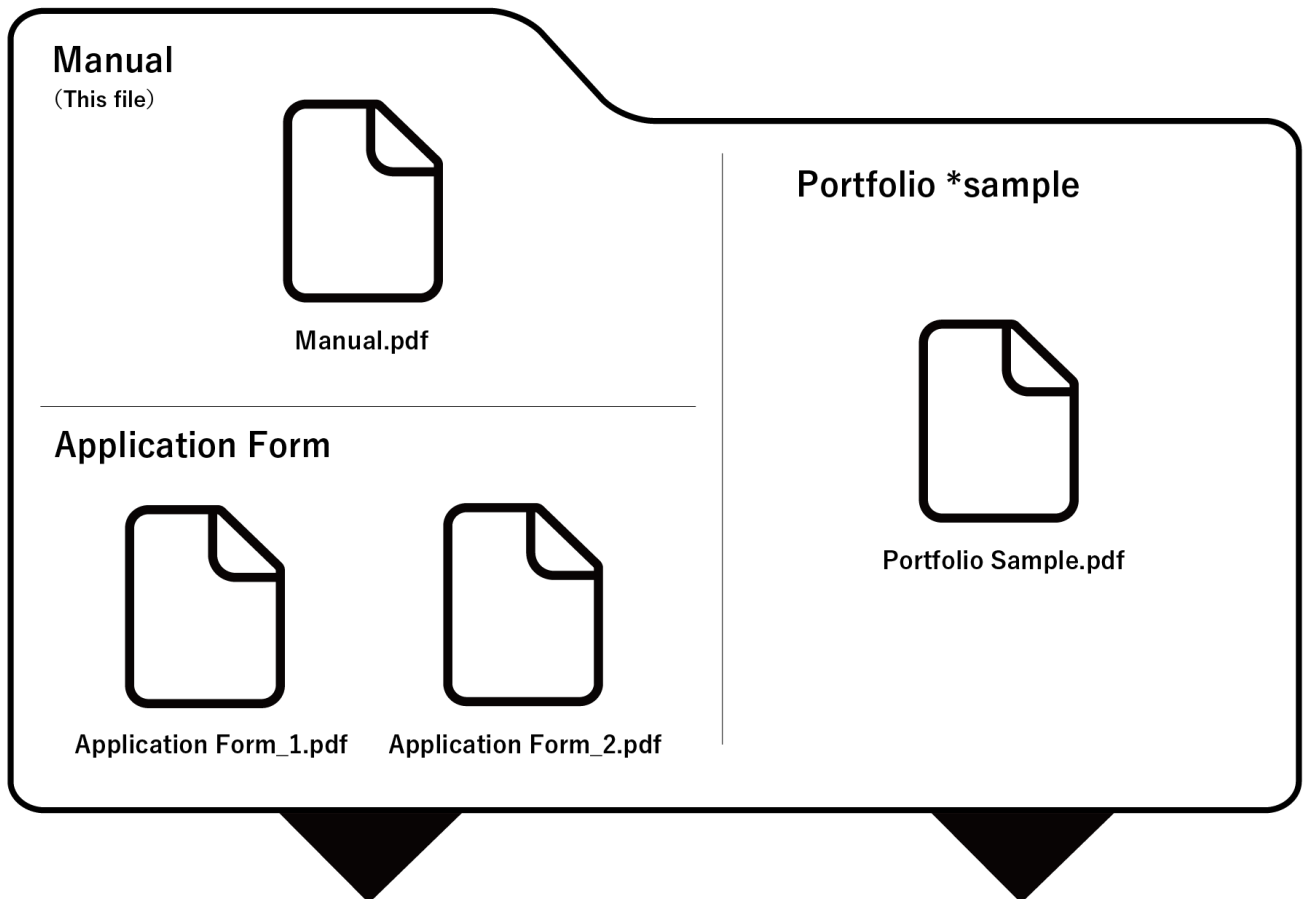


Application Manual

Research 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 RR2026_Application_1_EN.pdf → YourName_1.pdf

RR2026_Application_2_EN.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 file 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 15th, 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 2nd, 23:00 JST

Upload your portfolio to the URL

※Please name the portfolio file with your name.



e.g. Portfolio_YourName.pdf

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

Please check the following before sending your Applications.

- | | |
|--|-----------------------------------|
| • Rename the files of the Application Forms to your name.
e.g. RR2026_Application_1_EN.pdf → YourNAME_1.pdf | Check
<input type="checkbox"/> |
| • If you apply as a duo, send applications of your partner together. | <input type="checkbox"/> |
| • Your Portfolio is less than 10MB. | <input type="checkbox"/> |
| • Your Portfolio is less than 6 pages and includes less than 3 projects. | <input type="checkbox"/> |

Inquiry about Application: contact_residency2025@tokyoartsandspace.jp