

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 to obtain a degree upon completion.

1. Eligibility

Applicants must meet the following three conditions.

- (1) Non-Japanese who have (or are prospected to have) a status of “Student” as prescribed in the Appended Table I-(4) of Japan’s Immigration Control and Refugee Recognition Act.
- (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 prior to enrollment.
 - b. Be recognized by the Graduate School of Arts, Kyoto City University of Arts to have an academic ability equivalent or superior to those who have completed the undergraduate program.
- (3) The applicant must have sufficient language ability in Japanese language to understand and communicate in Japanese to participate in the program.

2. Application Documents

(1) Documents to be submitted by post

	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	The certificates must be issued by an authorized institution. Photocopies of certificates will not be accepted. If applicants cannot submit the certificate, photocopies of original diplomas will be accepted. *Applicants who have graduated from a university in China must download the following documents from CHSI website and submit them on A4-size paper. 1. Online Verification Report of China Higher Education Qualification Certificate 2. Online Verification Report of China Higher Education Student’s Academic Transcript 3. Online Verification Report of China Higher Education Degree Certificate (If your degree isn’t described on Higher Education Qualification Certificate.)
③	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. If applicants cannot submit the certificate mentioned above, submit the original JLPT Certificate of Results and Scores.
④	A Letter of Recommendation	Written by your previous instructor/tutor or similar person. Photocopies will not be accepted.
⑤	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.

⑥	A Letter of Guarantee	Issued by a guarantor living in Japan, who has regular Job. Use the “GUARANTEE” format on the application form attached at the end of this application guideline.
⑦	Proof of Identity and Citizenship/Residency	A copy of your passport or other official ID documents.

* 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.

(2) Documents to be submitted via Dropbox

	Documents	Important point
①	Research Proposal	Write about the following subjects as concrete and detailed as possible. ①Your previous major/study ②A major/study which you wish to undertake in Japan ③Your study plan. Submit it in A4 size PDF format.
②	Portfolio	Include 12 to 24 images of your work. Submit in PDF format. If your work includes video, submit in mp4 format, beside your portfolio.
③	Dissertation	Applicants who apply for the Science of Art Department must submit a dissertation as a PDF format in A4 size. This is not mandatory for applicants other than the Science of Art Department.
④	ID Photo	Photo of your face. Submit in jpeg format. The minimum required size is 640 pixels height x 480 pixels wide.

* If your documents are in English or other languages, please attach the Japanese-translated version too (self-translation is accepted).

The submitted application materials will not be returned.

3. Screening and Result Notification

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

4. Application Procedure

(1) Application Periods and Time Frame

Enrollment Period	Application Period		Screening	Result Notification
	Submission by post	Submission via Dropbox		
Semester I (start in April)	1 st -20 th October * the year before the enrollment	by 31 st Oct * the year before the enrollment	November	Late December
Semester II (start in October)	1 st -20 th April	by 30 th April	May	Mid June

(2) How to submit the documents listed in the section “2. (1)”

- Prepare all the materials listed in the section during the application period by post or in person. Please note that email/fax submissions are not accepted.
- 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 20th Oct or 20th Apr is a Saturday or Sunday, the previous week’s Friday

becomes the deadline, and in case of a public holiday, the day before becomes the deadline. Applications by post must arrive during the application period. Any application arriving before or after the application period will not be accepted.

- Applications must be submitted in person or send by post to:

Kyoto University of Arts Admission Office
Address: 57-1 Shimono-cho, Shimogyo-ku, Kyoto, 600-8601, JAPAN

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

(3) How to upload the documents listed in the section “2. (2)”

- Submit all the materials listed in the section 2. (2) via Dropbox file request.
- Put the complete set of materials in a folder and name it “the major you apply for and your name” such as “Japanese painting KYOGEI Ayumi”.
- We will send the link to upload the folder to your email address in the Application form after we receive your application submitted by post.
- 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 upload the folder more than once, only the folder submitted at first is accepted.
- Upload deadline:
 - Applicants for admission in April: 11:59:59 PM, 30th October of the previous year
 - Applicants for admission in October: 11:59:59 PM, 30th April 11:59:59 PM
- * No uploads will be accepted after the deadline.

5. Field of Study

- Department of Fine Arts: Nihonga (Japanese Painting), Painting, Sculpture, Printmaking, Concept and Media Planning
- Department of Design: Integrated Design Specialties, Design B
- Department of Crafts: Ceramics, Urushi Lacquering, Dyeing and Weaving
- Department of Science of Art: Science of Art
- Department of Conservation: Conservation

6. Length of Study

The length of study for research students is one year, however, the length may be possible to be extended another year through consultation with the tutor.

7. Academic Calendar

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

8. 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 yourself.

9. Fees

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

*Additional costs may occur, for materials, etc.

10. Continuing to Master's Course

Research students who wish to proceed to Master's Course should take the entrance examination held in November.

For the admission for Master's Course, overseas applicants who are non-native Japanese speakers must have JLPT N2 or N1 and submit a "JLPT Certificate of Result and Scores" in addition to other required application documents

Please refer to the following webpage for other admission requirements.

<https://www.kcua.ac.jp/admission/arts-gr/> (Japanese Only)

11. Pre-consultation

If applicants have any question about the field of study, please inquire via e-mail by the application period starts. Applicants need to include the following information in the E-mail.

- Name
- A major you wish to undertake
- some questions to ask

Depending on the inquiry details we may not be able to respond to your request, therefore please take that into consideration.

12. Contact information

Kyoto University of Arts Admission Office

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

E-mail: admission-arts@kcua.ac.jp