

Graduate School

Graduate School of Fashion and Living Environment Studies

Master's Program in Clothing Science Studies

Global Fashion Concentration

(English-Language Program)

Guidelines for Admission 2018

Bunka Gakuen University Graduate School

<Privacy Policy>

Admissions results as well as information that the university acquires about individuals from applications and other materials shall be kept confidential and shall only within the scope of university admissions work and for matters incidental to such work.

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Admissions Policy

The founding spirit of Bunka Gakuen University is “Creating New Beauty and Culture”, and our primary objective is to create next-generation culture through education and research. In each of our academic disciplines, we search for new beauty to spearhead the age. We accept the person who appreciates the educational objectives of our faculties and departments, and intends to contribute to the international community by striving to master specialized knowledge and skills. In our admissions process, we evaluate applicants' qualifications, including their creativity and sensitivity, and accept those who possess adaptability from an international perspective.

Graduate School of Fashion and Living Environment Studies

This program looks at the living environment that surrounds human beings and develops young academics with research skills suitable for this age of knowledge and trains up highly specialized professionals who can develop and apply cutting-edge technology. We accept the person who aspires to such career paths.

■ Master’s Program in Clothing Science Studies

This program accepts the person who wants to be an independent researcher in fashion science drawing on the specialized education at the faculty, and aspires to be high-level specialists in charge of developing cutting-edge techniques and information in the fashion industry.

Admissions Quota

Graduate School	Master’s Program	Concentration	Admissions Quota
Graduate School of Fashion and Living Environment Studies	Master’s Program in Clothing Science Studies	Advanced Fashion Design Concentration	20 ※
		Taxtile Science Concentration	
		Clothing Functionality Concentration	
		Fashion Sociology Concentration	
		Fashion Business Concentraion	
		Fashion Culture Concentration	
		Global Fashion Concentration	

※ Admissions Quota includes some midcareer applicants.

Application Eligibility

Those who satisfy ANY of the following requirements ;

- (1) Those who have graduated from university (earned a Bachelor’s degree) or expect to graduate from university in March 2018 (Bachelor’s degree expected).
- (2) Those who have been awarded or are expected to be awarded the Bachelor’s degree by the National Institution for Academic Degrees and University Evaluation by March 31, 2018 (from the provisions of Article 104, Paragraph 4, of the School Education Act).
- (3) Those who have completed 16-years school education program overseas or expect to complete such program in March 2018.
- (4) Those who have completed or are expected to have completed a 16-years school education curriculum of another country by March 31, 2018 by undertaking while in Japan a distance learning course administered by a school located in the relevant country.
- (5) Those who have completed 15-years school education program overseas, and have been recognized as earning approved credits by excellent grade.
- (6) Those in Japan who have completed or are expected to have completed by March 31, 2018 a course specifically designated by the Minister of Education, Culture, Sports, Science and Technology at an educational facility positioned within the school education system of another country having foreign university programs (with the condition that these graduates have completed a 16-years educational culliculum of the relevant foreign country).
- (7) Those who have been awarded or are expected to be awarded the academic degree equivalent to the Bachelor’s degree by completing course more than 3 years overseas.
- (8) Those who have completed a specialized course of study (program of four years or more) at a vocational school in Japan and have earned an advanced diploma or expect to receive such diploma in March 2018.
- (9) Those who have been recognized as possessing acadmic ability at least equivalent to a Bachelor’s degree through an individual admission examination at Bunka Gakuen University Graduate School, and who have reached the age of 22 or will have reached the age of 22 by March 31, 2018.

Midcareer applicants must meet one of the following conditions ;

- (1) Those who have worked more than 2 years after earned a Bachelor's degree or an advanced diploma.
- (2) Those who earned a Bachelor's degree or an advanced diploma and be over 27 years old at entering this graduate school.

※ Those applying for (9) must pass the qualification judgement for admission in advance. Those who wish to take the judgement should contact the Admissions Office (03-3299-2311) by the following date.

[1st Session] Friday, September 1, 2017 [2nd Session] Friday, January 12, 2018

Application Procedures

* Advance Consultation

Before submission of your application, all applicants must get in contact with Admissions Office and send their own information by email until the following appointed date.

[1st Session] by September 8 (Fri), 2017

[2nd Session] by December 15 (Fri), 2017

* ただし、日本国内の大学に在学中の場合、事前相談の問合せ期日は出願期間前までとします。

[Contents of Email]

1. Name (Last / First) 2. Sex (Male or Female) 3. Age (Date of Birth) 4. Nationality
5. Academic Background (University's Name / Major / Graduated Year / Theme of Bachelor's Thesis)
6. Contents of Research to which you wish to study in Global Fashion Concentration, Master's Program

[Email Address]

nyushi@bunka.ac.jp

Skype Interview

The university consider whether it is possible to accept the applicants' desired research. In case it is accepted, the university will inform the date of Skype Interview to him/her directly. The applicants who pass the Skype Interview with the professors, go through formal application procedures and submit the necessary documents during application session.

1. Application Session

[1st Session] 9:30 AM on September 19 (Tue) to 4:00 PM on September 27 (Wed), 2017

[2nd Session] 9:30 AM on January 29 (Mon) to 4:00 PM on February 6 (Tue), 2018

2. How to Apply

Applications may be submitted either by post (simplified registered mail) or in person at the Admissions Office. Those applying from outside of Japan are asked to submit their application by EMS (Express Mail Service).

The Admissions Office is opened from 9:30 AM to 4:00 PM.

Application documents submitted by mail must be received by 4:00 PM on the final day of the above application session.

(Applicants must remit the application fee by bank transfer before submitting application documents. Please check "How to Remit the Application Fee" below.)

In case of sending the application documents by mail, send to the following mailing address.

* Mailing address for applications sent from overseas by EMS

Address : BUNKA GAKUEN UNIVERSITY GRADUATE SCHOOL ADMISSIONS OFFICE
3-22-1 YOYOGI, SHIBUYA-KU, TOKYO 151-8523 JAPAN

Phone : +81-3-3299-2311

Detailed description of contents : Application documents for Global Fashion Concentration

* Mailing address for applications sent domestically by simplified registered mail

Address : 〒151-8523 東京都渋谷区代々木 3-22-1 文化学園大学大学院 入試広報課

Phone : 03-3299-2311

Print in red ink in English "ENCL : Application for Global Fashion Concentration" (or write in red ink in Japanese グローバルファッション専修出願書類在中) on the envelope.

3. Application Fee 35,000 yen (10,000 yen for International students)

How to Remit the Application Fee

(1) Be sure to write "PA : Your Name" in the remitter blank on the bank remittance form.

(2) Remit by bank transfer the application fee (35,000 yen for Japanese students / 10,000 yen for International students) to the bank account indicated below. You must remit the money at the bank counter using a bank teller (Do not use an automated teller machine [ATM].)

(3) Enclose the receipt (or the receipt copy) with other application documents when you apply.

* To Remit the Application Fee from Overseas

Remittance fees will be charged by both the country of remittance and Japan. Confirm the remittance fees with the bank, and be sure to remit enough funds to cover both the application fee and the remittance fees.

[Bank Account]

Beneficiary Bank : MIZUHO BANK, LTD. (SWIFT Code : MHCB JP JT)

Beneficiary Branch : SHINJUKU-SHINTOSHIN BRANCH

Beneficiary Bank Address : 1-25-1 NISHI-SHINJUKU, SHINJUKU-KU, TOKYO 160-0023 JAPAN

Payee Name : BUNKA GAKUEN UNIVERSITY JUKENGUCHI

Payee Account Number : 1331982

Payee Address : 3-22-1 YOYOGI, SHIBUYA-KU, TOKYO 151-8523 JAPAN

Payee Telephone Number : 03-3299-2309

* To Remit the Application Fee Domestically

Complete the designated remittance form specified by your financial institution.

For more information, inquire at your financial institution.

[Bank Account]

受取人取引銀行：みずほ銀行

受取人取引支店名：新宿新都心支店

受取人口座名義：文化学園大学受験口

口座番号：1331982 (普通預金)

4. Attention for Applying

(1) Input the university-designated documents (① and ⑤) on our website and then print them out.

[Attention] It is impossible to preserve while inputting on website.

(2) Download the university-designated document (④) from our website, print it out and complete it by hand written.

(3) Unless otherwise indicated, submit an original application written in English that you have completed within the last six months (photo must have been taken within the last three months). Any translated documents must have the signature and seal by the translator. (Translations may not be done by the applicants them selves.)

(4) Applications will not be returned once submitted, and the application fee will not be refunded once remitted.

(5) No changes may be made to submitted documents.

(6) False statement on an application may result in the rescinding of an offer of acceptance.

5. Application Documents

To apply for admission, Japanese students must complete application documents ① to ⑨ and International students must complete application documents ① to ⑩. Midcareer applicants must submit documents ① as well.

Complete the documents after reading the above "4. Attention for Applying", and submit them either by post (simplified registered mail) or in person to the Admissions Office. Applicants residing outside of Japan are asked to submit the documents by EMS (Express Mail Service).

① Application Form 1 - 2 **university-designated (online documents)**

Input correctly on the following website and do not leave any items blank. Unless otherwise instructed, complete the forms in English.

[Online Application Form] <http://bwu.bunka.ac.jp/global-fashion>

Read "How to Remit the Application Fee" on p.2 and remit the application fee of 35,000 yen (10,000 yen for International students) by bank transfer using a bank teller (not an automated teller machine [ATM]). Enclose the receipt (or receipt copy) with other application documents when you apply.

The application fee will may be remitted since September 1, 2017. Applications will not be accepted unless the application fee has been paid.

② Photograph

Paste to [Application Form 1] one head-and-shoulders and front colored photograph (3cm [width] × 4cm [height]) taken with the last three months prior to your application. The photograph is color, no hat on the plain background, and no snapshots. This photograph will be used for your student ID card in university.

③ Proof of English Proficiency

Submit either an English proficiency test score or other documents providing your proficiency in English (there is no university-designated form, but the document must bear the official signature and seal of the preparer of the statement of proficiency; applicants may not write their own statement).

ex) English proficiency test score : **TOEFL / TOEIC / IELTS**

* **Required Scores for Admission and How to Request an Official Certificate for TOEFL and/or TOEIC**

The method for requesting official score certificates differs based on the testing organization. Certificates take time to be issued. Order the certificates early so that they can be delivered by the application deadline.

Direct any questions about ordering official score certificates to the testing organization in question.

• **TOEFL (iBT / PBT) [How to Request an Official Score Certificate]**

The code of Bunka Gakuen University is 8918. Use this code to ask the Educational Testing Service (ETS) to send your official score receipt directly to the university. Also submit a copy of your examinee score report with your application as an unofficial score.

[Required Scores for Admission in Principle] The minimum score must be 79 (iBT) or 550 (PBT).

• **TOEIC [How to Request an Official Score Certificate]**

Submit with your other application materials the official score certificate reissued by the Institute for International Business Communication, which administers TOEIC.

[Required Scores for Admission in Principle] The minimum score must be 600.

* **IELTS**

In case of having IELTS score, submit the official score certificate of IELTS with your other application materials.

④ Letters of Recommendation **university-designated**

* **May be prepared in either English or Japanese.**

The recommendation must be written by your advisor at the university you earned a Bachelor's degree.

Any letter not written in English or Japanese must be accompanied by a translation into one of the two languages.

(translations may not be done by the applicant)

⑤ Research Plan **university-designated (online documents)**

Complete two sections of the Research Plan (**[Application Form 3]** ; total of 3 pages) on the following website, and print them.

[Online Application Form] <http://bwu.bunka.ac.jp/global-fashion>

⑥ Transcript from the University You Earned a Bachelor's Degree

* **May be prepared in either English or Japanese.**

Those who transferred from a junior college to a four-year university must also submit a transcript from their junior college with their application.

(translations may not be done by the applicant)

⑦ Degree Certificate from the University You Earned a Bachelor's Degree or Certificate of Expected Graduation

* **May be prepared in either English or Japanese.**

Any letter not written in English or Japanese must be accompanied by a translation into one of the two languages.

(translations may not be done by the applicant)

⑧ Graduation Thesis or Report Written in English

Submit the graduation thesis or report written in English in the university.

⑨ Portfolio **[For applicant who desires to complete a collection to be eligible for Master's degree]**

Submit your own original portfolio in case of desiring to complete a collection to be eligible for Master's degree.

⑩ **Certificate of Residence** (original) [**For only International students**]

Submit the certificate of residence issued by the municipal office where you live in Japan.

* If you are not immigration or you live in Japan for a short-term stay, the copy of your passport or identification in your home country must be submitted.

⑪ **Statement of Permitting to Apply for Graduate School Admission** [**For only midcareer applicants**]

* **May be prepared in either English or Japanese.**

Midcareer applicants who will continue to be affiliated with their workplace as they study at the university must submit a written statement prepared by their division head permitting them to apply for graduate school admission (there is no university-designated form for this statement).

Any letter not written in English or Japanese must be accompanied by a translation into one of the two languages.

(**translations may not be done by the applicant**)

< **To Whom Hopes to Reside in the Student Dormitory** >

If you want to apply for dormitory housing, place a checkmark in the box entitled "Dormitory Housing Request" on **[Application Form 1]**. Also submit the Dormitory Housing Request Form (university-designated) completed with your other documents. See the details on p.9.

< **International Students Requiring a Certificate of Acceptance for Admission** >

Place a checkmark in the box entitled "Require a Certificate of Acceptance for Admission" on **[Application Form 1]** if you require a Certificate of Acceptance for Admission to renew your visa after you have been accepted at Bunka Gakuen University Graduate School. After you have completed enrollment procedures, the Admissions Office can issue you a certificate at any time. Bring your receipt of payment of university expenses and come pick up the certificate at the Admissions Office. Place a checkmark in the box entitled "Send certificate by post" on **[Application Form 1]** if you want to get it by post.

Once we have confirmed your payment of the required university expenses, we will send the certificate by post to the current address indicated on your application. (Only one certificate will be issued in principle.)

Entrance Examination

1. Examination Subjects

Residing outside of Japan : 「Screening Application Documents」

Residing in Japan : 「Screening Application Documents」 and 「Interview」

2. Notice of Receiving Application Documents

[1st Session] by September 29 (Fri), 2017

[2nd Session] by February 9 (Fri), 2018

The university will notify of receiving application by e-mail until the above day to all whose applications have been received in full. Please provide your email address through Application Form 1.

3. Date of Interview

[1st Session] October 11 (Wed), 2017

[2nd Session] February 16 (Fri), 2018

Notification regarding the time of your interview will be provided with the notification of receiving of application.

4. Location of Interview

Bunka Gakuen University

Address : 3-22-1 Yoyogi, Shibuya-ku, Tokyo 151-8523

Access : From JR lines (Yamanote Line, Chuo Line, Sobu Line, Saikyo Line, Shonan-Shinjuku Line), Odakyu Line, Keio Line, and subway lines (Toei Shinjuku Line, Toei Oedo Line, Marunouchi Line) exit Shinjuku Station at the South Exit or Koshu-Kaido Gate, and walk along Koshu-Kaido Avenue toward Hatsudai for seven minutes.

5. Examination Regulations

1. Arrive at the designated waiting room 20 minutes prior to the interview start time. The waiting room will be posted on the interview day. You may enter the waiting room up to 30 minutes prior to your interview start time.
A staff member will escort you from the waiting room to the interview room.
2. In principle, those who arrive after the interview start time are not given an interview.
* If there is a possibility that you will be late due to delays in public transportation, etc., contact the Admissions Office for instructions. Be sure to receive a delay certificate from the public transportation operator and submit it to the Admissions Office.

Announcement of Results

The university will send the admissions results by post (either express mail or EMS [Express Mail Service]) on the date as belows. Admissions results will be also made available on the Internet during the period as belows. The admissions results via the Internet are unofficial; read the notification mailed by postal service to confirm your admissions results.

See p.8 for detail regarding the Internet service. This service is in Japanese only.

[1st Session] Internet - October 17 (Tue) 10:00 AM to October 19 (Thu) 11:59 PM Mail - by October 18 (Wed), 2017

[2nd Session] Internet - February 23 (Fri) 10:00 AM to February 25 (Sun) 11:59 PM Mail - by February 24 (Sat), 2018

* No telephone inquiries regarding admissions results will be accepted.

* Admissions results will be sent via EMS to applicants residing overseas. Results may arrive slightly late depending on the speed of the postal service.

* Contact us if you have been accepted at the university but enrollment materials do not arrive by two days after the date of announcement by post of admissions results.

* Be sure to indicate the correct address in the box entitled "Current Address" on the application form.

Enrollment Procedures

The designated university expenses must be received by the following deadline for enrollment procedures to be considered complete.

1. Enrollment Deadline

[1st Session] by November 7 (Tue), 2017

[2nd Session] by March 8 (Thu), 2018

2. Information after Enrollment

Information about the entrance ceremony and pre-enrollment matters are provided in the materials for the guardian that are sent with admissions results.

● Graduate School (Master's Program)

(monetary unit = yen)

Breakdown		Semester	First Semester (The sum paid at time of enrollment)	Second Semester	Total
Enrollment Fee	Others		300,000	—	300,000
	Current Students		130,000	—	130,000
Tuition			375,000	375,000	750,000
Educational Enhancement Fee	Others		150,000	150,000	300,000
	Current Students		137,500	137,500	275,000
Seminar and Training Costs			21,250	21,250	42,500
Student Activity Costs	Others		20,360	—	20,360
	Current Students		6,840	—	6,840
Medical Examination and Insurance Fee			1,500	—	1,500
Total	Others		868,110	546,250	1,414,360
	Current Students		672,090	533,750	1,205,840

■ Attention

- (1) The sum paid at time of enrollment is the total for the first semester of the first year.
- (2) In the second year, the educational enhancement fee is each 150,000 yen per semester, the seminar and training costs are each 19,750 yen per semester, and student activity cost is 5,000 yen with the first semester fees.
- (3) International students pay an additional each 10,000 yen per semester every year for International Student Associate Fee.

■ Reduction or Exempting of Tuition for International Students

Tuition is reduced or exempt in some cases in accordance with the Bunka Gakuen University Regulations regarding the Reduction or Exempting of Tuition for Privately Financed International Students (reduction or exempting of university expenses starts from the second semester). Such reduction or exempting cannot be applied in combination with another scholarship.

How to Confirm the Result on Website

The Internet service of admission result is in Japanese only.

The admissions results via Internet are unofficial, please confirm the results sent by post.

Web(スマートフォン・iPhone・パソコン)から合否の確認ができます。
(合否発表日の午前10時より案内します。)

【合否案内サービス利用上の注意】

- このサービスはあくまでも速報であり、正式には郵送いたします合否通知書で再確認してください。
- このサービスの「誤操作」「見間違い」等に対して、本学は一切責任を負いません。
- サービス開始直後はアクセスが多く、つながりにくい場合があります。その場合はしばらくたってから再度操作をしてください。
- 機材の性能や接続方法、ブラウザ設定などにより表示に時間がかかったり、文字化けが発生する場合があります。

Web(スマートフォン・iPhone・パソコン)による合否確認方法

下記のアドレス(URL)または携帯電話用QRコードからアクセスしてください。間違いのないようアドレスを確認のうえ、アクセスしてください。

<http://www.gouhi.com/bunka-gakuen/>



このQRコードからもアクセスできます

(1) スマートフォン・iPhoneによる合否確認方法

■ 受験番号を入力

文化学園大学・
文化学園大学短期大学部

あなたの受験番号5桁を
入力してください。

よろしいですか?

■ 誕生日8桁を入力

文化学園大学・
文化学園大学短期大学部

あなたは
■入試
△△学部△△学科
受験番号
○○○○○番
ですね。

あなたの誕生日を8桁
で入力してください。
(例:2000年4月1日
→ 20000401)

よろしいですか?

合否案内が画面に表示されます。

入力した受験番号の内容を確認してください。

(2) パソコンによる合否確認方法(画面操作手順)

■ 受験番号を入力

文化学園大学・文化学園大学短期大学部

あなたの受験番号5桁を
入力してください。

よろしいですか?

■ 誕生日8桁を入力

文化学園大学・文化学園大学短期大学部

あなたは
■入試
△△学部△△学科
受験番号○○○○○番
ですね。

あなたの誕生日を8桁で
入力してください。
(例:2000年4月1日 → 20000401)

よろしいですか?

合否案内が画面に表示されます。

入力した受験番号の内容を確認してください。

※図はイメージであり、実際の画面とは異なる場合があります

Student Dormitories

To Applicants Wishing to Apply for Entering a Student Dormitory

Common dormitory for all schools within Bunka Gakuen. The university has two dormitories, the Fuchu International Student Hall and the Kodaira International Student Hall. Both are for men and women. If you wish to enter either of them, please submit the Dormitory Housing Request Form (university-designated) along with other required documents. Also, please check the box entitled "Dormitory Housing Request" on [Application Form 1]. In the case the number of applicants exceeds the vacancy capacity, applicants will be selected by lottery. A set of documents concerning entering and living in a dormitory will be sent to applicants chosen by lottery. For details of both, please refer to the following.

■ Daily Rules

The university's student dormitories accept students from all over Japan and International students from overseas. In order that the many students at the dormitories can live together and help one another to have a better student life, students wishing to apply to enter either of them are asked to observe the basic everyday rules to ensure they may enjoy a fulfilling dormitory life.

(excerpt from the Student Dormitory Regulations and Entrance Guide)

1. The gate or door opens at 7 AM and closes at 11 PM.
2. If you wish to stay out overnight, you must submit a designated form to the head of the dormitory prior to doing so.
3. Visitors must be received only at the designated area (the lobby). No visitors may stay overnight.
4. Pay attention to and check fire safety and locks.
5. Dormitory stay is renewable each year.

* Contacts for information on entering a dormitory : Bunka Gakuen University, Student Section (Phone 03-3299-2323)

	Fuchu International Student Hall (men and women)	Kodaira International Student Hall (men and women)
Location	3-1-1 Fuchu-cho, Fuchu-shi, Tokyo	3-3-1 Josuiminami-cho, Kodaira-shi, Tokyo
Transportation	• 5 min. on foot from North Exit from Fuchu station on Keio Line.	• 10 min. by Keio Bus from North Exit from Musashikoganei Station on JR Chuo Line. • 8 min. by Tachikawa Bus from North Exit / 8 min. by Keio Bus from South Exit from Kokubunji Station on JR Chuo Line.
Commuting Time and Fee to Campus	Approx. 40 min. (train) Keio Line : 3,490 yen (monthly)	Approx. 50 min. (bus and train) JR : 7,050 yen + Bus : 7,010 yen (monthly) * in case of accessing JR Musashikoganei station
Facilities of Private Room	Bath Unit (separate bathtub and toilet) / Washstand Air conditioner / Mini kitchen / Refrigerator / Freezer / Single bed (with storage) / Desk / Chair / Shelves / Shoe shelves / Closet / Mirror (full length) / Curtains / TV antenna / Internet connection (lease needed) * TV / PC not included	Bath Unit (bathtub, toilet, washstand)
Common Facilities	Seminar room Laundry / Drying space Common living area Mail corner	Seminar room Laundry / Drying space Conversation space Mail corner

■ Dormitory Expenses

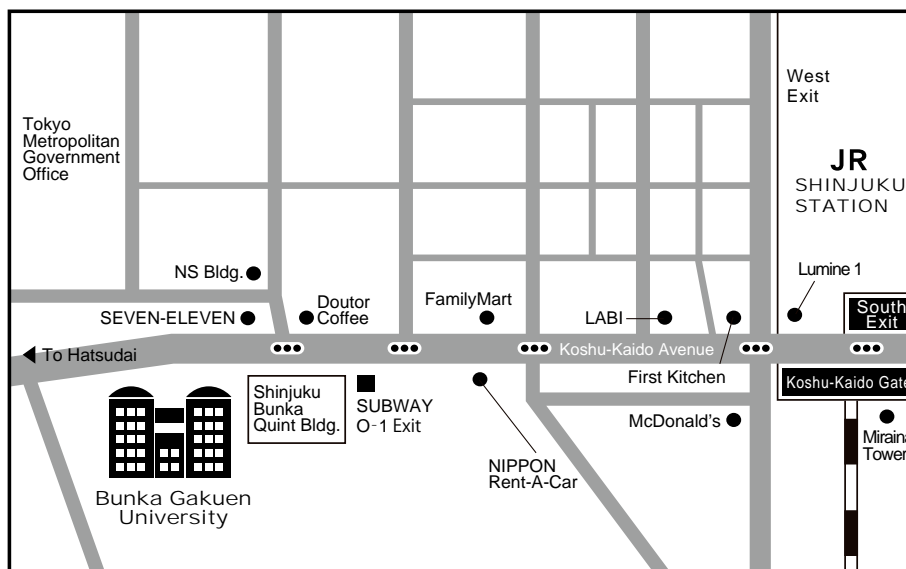
- Dormitory expenses are payable every half year (first and second semesters).
- Any amount paid will not be refundable as a general rule.
- Utilities and communications facility fees (Internet connection, etc.) are calculated and paid per room.

(monetary unit = yen)

Breakdown	Fuchu		Kodaira	
	First semester (first year)	Second semester	First semester (first year)	Second semester
Entrance Fee (first year only)	100,000	—	100,000	—
Room Charge	330,000	330,000	180,000	180,000
Common Service Expense	72,000	72,000	60,000	60,000
Total	502,000	402,000	340,000	240,000

Bunka Gakuen University

Map and Access to Campus / Examination Location



Address

3-22-1 Yoyogi, Shibuya-ku, Tokyo 151-8523

Access

From JR lines (Yamanote Line, Chuo Line, Sobu Line, Saikyo Line, Shonan-Shinjuku Line), Odakyu Line, Keio Line, and subway lines (Toei Shinjuku Line, Toei Oedo Line, Marunouchi Line) Exit Shinjuku Station at the South Exit or Koshu-Kaido Gate, and walk along Koshu-Kaido Avenue toward Hatsudai for seven minutes.

Contact

TEL 03-3299-2311 (Admissions Office)

<http://bwu.bunka.ac.jp>