

# 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 3,500 JPY application fee via the credit card**

**Application Deadline: March 19, 2026 (23:59:59 JST)**

- Multiple applications and application IDs are not accepted.
- Your email address is your User ID. You must use the SAME email address that you used in the application form (STEP 1) for the checkout page. Otherwise, your application cannot be VERIFIED.
- Only applicants who complete all 3 steps in the application process by the deadline will be eligible for screening.

## How to apply

### STEP 1. Upload personal information, statement, and proposal

1. Access the application form from ARCUS Project's website (<https://www.arcus-project.com/en/open-call/>).
2. Fill out the application form.  
\*You cannot make any change after submission. Please double-check at this point.
3. After submission of the application form, **you will receive an automated confirmation email which contains application ID, access link, user ID, and password for step 2.** 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 Works (JPEG) and CV (PDF)

For completing the application, you need to submit images of your works ( up to 5 works total including videos) and CV. If you wish to include video works with your application, please submit a PDF of video description.

**Access to the URL indicated in the confirmation email and login with your User ID and Password.**

### **JPEG Images (Required)**

- 5 JPEGs maximum (\*You should submit at least one image of artwork.) \*If you are submitting videos, please refer NOTE under Video Description
- Each image should be accompanied with information (title, year, medium, dimension, and description -- max. 100 words each) **If you exceed the 100-word limit, it will not be considered for review.**
- Less than 2MB each

#### **<How to upload>**

1. Click "Choose File" button to browse a JPEG image to upload.
2. Enter the requested information of the uploaded image in the text fields.
3. Click "Upload" button.
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.

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 1 to 3.

### **Video Description (Optional)**

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

- Upload your video/sound works to a video hosting website such as Vimeo and YouTube.
- Fill out "Video Description" from ARCUS Project's website (<https://www.arcus-project.com/en/open-call/>) 3 videos maximum. Total length of all works or excerpts should not be more than 15 minutes.

NOTE: If you submit video works, they must be included in the total limit of 5 works. For instance, if you are submitting 3 videos, you can upload 2 other works (JPEG images).

### **CV (Required)**

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

#### **<How to upload>**

1. To upload a PDF, use the PDF upload section at the bottom of the page.
2. Click "Choose File" button to browse a PDF file to upload.
3. Click "Upload" button.
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.

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 2 and 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 3,500 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.

**IMPORTANT:**

**Your email address is your User ID. Therefore, you must use the SAME email address that you used in the application form (STEP 1) for the checkout page. Otherwise, your application cannot be VERIFIED.**

**If you are having problems with your credit card transaction, most likely you can resolve the problem by contacting your credit card company and lowering the security level.**

**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.