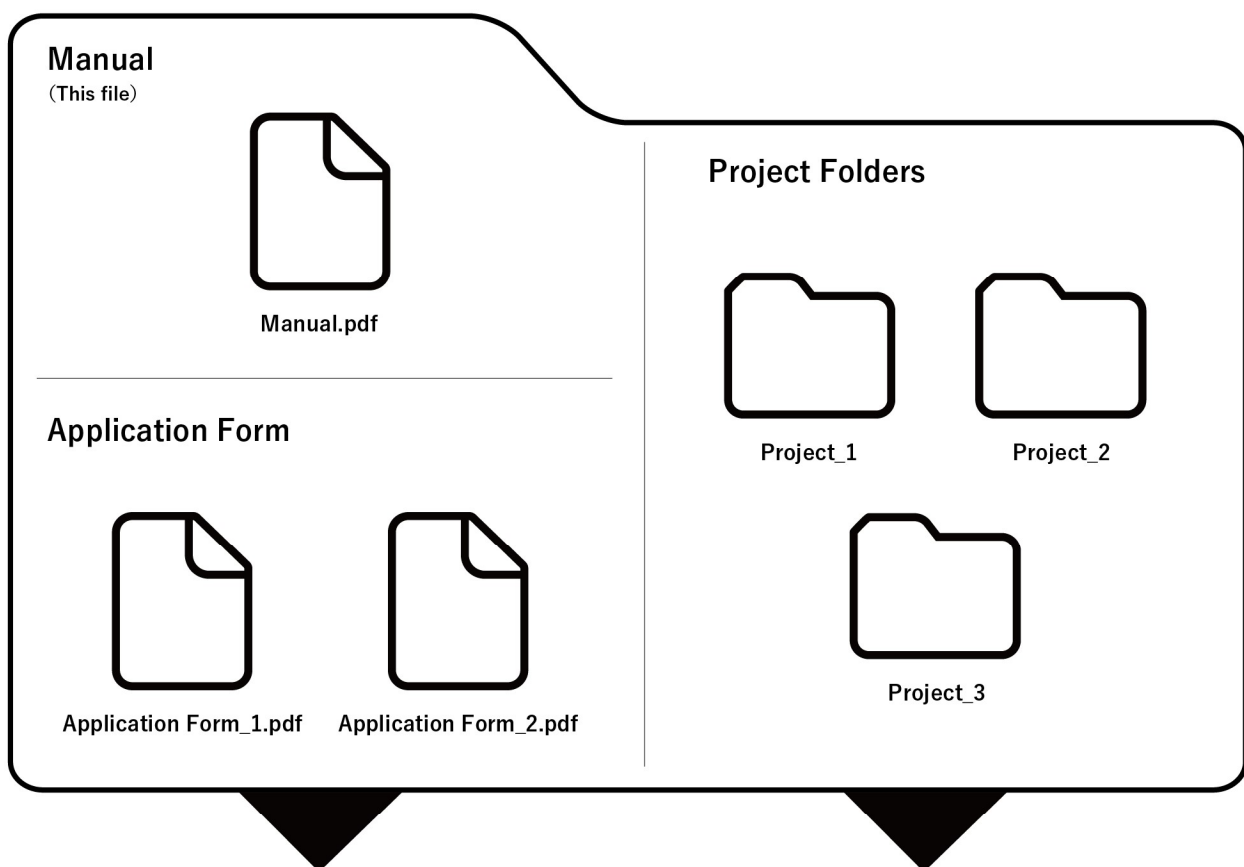


# Application Manual

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

## STEP1 : Send an Email

Due on July 2<sup>nd</sup>, 18:00 JST

Please send files listed below to :

**apply\_residency2025@tokyoartsandspace.jp**

※Please rename the files with your name.

- Two types of Application Forms (PDF)

Application Form\_1.pdf, Application Form\_2.pdf



e.g. YourName\_1.pdf

YourName\_2.pdf



- Two Letters of Recommendation (PDF)



e.g.

Letter\_YourName\_1.pdf Letter\_YourName\_2.pdf



\*You will receive an automatic reply once you send your application. Please note that this automatic reply is sent once only to each email address even if you email to us several times.

## Notes on the Application Forms

- Please make sure to use “Adobe Reader” when you fill in the application.  
\*For Mac users: Please DO NOT use “Preview” as the data will not be displayed properly.
- Please fill in the form according to the character limit so that the text fits within the frame.
- Please rename the files of Application Forms to your name, and keep the number 1 or 2.  
e.g. 




<u>Application Forms</u>	ICR2025_Application_1.pdf → YourName_1.pdf
	ICR2025_Application_2.pdf → YourName_2.pdf
<u>Letters of Recommendation</u>	Letter_YourName_1.pdf
	Letter_YourName_2.pdf

## Notes on 【14）Past Projects】 (Application Form\_2)

- Please state clearly how you are associated with the past projects at “Your Position.”  
e.g. Artist, Curator, Organizer, Producer, Collaborator
- You can submit up to 3 projects.
- Please submit the data of your past projects which are related to your activity plans stated in 【13）Artist Statement, Purpose of your residency and Activity Plan】

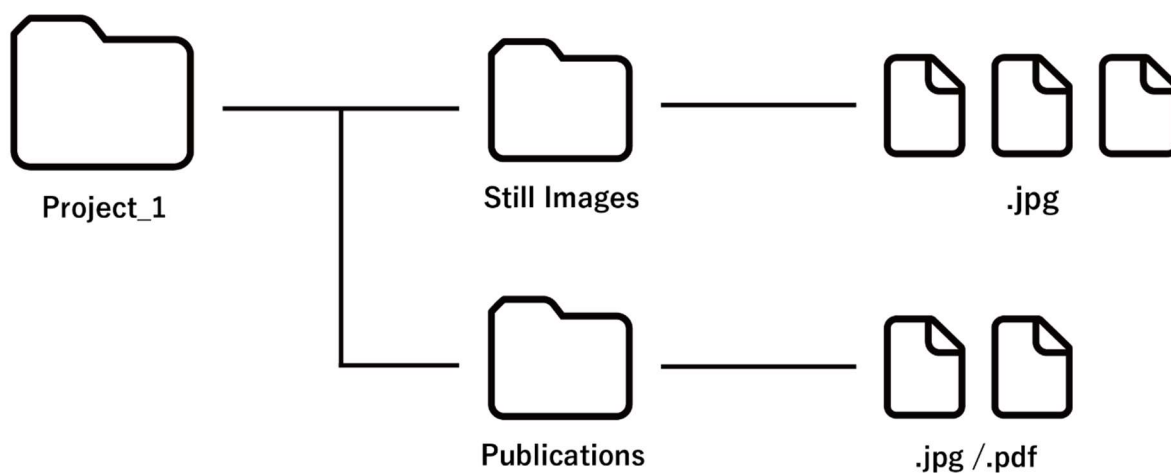
STEP2 : Receive URL		Within 5 working days
<p>Please check the Application Form_2 if “Still Image” and/or “Publication” on the 【14) Past Projects】 are filled out.</p>		
<p><b>Filled Out</b></p> <p>→ You will receive a URL to Submit 【14) Past Projects】 Folders</p>	<p><b>Blank</b></p> <p>→ You will receive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

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

STEP3 : Upload Project Folders	Due on July 9 <sup>th</sup> , 23:00 JST
<p>Save “Still Image” and/or “Publication” in the Project Folders and upload them to the URL</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Project_1         </div> <div style="text-align: center;">  Project_2         </div> <div style="text-align: center;">  Project_3         </div> </div> <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><u>September 15th, 2024</u></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