

Application Guidelines

Application Deadline:

(For Spring Semester) 30th November

(For Fall Semester) 31st May

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

Language Requirement: Japanese or English

Instructions:

- Fill out the form in English (if possible, fill out in Japanese.) Other language will not be accepted.
- The application should be typewritten 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 period of international exchange program is October- December for fall, and April - July for spring.

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.

Inquiries about international exchange program:

International Coordinator: Aya Aoshima (Ms.), Eriko Kamimura (Ms.)

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

International Office, Kyoto City University of Arts

Application Form

A) Student Information

| | |
|--------------------------|--|
| Family / Last name | |
| First name (middle name) | |
| Date of birth | (yyyy/mm/dd) _ _ _ _ / _ _ / _ _ |
| Gender | |
| Country of citizenship | |
| Correspondence address | |
| | zip: country: |
| Tel/Fax | Tel: + Fax: + (include country code) |
| Mobile | + (include country code) |
| E-mail | |
| Permanent home address | |
| | ※If same as Correspondence address, write “as above”. |
| Tel/Fax | Tel: + Fax: + (include country code) |

B) Information of Your Home Institution

| | |
|---|---|
| Name of home institution | |
| Address | |
| | zip: country: |
| Name of the Exchange Coordinator / Academic Advisor | Title: Name: _____ |
| | I hereby acknowledge that the student indicated above is selected as an exchange nominee of the home institute. Signature: |
| Tel/Fax | Tel: + Fax: + (include country code) |
| E-mail | |

C) Current Studies

| | |
|--|---|
| Major of Study (at your home institution): | |
| <input type="checkbox"/> Undergraduate year () | <input type="checkbox"/> Postgraduate (M.F.A. or Ph.D.) year () |

D) Educational Background: If you have attended/completed any higher education other than current study, please provide all the information.

| |
|-------------------------------------|
| Institution / Course name / Degree: |
| Years of attendance (yyyy/mm/dd) |
| Institution/Course name/Degree: |
| Years of attendance (yyyy/mm/dd): |
| Institution/Course name/Degree: |
| Years of attendance (yyyy/mm/dd): |

E) Course/Major that you wish to apply (at KCUA)

| | |
|--|--|
| <input type="checkbox"/> Undergraduate / <input type="checkbox"/> Postgraduate | The year that you are applying for: 20__ __ /Fall • Spring |
| 1) Name of Course: | |
| 2) Name of Course: | |
| 3) Name of Course: | |
| ※For the course description, please refer to KCUA website: http://www.kcu.ac.jp/en/arts_en/ | |
| If you have several choices, write 1 st , 2 nd , 3 rd order. | |

F) Signature

| | |
|---|---|
| I hereby certify that the information provided in this application form is complete and accurate to the best of my knowledge. | |
| Name of Applicant: | Date: (yyyy/mm/dd) _ _ _ _ / _ _ / _ _ |
| Signature: | |

※ Application materials available online:

Please attach following documents to your application:

- 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.)
- A letter of recommendation: By your instructor or similar person.
- A letter of motivation and study plan: Briefly state why you wish to study at KCUA and your study plan during the exchange period.
- Official academic transcript or certificate of attendance
- Copy of your passport
- Photograph for ID (submit 3 pictures): 3cm x 4cm size photo of your face.
- 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).

Also refer to the "Sample" of CoE attached in the same file.

- *Note
- Fill out all sections except for the section of No. 24, 25, 28, and 29.
 - Note in particular on the section which highlighted in yellow.
 - Fill in the blanks same way on the section of No.7 and 9 as the sample highlighted in red.