ARCUS Project 2014 IBARAKI
Artist-in-residence Program
Application Guideline

There are three steps in application process;
STEP 1. Sending general information and essays online.
STEP 2. Uploading JPEG image(s) and PDF(s) of your CV online.
STEP 3. Mailing application materials.
To complete your application, please follow this guideline.

STEP 1 : Sending general information and essays online
At this step, you need:
- General Information
- Two essays

STEP 2 : Uploading JPEG image(s) and PDF(s) of your CV online
At this step, you need:
- 1 to 10 JPEG image(s) of your work
- Up to 3 PDF file(s) of your CV
    * For the detail of the requirement of the images and CV, please refer to page 6 and 7.

Application Deadline (STEP 1& 2) : April 30, 2014

* All application entry on online should be finished by April 30, 2014.
* No multiple online applications, application ID, application materials are accepted

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STEP 3 : Mailing application materials
At this step, you need:
- Printed confirmation e-mail which you receive at STEP 1
- A copy of passport or identification card
- DVD (supplementary material)
- CD-Rom (optional material)
- CV Form (only if you are not able to upload PDF files)
    * For the detail of the requirement of highlighted materials, please refer to page 6 and 7.

Postal application materials should be arrived : May 09, 2014

* Application via E-mail or Fax will not be accepted.
* Any postal application materials which reach the ARCUS Studio after the deadline will not be accepted.
* Postal application with postmark dated May 09, 2014 will not be accepted.

How to apply

STEP 1. Sending general information and essays online

1. Before you access online application form, prepare the texts for two essays.

    For your reference, the requested essays are:

    Essay 1: Briefly describe your main concerns and/or focus in your activities as an artist.

    * Approx. 200 words, max. 1,500 letters (including space) / English only

    Essay 2: What kind of researches / projects / works you would like to conduct in the future, and how will you realize it?

    * Approx. 800 words, max. 6,000 letters (including space) / English only

2. Access the online application form from ARCUS website (http://www.arcus-project.com/en/residence).

3. Fill out the application form.

4. Click "confirm" button.

5. Check all information.

    * You can not change any text after submission, so please double check at this point.

6. Click "submit" button.

7. After submission of the application form, you will receive an automatic confirmation e-mail which contains following:

    A. Application ID

    B. URL link to your webpage to upload JPEG images

    C. User ID (your email address)

    D. Password

    E. All information you entered

        * Please be sure to keep Application ID, URL link, User ID and Password for the future reference.

8. Print the confirmation e-mail which you should mail by post later (step 3).

STEP 2. Uploading JPEG image(s) and PDF(s)

For the screening, you can submit 1 to 10 image(s) of your work and up to 3 PDF(s) of your CV through the internet.

If you are not able to submit the image(s) or PDF(s) online, you can send them via postal mail. (See the page 7.)

1. Prepare JPEG image(s), descriptions for each image : title, year, medium, dimension and any other informations and PDF file(s) of your CV.

- for image(s) of your work

* Maximum 10 images (* You should submit at least one image of your work.)

* JPEG format only

* Less than 2MB each

- for your CV

* Maximum 3 files

* PDF format only

* Less than 2MB each

- Uploading JPEG -

2. Access to the URL link indicated in the confirmation e-mail and login with your Username and Password.

3. Click "select" button to browse the JPEG image to upload.

4. Enter the requested information of the uploaded image in the text fields.

5. Click "upload" button.

6. When the image is successfully uploaded, you will see the thumbnail of the uploaded data and icon of the text on the screen.

* The name of file is automatically renamed as "01.jpg", "02.jpg" to "10.jpg" corresponding with the order of uploaded images.

* If you click the "x Delete All" button, you can clear all the data (including PDF(s)). When you want to change uploaded images, please start from the first procedure.

7. You can upload your images up to 10. Image files should be uploaded one by one. If you would like to continue uploading other images, please repeat the process 3, 4 and 5.
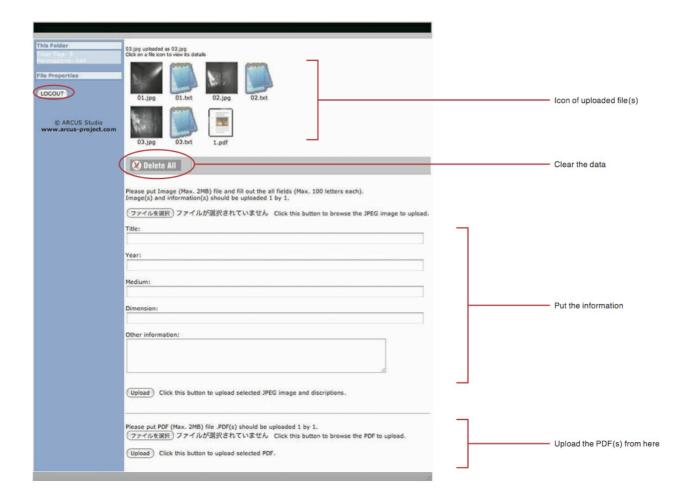
- Uploading PDF -

8. To upload the PDF(s), use the PDF upload section at the bottom of the window.

9. Click "select" button to browse the PDF file to upload.

10. Click "upload" button.

11. When the PDF is successfully uploaded, you will see icon of the PDF on the screen.

* If you click the "x Delete All" button, you can clear all the data (including JPEG(s)).When you want to change uploaded PDFs, please start from the first procedure.

12. You can upload PDFs up to 3. PDF files should be uploaded one by one. If you would like to continue uploading other PDFs, please repeat the process 9 and 10.

13. When you finish uploading all image file(s) and PDF(s), click "LOGOUT" button.

* Your account is valid until April 30, 2014 from when you receive the confirmation e-mail.

NOTE : Please note that you will not be able to access the page after the deadline .

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This Folder
~~Total files: 9~~
~~Permissions: 544~~

File Properties

LOGOUT

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03.jpg uploaded as 03.jpg
Click on a file icon to view its details

01.jpg   01.txt   02.jpg   02.txt

03.jpg   03.txt   1.pdf

Icon of uploaded file(s)

Delete All ———— Clear the data

Please put Image (Max. 2MB) file and fill out the all fields (Max. 100 letters each).
Image(s) and information(s) should be uploaded 1 by 1.

(ファイルを選択) ファイルが選択されていません Click this button to browse the JPEG image to upload.

Title:

Year:

Medium:

Dimension:

Other information:

Put the information

(Upload) Click this button to upload selected JPEG image and discriptions.

Please put PDF (Max. 2MB) file .PDF(s) should be uploaded 1 by 1.
(ファイルを選択) ファイルが選択されていません Click this button to browse the PDF to upload.

(Upload) Click this button to upload selected PDF.

Upload the PDF(s) from here

STEP 3. Mailing application materials

Send all required items to ARCUS Studio via postal mail (regular, express etc.).

Required :
1. Printed confirmation e-mail which you receive after process "Step1: Sending general information and essays online".
2. A copy of passport or identification card. For detailed requirements see **page 6**

Supplementary material :
3. DVD + "DVD Description"
* Please download "DVD Description" from ARCUS website (http://www.arcus-project.com/en/residence).
For detailed requirements see **page 6**

Optional :
***Only in case you are not able to upload the images of your work or/and PDF files online.**
1. CD-Rom + "List of works"
* Please download "List of works" from ARCUS website (http://www.arcus-project.com/en/residence).
2. CV
* Please use the "CV Form" downloaded from ARCUS website (http://www.arcus-project.com/en/residence).
For detailed requirements see **page 7**

<NOTE>
--- Applicant should finish online application at ARCUS website, and receive the Application ID.
   Postal Application without Application ID number will not be accepted.
--- Please only use the forms downloaded from ARCUS Project website.
   Any application which fails the requirements will not be accepted.
--- Do not staple the application materials.
--- Do not send any extra materials at the time of application. Details of the proposal, catalogs of the past
   exhibitions, portfolio etc. as supplementary materials for the screening will be directly requested to the each
   applicant if necessary by the ARCUS Project Administration Committee.
--- Submitted materials will not be returned to the applicant in principle except the additional materials sent upon
   the committee's request.

Mailing Address: **ARCUS Studio**
2418 Itatoi, Moriya,
Ibaraki
302-0101
Japan

Tel : +81 297 46 2600

Postal application materials should be arrived : May 09, 2014

* Application via E-mail or Fax will not be accepted.
* Any postal application materials which reach the ARCUS Studio after the deadline will not be accepted.
* Postal application with postmark dated May 09, 2014 will not be accepted.

Requirements of the application materials

JPEG images of your work

* At least one image, maximum 10 images.
* JPEG format only* Less than 2MB each.

PDF files of CV

* A4 size (210mm x 297mm), no more than 3 pages.
* Please put your Application ID.

A copy of passport or identification card

* Identification page of passport, or other official identification document with a photo.
* Please use A4 paper as much as possible.
* Please put your Application ID.

-- Supplementary material for moving image --

DVD

* Max.10min.
* Should be able to be played on DVD player not only on computer.
* NTSC format only.
* Should not contain any other data than moving image.
* Should be accompanied with completed "DVD Description".
* Please put your Application ID on both DVD disc and "DVD Description".

-- Optional : Only if you are not able to upload online --

CD-ROM

JPEG image(s) for CD-ROM

* Maximum 10 images
* JPEG format only
* Less than 2MB each
* To correspond with the order of "List of Works", each file should be named as follows:
  01.jpg, 02.jpg, 03.jpg, 04.jpg, 05.jpg, 06.jpg, 07.jpg, 08.jpg, 09.jpg, 10.jpg
* All files should be saved in one folder named "your application ID".
* Should be accompanied with completed form of "List of Works".
* Please put your Application ID on both the disk and on "List of Works".
* The disk should not contain any other data than JPEG image(s).

CV

* Please use the "CV Form", A4 size (210mm x 297mm), no more than 3 pages.
* Please put your Application ID.