translation is accepted).
- The submitted application materials will not be returned.

\* Please write “Application for International Research Student” clearly on the front side of the envelope.

## 4. Application Procedure

### (1) Application Periods and Time Frame

Enrollment Period	Application Period	Screening	Result Notification	Enrollment Period
Applicants for admission in April	1 <sup>st</sup> – 31 <sup>st</sup> October	November	late December	April next year
Applicants for admission in October	1 <sup>st</sup> -30 <sup>th</sup> April	May	Mid June	October

### (2) How to submit Application documents

- Application is accepted by post mail or in person.
- 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 31<sup>st</sup> October or 30<sup>th</sup> April 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.

- \* Please write “Application for International Research Student” clearly on the front side of the envelope.

(3) Postal-Address

Kyoto University of Arts Admission Office  
57-1 Shimonochō, Shimogyō-ku, Kyoto, 600-8601, JAPAN

5. Screening and Result Notification

The applications will be examined comprehensively, and the results will be sent by email or post. Inquiry about the result is not accepted.

6. Field of Study

Composition and Conducting (Composition / Conducting)  
Instrumental Music (Piano / Strings / Brass, Woodwinds and Percussion)  
Vocal  
Musicology  
Japanese Music Research

7. 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.

8. Academic Calendar

1st Semester (Zenki): 1<sup>st</sup> April- 30<sup>th</sup> September  
2nd Semester (Koki): 1<sup>st</sup> October- 31<sup>st</sup> March of the following year

9. Student Funding and Housing

- (1) Student Funding: There is no scholarship offered by the university for this program.
- (2) Housing: KCUA does not have a dormitory or housing for students. Prospective students will need to find accommodations by themselves.

10. Fees

- (1) Tuition: ¥535,800 per year (or ¥267,900 per semester)
- (2) Admission Fee: ¥84,600

\*Additional costs may occur, for your own musical instrument, music scores

#### 11. Continuing to Master's Course

In the Graduate School of Music, non-degree research students are able to take the entrance examination for the Graduate School Master's program after they have been enrolled for more than six months as research students.

#### 12. Contact Information

Kyoto University of Arts Admission Office

Address: 57-1 Shimono-cho, Shimogyo-ku, Kyoto, 600-8601, JAPAN

E-mail: [nyushi@kcua.ac.jp](mailto:nyushi@kcua.ac.jp)

# 京都市立芸術大学大学院音楽研究科 研究留学生 入学願書

Application for International Research Students  
Graduate School of Music, 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 国籍 Nationality

\_\_\_\_\_

6 生年月日 Date of Birth

\_\_\_\_\_ 年齢 Age: \_\_\_\_\_  
Year month date

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

〒 \_\_\_\_\_  
\_\_\_\_\_

Tel: ( \_\_\_\_\_ ) \_\_\_\_\_

Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail: \_\_\_\_\_

8 本国での住所 Home Address in your country

※住所は英語で記入してください。漢字表記がある場合は並記してください。

\_\_\_\_\_

\_\_\_\_\_

Tel: ( \_\_\_\_\_ ) \_\_\_\_\_

Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail: \_\_\_\_\_

9 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

# 10 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と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 大 学	大学
診 断 事 項				
身 長	cm	胸部 X   P	直接・間接	主な既往症と罹患時の年齢
体 重	kg			
視 力	右・(・)	検	蛋 白・糖・潜 血	身体障害の有無（有の場合その具体的内容）
	左・(・)			
聴 力	右	尿	( ) ( ) ( )	
	左		血 圧 / mmHg	
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 TEL 名 称 医師氏名 ㊞				

(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 \_\_\_\_\_ ⑩

住 所 \_\_\_\_\_

電話番号(自宅) \_\_\_\_\_

職業・勤務先 \_\_\_\_\_

被保証人との関係 \_\_\_\_\_