ARCUS Project 2022 IBARAKI Artist-in-Residence Program

Application Guidelines

To complete your application, please follow guidelines below.

STEP 1: Upload personal information, statement and proposal

STEP 2: Upload JPEG images and PDF

STEP 3: Pay the 3,000 JPY application fee via the credit card

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Online Application Deadline: May 13, 2022 (23:59:59 UTC+9)

- Only applicants who complete all 3 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.
- Multiple online applications and application IDs are not accepted.
- Application via email or fax will not be accepted.

How to apply

STEP 1. Upload personal information, statement, and proposal

1. Before accessing online application form, prepare statement and proposal.
2. Access the online application form from ARCUS Project's website (https://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 PDF
   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:
- 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 PDF

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

   PDF

   1: CV (Required)
   - 1 file up to 3 pages
   - Less than 2MB

   2: Video Description (Optional)

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

   2-1. Download "Video Description" from ARCUS Project's website (https://www.arcus-project.com/en/residence).

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

   2-3. 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 "Choose File" 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 "05.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 "Choose File" 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. 2 PDF. It should be uploaded one by one. If you would like to continue uploading other PDF, please repeat the process 4-2 and 4-3.

IMPORTANT:
When you finish uploading all images and PDF, click "LOGOUT" button. Please note that there is no "Submit" button on this page and you will NOT receive a confirmation email.

You can continue editing STEP 2 (images and PDF) until the submission deadline even after paying an application fee. When the deadline is reached, the application is automatically accepted.

STEP 3. Pay the 3,000 JPY application fee via the credit card.

Please pay the application fee via credit card 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 Square by email. If you do not receive this email, please contact Square.

Disclaimer
Please note that the application fee is non-refundable. 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.