

# **Application documents for exchange program at Tama Art University**

1. Application form (should be \*typed\* in the **electronic form**, handwritten forms cannot be received.)
2. A letter of motivation / study plan (in English or Japanese)
3. Learning Agreement / Document stating how many credits you are required to take (if applicable)
4. A letter of recommendation written by a full time faculty (in English or Japanese)
5. Curriculum vitae (in English or Japanese)
6. Official transcript of grades at home university (in English or Japanese)
7. Certificate of studentship at home university (in English or Japanese)
8. Photocopy of the student card issued by home university (both sides of the card)
9. Certificate of graduation issued by the university you attended for undergraduate program (necessary if you are a graduate student.)  
\*If you have a bachelor's degree from a Chinese university, submit an **original copy** of the certificate issued by 全国高等学校学生信息諮詢職業指導中心 (教育部学歴認定書中心) or 教育部学位与研究生教育發展中心.
10. A Portfolio (online portfolio NOT allowed)
11. Application for Certificate of Eligibility (should be \*typed\* in the **electronic form**, handwritten forms cannot be received. Please submit this in original PDF form.)
12. Health certificate filled by a medical doctor
13. A photocopy of passport
14. Three (3) glossy color identification photographs without border (4cm x 3cm, full front face, without headwear)  
\*The photographs must have been taken within three (3) months prior to submission.
15. Proof of language competency in Japanese or English (e.g. JLPT, TOEFL, IELTS)  
\*If the applicant has no official record of language tests, ask a language teacher to write a letter which shows the applicant's proficiency in Japanese or English.
16. Letter of confirmation written and signed by the international coordinator which states that the student is officially selected as the candidate for exchange study (\*not necessary if the international coordinator sends us an email to confirm the nomination)

## Deadline:

Spring semester (April-August): September 30

Autumn semester (September-January): March 31

Applications shall be sent both electronically (email) and physically (airmail).

**\*\*Application form and Application of Certificate of Eligibility will only be necessary electronically.**

If the total size is bigger than 4 MB, please use an online uploading service since our email may not be able to receive big files.  
Postal and email addresses are as follows.

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International Exchange Section

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