

ARCUS Project 2021 IBARAKI Artist-in-Residence Program Application Guidelines

To complete your application, please follow guidelines below.

STEP 1. Upload and send personal information, statement, and essay.

STEP 2. Upload JPEG image(s) and PDFs online.

STEP 3. Pay the ¥3,000 application fee via the PayPal link.

STEP 1: Send personal information, statement and essay online

In this step, you need:

- **Personal Information**
- **Statement**
- **Essay**

For the details, please refer to page 2.

STEP 2: Upload JPEG images and PDFs online

In this step, you need:

- **1 to 5 JPEG images of your works**
- **1 PDF of CV**
- **1 PDF of a copy of passport or identification with a photograph**
- (Optional) 1 PDF of Video Description

For the details, please refer to page 2 and 3.

STEP 3: Pay the ¥3,000 application fee via the PayPal link.

If PayPal does not work in the country/area where you live, please contact the ARCUS Studio (arcus@arcus-project.com) for an alternative payment method.

Online Application Deadline: May 12, 2021 (23:59:59 UTC+9)

Only applicants who complete all three steps in the application process by the deadline will be eligible for screening. Payment of application fees or submission of additional materials after the deadline is not allowed.

NOTE:

- All application process should be completed by May 12, 2021 (23:59:59 UTC+9).
- Multiple online applications and application IDs are not accepted.
- Application via email or fax will not be accepted.

How to apply

STEP 1. Upload and send personal information, statement, and essay

1. Before accessing online application form, prepare statement and essay.

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

*max. 200 words / English only

Essay: What kind of research/project/work would you like to conduct, and how will you realize it?

*max. 400 words / English only

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

3. Fill out the application form.

4. Click "Confirm" button.

5. Check all information.

*You cannot make any change after submission. Please double-check at this point.

6. Click "Submit" button.

7. After submission of the application form, you will receive an automated confirmation email which contains following information:

A. Application ID

B. URL to upload JPEG images and PDFs

C. User ID (your e-mail address)

D. Password

E. All information you submitted on the online form

*Please make sure to keep application ID, URL, user ID, and password for step 2.

NOTE:

- **An applicant cannot submit more than one application. For group applications, please apply only once in the name of one representative and include the names of all members of the group in the statement box.**
- **If the automatic confirmation e-mail does not reach you after submission, please check your spam folder. The e-mail might end up there.**

STEP 2. Upload JPEG images and PDFs

For completing the application, you need to submit images of your works, CV, and a copy of ID.

If you wish to include video works with your application, please submit a PDF of video description.

1. Prepare following materials in the requested formats.

JPEG images

Images of your works (Required)

- 5 images maximum (*You should submit at least one image of artwork.)
- Each image should be accompanied with information (title, year, medium, dimension, and description)
- Less than 2MB each

PDFs

1: CV (Required)

- 1 file up to 3 pages
- Less than 2MB

2: Copy of passport or identification with a photograph (Required)

- 1 file

- Less than 2MB

3: Video Description (Optional)

Only if you wish to include video/sound works with your application.

3-1. Download "Video Description" from ARCUS Project's website (<http://www.arcus-project.com/en/residence>).

3-2. Upload your video/sound works to a video hosting website such as Vimeo and YouTube.

3-3. Fill out the form.

- 3 videos maximum. Total length of all works or excerpts should not be more than 15 minutes.

- Less than 2MB

2. Access to the URL indicated in the confirmation email and login with your user ID and password.

3. Upload JPEG

3-1. Click "Select" button to browse a JPEG image to upload.

3-2. Enter the requested information of the uploaded image in the text fields.

3-3. Click "Upload" button.

3-4. When the image is successfully uploaded, you will see the thumbnail of the uploaded data and icon of the text on the page.

*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). If you want to change uploaded images, please start from the beginning.

3-5. You can upload max. 5 image files. It should be uploaded one by one. If you would like to continue uploading other images, please repeat the process 3-1 to 3-3.

4. Upload PDF

4-1. To upload a PDF, use the PDF upload section at the bottom of the page.

4-2. Click "Select" button to browse a PDF file to upload.

4-3. Click "Upload" button.

4-4. When a PDF is successfully uploaded, you will see an icon of the PDF on the page.

*If you click the "x Delete All" button, you can clear all the data (including JPEG). If you want to change uploaded PDF, please start from the beginning.

4-5. You can upload max. 3 PDFs. It should be uploaded one by one. If you would like to continue uploading other PDFs, please repeat the process 4-2 and 4-3.

5. When you finish uploading all images and PDFs, click "LOGOUT" button.

STEP 3. Pay the ¥3,000 application fee via the PayPal link.

Please pay the application fee via PayPal using the link in the email sent after completing Step 1. After completing the payment process, a receipt of payment will be sent to you from PayPal by email. If you do not receive this email, please contact PayPal. If PayPal does not work in the country/area where you live, please contact the ARCUS Studio (arcus@arcus-project.com) for an alternative payment method.

Disclaimer

ARCUS Project accepts no responsibility for problems with completing the payment or for any difficulties caused by the applicants' circumstances in regard to payment. Please be sure to allow enough time to complete your application in full by the deadline.

Online Application Deadline: May 12, 2021 (23:59:59 UTC+9)