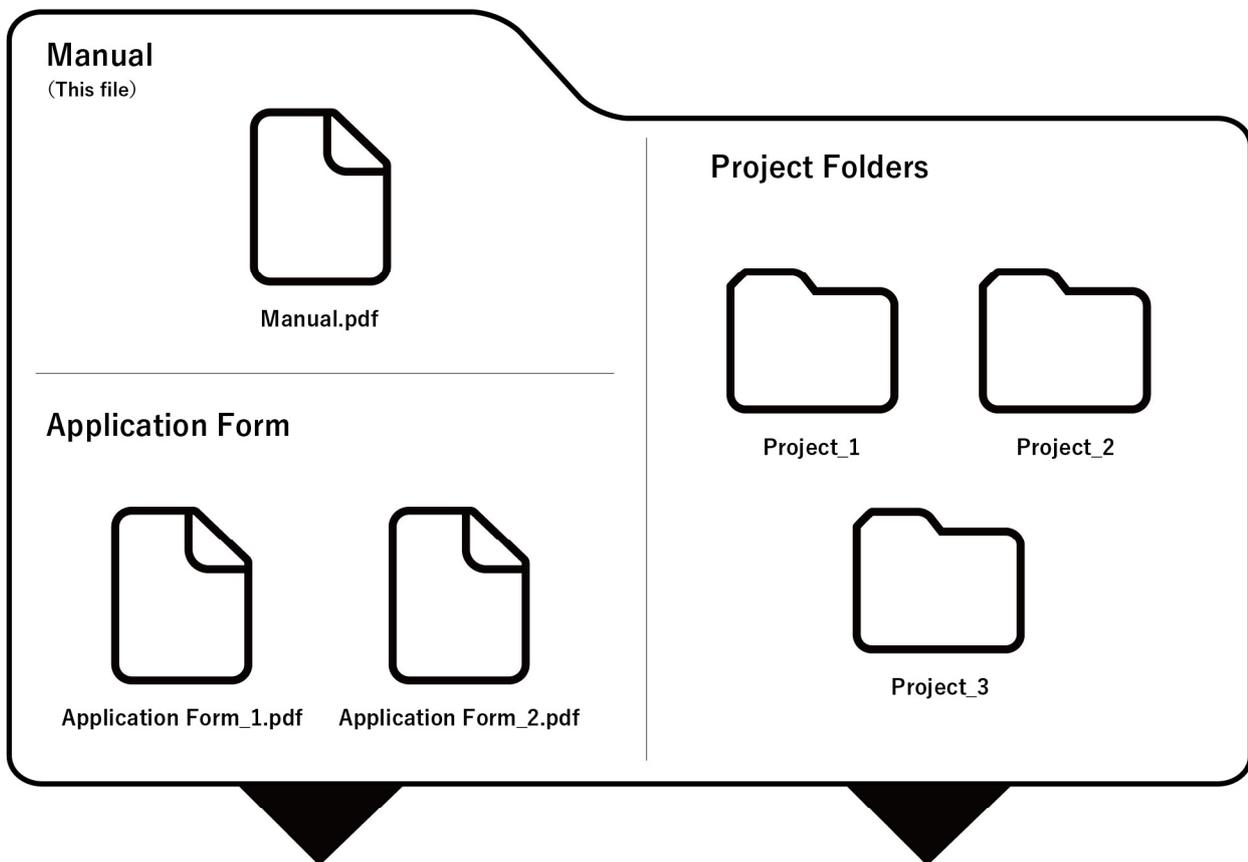


# Application Manual

International Creator Residency Program 2025  
(Individual Projects: September-November 2025, January-March 2026)

## Structure of the Application Package



**STEP1 : Send an Email**  
Due on July 2<sup>nd</sup>, 18:00 JST

→ See p.2 for details

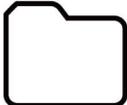
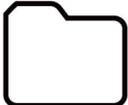
**STEP3 : Upload Project Folders**  
Due on July 9<sup>th</sup>, 23:00 JST

→ See p.3 and p.4 for details



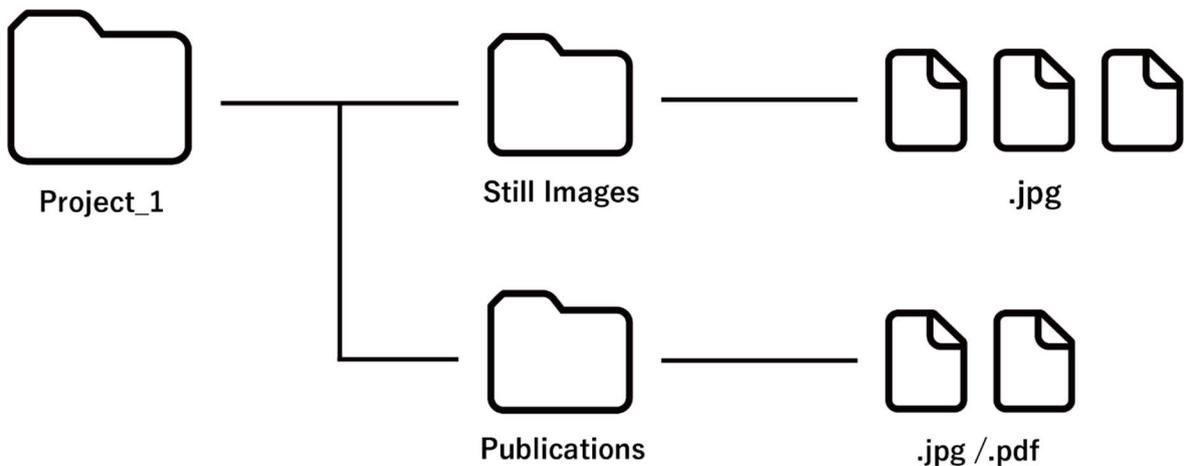
<b>STEP2 : Receive URL</b>	<b>Within 5 working days</b>
<p>Please check the Application Form_2 if “Still Image” and/or “Publication” on the <b>【14) Past Projects】</b> are filled out.</p>	
<p style="text-align: center;"><b>Filled Out</b></p> <p>→ You will receive <b>a URL to Submit 【14) Past Projects】 Folders</b></p>	<p style="text-align: center;"><b>Blank</b></p> <p>→ You will receive an <b>Application Confirmation</b></p>

\*Required only if you filled out “Still Image” and/or “Publication” on the **【14) Past Project】** in Application Form\_2.

<b>STEP3 : Upload Project Folders</b>	<b>Due on July 9<sup>th</sup>, 23:00 JST</b>	
<p>Save “Still Image” and/or “Publication” in the Project Folders and upload them to the URL</p>		
 Project_1	 Project_2	 Project_3
<p>※Remove empty folders in project folders.</p>		

\*After uploading materials, a confirmation Email will be sent by July 17<sup>th</sup>.

**How to Organize Project Folders**



\* Please organize the folders of Project\_2 and Project\_3 in the same way.

## How to Save/Submit each Material

Type of Materials	Submission Method	Maximum Number of Files	Data Format	Notes
<b>Still Image</b>	Save to the Folder	3	<b>.jpg</b>	<ul style="list-style-type: none"> <li>The size of each file must be <u>no larger than 1MB</u>.</li> <li>Please save data of the still images listed on <b>【14) Past Projects】</b> of the application form.</li> <li>The name of the files must be alphanumeric without diacritics, and it should include the number and the project title listed on <b>【14) Past Projects】</b> e.g. 1_TokyoSceneryPainting.jpg</li> </ul>
<b>Video</b>	Enter URL on the Application Form	1	Online	<ul style="list-style-type: none"> <li>Please indicate the URL on the application form. If your files are not online, please upload the files on video/sound sharing sites such as YouTube, Vimeo, SoundCloud.</li> <li>Please make sure that the links of your videos/sounds are valid until <b>September 15th, 2024</b>.</li> <li>Please mention the password of your link on the application form, if the link is private.</li> <li>Please indicate the time of highlights on the application form.</li> </ul>
<b>Sound</b>				
<b>Publication</b>	Save to the Folder  and/or Enter URL on the Application Form	2	<b>.pdf / .jpg</b>  and/or Online	<ul style="list-style-type: none"> <li>Please save data of the publications listed on <b>【14) Past Projects】</b> of the application form.</li> <li>The name of the files must be alphanumeric without diacritics, and it should include the number and the project title listed on <b>【14) Past Projects】</b></li> <li>If it is published online, please indicate its URL on the application form.</li> <li>Please include a scanned copyright page with publication data or a URL of online articles.</li> <li>Academic dissertations are not acceptable.</li> </ul>

## Please check the following before sending your Application Forms.

- 
- |   |                                |
|---|--------------------------------|
| <ul style="list-style-type: none"> <li>Rename the files of the Application Forms to your name.<br/>e.g. ICR2025_Application_1.pdf → YourName_1.pdf</li> </ul> | Check <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>If you apply as a duo, send applications of your partner together.</li> </ul>  | <input type="checkbox"/>       |
| <ul style="list-style-type: none"> <li>Remove empty folders in Project Folders.</li> </ul>  | <input type="checkbox"/>       |
- 

Inquiry about Application: [contact\\_residency2024@tokyoartsandspace.jp](mailto:contact_residency2024@tokyoartsandspace.jp)