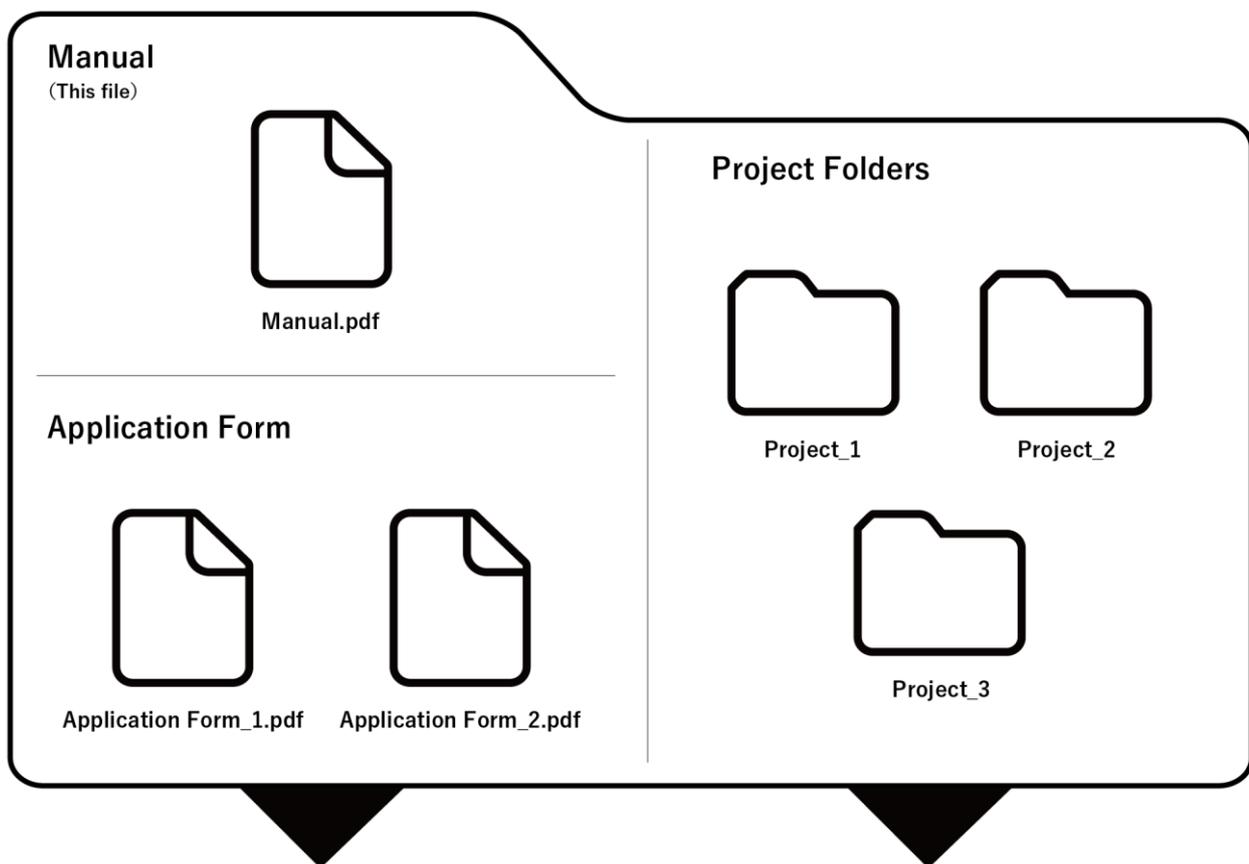


Application Manual

International Creator Residency Program 2025

(Theme Projects : May - July 2025)

Structure of the Application Package



STEP1 : Send an Email

Due on July 2nd, 18:00 JST

→ See p.2 for details

STEP3 : Upload Project Folders

Due on July 9th, 23:00 JST

→ See p.3 and p.4 for details

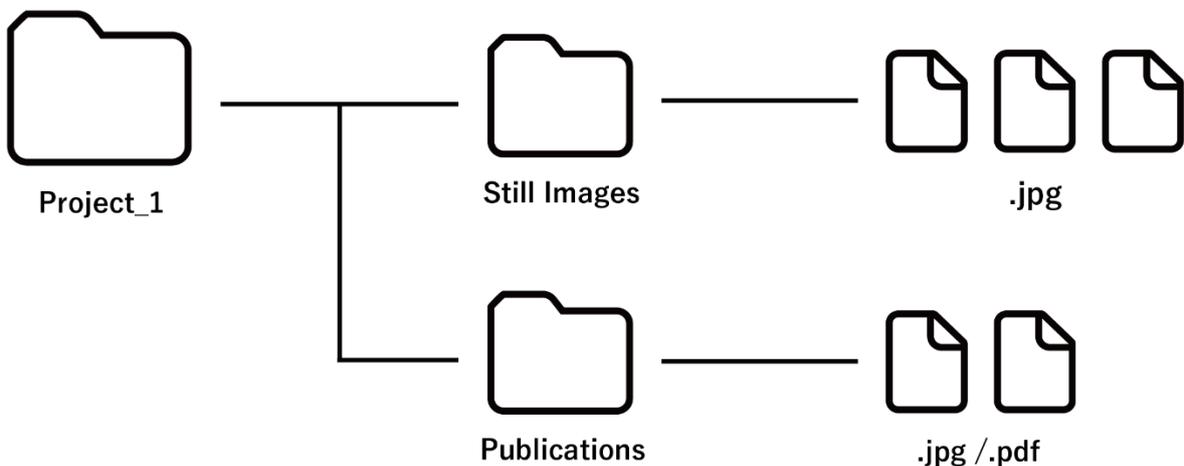
STEP2 : Receive URL		Within 5 working days
<p>Please check the Application Form_2 if “Still Image” and/or “Publication” on the 【13) Past Projects】 are filled out.</p>		
<p>Filled Out</p> <p>→ You will receive a URL to Submit 【13) Past Projects】 Folders</p>	<p>Blank</p> <p>→ You will receive an Application Confirmation</p>	

*Required only if you filled out “Still Image” and/or “Publication” on the “13) Past Projects” in Application Form_2.

STEP3 : Upload Project Folders		Due on July 9 th , 23:00 JST
<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 17th.

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
Still Image	Save to the Folder	3	.jpg	<ul style="list-style-type: none"> The size of each file must be <u>no larger than 1MB</u>. Please save data of the still images listed on 【13) Past Projects】 of the application form. The name of the files must be alphanumeric without diacritics, and it should include the number and the project title listed on 【13) Past Projects】 e.g. 1_TokyoSceneryPainting.jpg
Video	Enter URL on the Application Form	1	Online	<ul style="list-style-type: none"> 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. Please make sure that the links of your videos/sounds are valid until September 15th, 2024. Please mention the password of your link on the application form, if the link is private. Please indicate the time of highlights on the application form.
Sound				
Publication	Save to the Folder and/or Enter URL on the Application Form	2	.pdf / .jpg and/or Online	<ul style="list-style-type: none"> Please save data of the publications listed on 【13) Past Projects】 of the application form. The name of the files must be alphanumeric without diacritics, and it should include the number and the project title listed on 【13) Past Projects】 If it is published online, please indicate its URL on the application form. Please include a scanned copyright page with publication data or a URL of online articles. Academic dissertations are not acceptable.

Please check the following before sending your Application Forms.

-
- | | |
|--|-----------------------------------|
| • Rename the files of the Application Forms to your name.
e.g. ICR_Theme2025_Application_1.pdf → YourName_1.pdf | Check
<input type="checkbox"/> |
| • If you apply as a duo, send applications of your partner together. | <input type="checkbox"/> |
| • Remove empty folders in Project Folders. | <input type="checkbox"/> |
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Inquiry about Application: contact_residency2024@tokyoartsandspace.jp