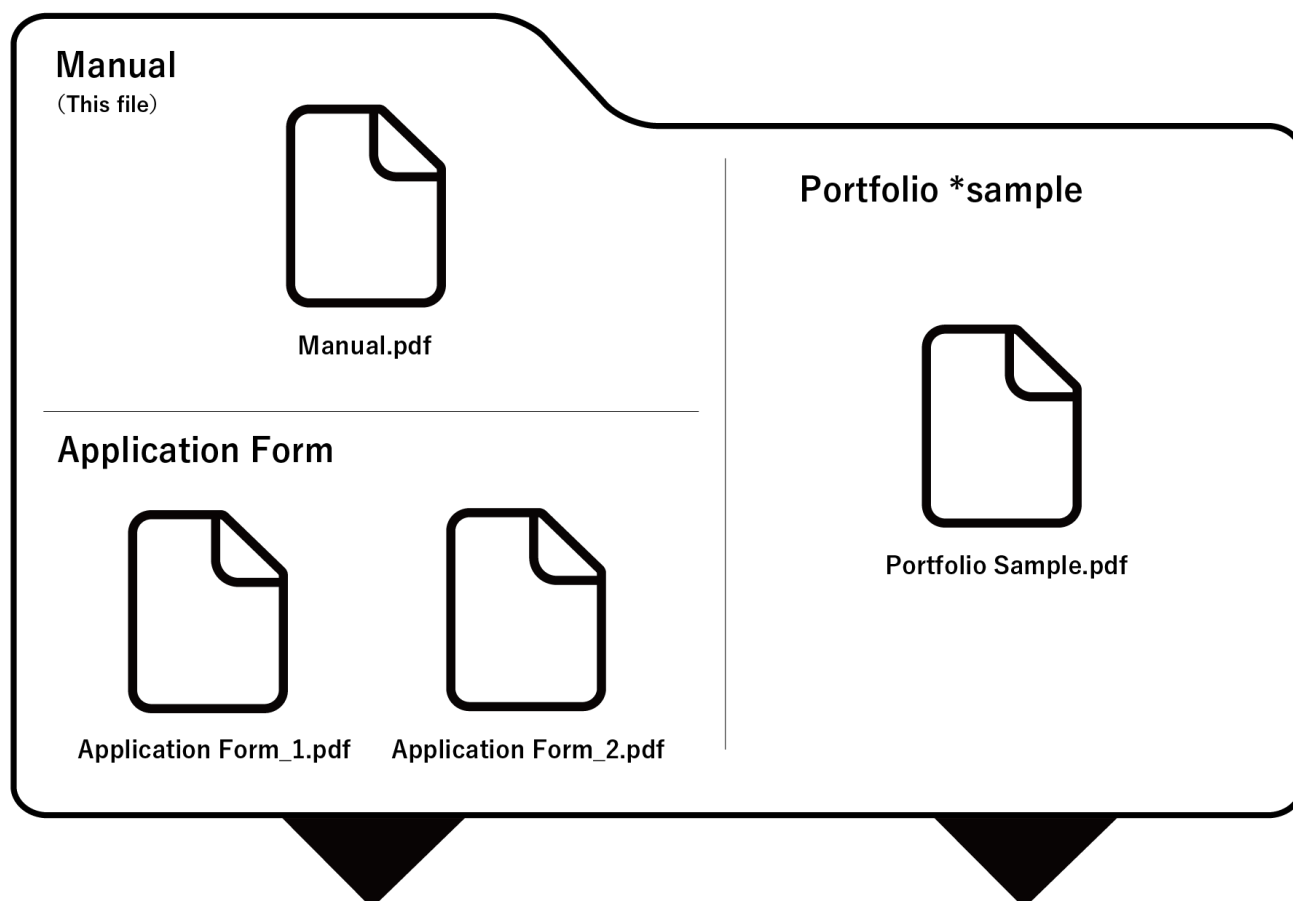


Application Manual

International Creator Residency Program 2026

Structure of the Application Package



STEP1 : Send an Email

Due on June 25th, 18:00 JST

→ See p.2 for details

STEP3 : Upload Portfolio to URL

Due on July 2nd, 23:00 JST

→ See p.3 and p.4 for details

STEP1 : Send an Email

Due on June 25th, 18:00 JST

Please send files listed below to :

apply_residency2026@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. Application Forms ICR2026_Application_1.pdf → YourName_1.pdf

ICR2026_Application_2.pdf → YourName_2.pdf

Letters of Recommendation Letter_YourName_1.pdf

Letter_YourName_2.pdf

STEP2 : Receive URL

Within 5 working days

→ You will receive

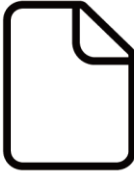
a URL to submit your portfolio

! Notes on Portfolio !

- Your portfolio should be no longer than **6 pages** (A4, landscape orientation), and include summaries of past activities, images and/or URL links of videos or sounds. Please save it as **one PDF file**.
- You can submit up to **3 projects** within 6 pages.
- The size of the portfolio file must be no larger than 10MB.
- Please include your past projects which are related to your activity plans stated in application form② **【13) Artistic Statement, Purpose of your residency and Activity Plan】**
- Please make sure that **texts** in the portfolio (PDF) **are selectable**.
- Please write your name on the first page of the portfolio.
- If the portfolio contains images of installation view, please specify the name of exhibition, venue, and year.
- Please state clearly how you are associated with the past projects.
e.g. Artist, Curator, Organizer, Producer, Collaborator
- Please name the portfolio title as follows: **Portfolio_YourNAME.pdf**

How to Organize Portfolio

Maximum Number of Pages	Maximum Number of Projects	Type of Materials	Submission Method	Maximum Number per project	Notes
6 Pages max. 10MB	3 Projects	Image	Paste on portfolio	-	<ul style="list-style-type: none"> • The size of each image must be <u>no larger than 1MB</u>.
		Video	URL (must be hyperlinked)	1	<ul style="list-style-type: none"> • Please indicate the URL on the portfolio. If your videos/sounds are not online, please upload the files on video/sound sharing sites such as YouTube, Vimeo, SoundCloud. • Please set general access to “Anyone with the link” in case you indicate Google Drive link.
		Sound		1	<ul style="list-style-type: none"> • Please make sure that the links of your videos/sounds are valid until <u>September 15, 2025</u>. • Please mention the password of your link on the portfolio, if the link is private. • Please indicate the time of highlights.
		Publication	images or URL (must be hyperlinked)	1	<ul style="list-style-type: none"> • If it is published online, please indicate its URL on the portfolio. • Academic dissertations are not acceptable.

STEP3 : Upload Portfolio to URL	Due on July 2 nd , 23:00 JST
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <p>Upload your portfolio to the URL</p> <div style="text-align: center; margin: 20px 0;">  </div> <div style="display: flex; align-items: center; justify-content: center;"> ⇒ <div> <p>e.g. Portfolio_YourName.pdf</p> </div> </div> </div> <div style="border: 1px solid black; border-radius: 15px; padding: 5px 10px; font-size: 12px;"> ※Please name the portfolio file with your name. </div> </div>	

*After uploading the portfolio, a confirmation Email will be sent by July 9th.

Please check the following before sending your Application.

<ul style="list-style-type: none"> • Rename the files of the Application Forms to your name. e.g. ICR2026_Application_1.pdf → YourName_1.pdf 	Check <input type="checkbox"/>
<ul style="list-style-type: none"> • If you apply as a duo, send applications of your partner together. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Your Portfolio is less than 10MB. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Your Portfolio is less than 6 pages and includes less than 3 projects. 	<input type="checkbox"/>

Inquiry about Application: contact_residency2025@tokyoartsandspace.jp