

**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: 1st September to 15th September of the previous year
- Applicants for admission in October: 1st March to 15th 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

admission-music@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: 23'59"59 (JST) on 20th September of the previous year
- Applicants for admission in October: 23'59"59 (JST) on 20th 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"> • Curriculum Vitae (Please make sure to include your e-mail address.) • The name and contact details of the guarantor <ul style="list-style-type: none"> ※ Please check the conditions of the guarantor in the section "3.-(7) Guarantor's Certificate • ID Photo: Save your data as a jpeg. The minimum required size is 640 pixels in height by 480 pixels wide or more.
Required materials for each major	Composition and Conducting (Composition)	<ul style="list-style-type: none"> • Score of your own work in PDF format. paper size is not specified. (3 pieces. The length is not specified). ※It is desirable to submit recording data of the score as well, but it is not mandatory. • A research plan written in Japanese
	Composition and Conducting (Conducting)	<ul style="list-style-type: none"> • Conducting recording video data (2 pieces. The length of each pieces is not specified). A video taken from the front is preferred.
	Instrumental Music (Piano)	<ul style="list-style-type: none"> • Audio or video recording of your performances (3

		pieces. Each length ca. 5 to 10 minutes)
	Instrumental Music (Strings)	<ul style="list-style-type: none"> • Audio or video recording of your performances (3 pieces. Each length ca.5 to 10 minutes) <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"> • Video recording of your performance (total length ca.15 minutes. Number of pieces is not specified.) • A research plan written in Japanese.
	Vocal	<ul style="list-style-type: none"> • Audio or video recording of your performance (3pieces. Each length should be less than 10min) • 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)
	Musicology	<ul style="list-style-type: none"> • A research plan written in Japanese • Summary of your graduation thesis written in Japanese
	Japanese Music Research	<ul style="list-style-type: none"> • A research plan written in Japanese in 1,200 to 1,600 characters count. • Summary of your Graduation thesis written in Japanese

* 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.
- 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	<p>These certificates must be issued by an authorized institution. Photocopies of certificates will not be accepted.</p> <p>If applicants cannot submit the original certificate, photocopies of original diplomas will be accepted.</p> <p>*Applicants who have graduated from a university in China must download the following documents from CHSI website and submit them on A4-size paper.</p> <ol style="list-style-type: none"> 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)	A research plan written in Japanese	<p>Write about the following subject as concrete and detailed as possible on A4-size paper.</p> <ol style="list-style-type: none"> ① Your previous major/study ② Your study plan. <p>* Only those who apply for Composition and Conducting (Conducting) and Instrumental Music (Piano and Strings) must submit this document.</p> <p>*Applicants for Piano can submit a research plan written in English. However, it is desirable to submit a research plan written in Japanese.</p>

(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. If applicants cannot submit the certificate mentioned above, submit the original JLPT Certificate of Results and Scores.
(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.
(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 st - 31 st October	November	late December	April next year
Applicants for admission in October	1 st -30 th 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 31st October or 30th 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 Shimoncho, Shimogyo-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): 1st April- 30th September

2nd Semester (Koki): 1st October- 31st 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. 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.

13. Contact Information

Kyoto University of Arts Admission Office

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

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