

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

京都市立芸術大学大学院美術研究科 研究留学生 入学願書

Application for International Research Students
Graduate School of Arts, 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 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 and 4.
- * 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に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

Certificate of Health for International Research Student

※受験番号		※判定	※再検査不要・要再検・要精密
ふりがな 氏名 Name	Male	志望専攻 A major/department which you apply for	専攻 ()
	Female		
生年月日 Date of Birth	年 月 日生		
現住所 Current Address		出身大学 Name of your alma mater	大学
診断事項 Contents of Health Checkups			
身長 Height	cm	直接・間接 Direct/Indirect Chest X-ray	主な既往症と罹患時の年齢 Past Medical History and Age at Onset
体重 Weight	kg	胸部 X P	
視力 Eyesight	R · (·)	検尿 u / a	身体障害の有無 (有の場合その具体的内容) With or without physical disability. (If with, please specify the details)
	L · (·)		
聴力 Hearing	R	() () ()	
	L	血圧 BP / mmHg	
医師所見 (入学後の保健指導に当って注意すべき事項) Clinical Findings			
志願者の既往歴、診察・検査の結果から判断して、現在の健康の状況は留学 (1年未満) が十分に可能な状態であると思われますか? Based on the applicant's past medical history, health checkup and its results, in your observation, is his/ her current health condition adequate to study abroad (within 1 year) in Japan?		はい ・ いいえ Yes ・ No	
診断の結果 上記のとおり相違ないことを証明する。 I hereby certify the above diagnosis is correct. 年 月 日 医療機関の { 所在地 Address 名称 Name of Clinic or Hospital 医師氏名 Name of Physician } TEL (印)			

(注) ※欄は、記入しないこと。

Do not fill in the ※section.

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 _____ (印)

住 所 _____

電話番号(自宅) _____

職業・勤務先 _____

被保証人との関係 _____