

Application Guidelines

The deadline for application to the MFA Program is February 15th. MFA applicants are accepted in the Fall only. The application deadline for the Certificate Program is February 15th for Fall and October 1st for Spring. In addition to filling out the application form, applicants must submit additional materials to complete their application packet. Please read the following carefully.

Application Fee

A **\$75** non-refundable application fee is required of all full time program applicants. Any payment received after the application deadline will be considered a late applicant and will be charged a **\$90** late application fee. Please make check or money order payable to New York Studio School. If a check is written for you by someone else, be sure your name appears in the memo line. Applicants from outside the United States must remit the fee *either* by International Money Order *or* by a check drawn on United States bank. *Payments in non-U.S. currency will not be accepted.* Application fees may also be payable via credit card over the phone or via PayPal on our website: <http://www.nyss.org/apply/>

Letters of Recommendation

Two letters of recommendation are required for both the MFA and Certificate Program. These letters must be confidential and should be from professional individuals who know your interests and abilities in art, your working habits and/or can comment on your potentiality for advanced study.

In general, the best letters of recommendation are from people who:

- Have worked with you closely (e.g., a supervisor)
- Have known you long enough to write with authority (e.g., academic advisor)
- Have relevant expertise (e.g., professors)
- Are senior and well known (e.g., a departmental chair)
- Have a positive opinion of you and your abilities

The two letters may either be submitted with the completed application or may be mailed directly from the individual to the School. In both instances, letters should be sent in a signed and sealed envelope. **Note:** Be sure to contact your referees far in advance of the deadline.

Portfolios – May be submitted in either of the two formats listed below. Please follow specifications.

Slides

20 slides (10 drawings and 10 disciplinary) housed in a plastic slide sleeve. Each slide must have the slide number, applicant's name and orientation of the slide clearly indicated on each slide. Do not use labels. An inventory sheet with the applicant's name must accompany the portfolio and include the following information for each work: image number, title, size, medium, and date of work.

Digital format

Images must be submitted as JPEG files on a CD that can be read by both Mac and PC operating systems. Submit a total of 20 images. (Please be aware that any images beyond the 20 limit will be edited out). Do not include detail photos of work. Slideshows and Powerpoint presentations will not be accepted.

Each JPEG may be no larger than 1600 pix in any direction, image resolution must be between 72 and 100 dpi and each file must be less than 1MB.

An inventory sheet must accompany CD's and file names should be numbered accordingly. Title files as such:

FAMILY NAME.FIRST INITIAL_1.jpg, [e.g., ROTHKO.M_1.jpg, ROTHKO.M_2.jpg]

Portfolios will only be returned if the student submits a SASE. Otherwise, the School is not responsible for lost work. Portfolios will not be returned to international students. No original works will be accepted.

Transcripts- MFA APPLICANTS ONLY

Only official college and university transcripts will be accepted. Official records are defined as documents sealed in an envelope issued by the institution that bears the actual signature of the Registrar and the seal of the issuing institution. Unofficial and/or faxed photocopies are not acceptable. If you have attended more than one post-secondary institution, a transcript is required from each one.

Transcripts or School Records from International Institutions

Applicants who have academic documents from institutions outside of the US are required to provide original, attested, or certified true copies of academic records for each year of study. These records should be in the original language issued. If not in English, applicants must also submit an official translation of academic documents. Translations must be a complete, literal, word-for-word translation in the same format of the original academic document.

In addition to submitting the above-mentioned materials, all foreign transcripts must also be converted into U.S. educational equivalencies. Those records that are not converted into U.S. equivalencies by the issuing educational institution must be evaluated by an external evaluation agency.

The evaluation must be a course-by-course evaluation of university work and should include:

- Name of educational institution
- Location and address of institution
- Length of study
- U.S. educational equivalent (2-year college, 4-year college)
- Area of concentration
- Courses studied per academic year
- Conversion of course hours into U.S. semester hours of credit for each course evaluated
- Credits earned for each course evaluated
- Conversion of grades/marks into equivalent U.S. grades

The New York Studio School strongly recommends that international academic records be evaluated by the American Association of Collegiate Registrars and Admissions Officers (AACRAO)/Foreign Education Credential Service.

<http://www.aacrao.org/international/individual.cfm> . Fees for the evaluation of US education credentials tend to range from \$50 to \$250 per document, depending on the amount of detail required and the speed of response. For a list of other resources, visit the EduPass website at www.edupass.org/admissions/evaluation.phtml

Students can also contact:

World Education Services
PO Box 745, Old Chelsea Station
New York, NY 10113-0745 USA
Tel: 1-212-966-6311 or 1-800-WES-3895
Email: info@wes.org
Website: www.ets.org

Interviews

Applicants who are called for an interview prior to admission to the program may be required to bring an original portfolio of their work. A maximum of 10 works will be considered, and should represent what the student believes is their best work. There is no specific size limit to works admitted for portfolio review, but the applicant must be able to bring them to the School and leave with them. Works cannot be delivered to the School prior to the review, nor will applicants be able to leave items for later pick-up. The School is not responsible for any items that may be damaged in traveling to or from the School. Applicants should use their own discretion when considering what works to bring, and travel arrangements.

International Student Admissions

The School is authorized under federal law to enroll non-immigrant alien students to its programs. International students applying for the full-time programs must complete the full application and fulfill additional application procedures, as outlined below.

If English is not your native language, the Test of English as a Foreign Language (TOEFL) exam must be taken prior to applying to the School. As the School cannot provide English language support for international students, a minimum score of **80** on the internet-based test and **550** on the written test is required for admission. Further information about TOEFL can be found by contacting the Director of Student Services; online at <http://www.ets.org/toefl/>

After acceptance into a full-time program, international students must obtain an F-1 visa. In order to do so, you must submit an Application for Form I-20, together with supplemental proof of adequate financial resources to provide for your expenses while attending the School. These documents must reflect the total sum of tuition, fees and living expenses for a minimum of one year of study and must be in a readily accessible form such as liquid assets. More information regarding application for the F-1 visa will be provided upon acceptance to the School.

International students must pay an international student processing fee before an I-20 can be issued. The \$300 international student processing fee is non-refundable.

Tuition Deposits

Upon acceptance, all full-time students must pay a \$800 tuition deposit to confirm their place in the program. This deposit is non-refundable, but can be deferred for up to a year. Tuition will be invoiced before the start of each semester. The \$800 deposit will be deducted from tuition, as will any scholarship or work-study fellowship awards.

Deferred Admission

Once accepted to the program, students may defer beginning their program for up to one year. Upon receipt of their acceptance letter, which will include any financial aid awards, scholarships and work study fellowships, students must return that acceptance letter with their confirmation or deferral and deposit. Students who plan to defer must be aware that all awards are program and date-specific: they may not be deferred to future admission or applied to any other course at the School. The non-refundable tuition deposit will be applied to the semester in which you enroll.

NEW YORK STUDIO SCHOOL

OF DRAWING, PAINTING & SCULPTURE

8 West 8th Street, New York, NY 10011 T 212.673.6466 F 212.777.0996 www.nyss.org

MFA/CERTIFICATE APPLICATION

Carefully complete all requested information.

Name:

MS/MR LAST NAME/FAMILY NAME FIRST NAME/GIVEN NAME MIDDLE NAME NAME ON TRANSCRIPT (IF DIFFERENT)

MALE

FEMALE

DATE OF BIRTH (MONTH/DAY/YEAR)

U.S. SOCIAL SECURITY NUMBER (IF APPLICABLE)

EMAIL ADDRESS

Mailing Address: (Place where official correspondence will be sent)

STREET APT NO. VALID FROM -TO (MONTH/DAY/YEAR)

CITY STATE ZIP OR POSTAL CODE COUNTRY TELEPHONE

Permanent Home Address: (Place where you will always be able to be contacted) Check here if same as mailing address

STREET APT NO. EFFECTIVE DATE

CITY STATE ZIP OR POSTAL CODE COUNTRY TELEPHONE

Parent/Guardian Address: (In case of an emergency)

STREET APT NO. EFFECTIVE DATE

CITY STATE ZIP OR POSTAL CODE COUNTRY TELEPHONE

Are you a (check one): U.S. Citizen U.S. Legal Permanent Resident International Student

If you checked U.S. Citizen or Permanent Resident, please check which best describes your ethnic origin (optional):

American Indian or Alaskan Native

Black, Non-Hispanic

White, Non-Hispanic

Asian or Pacific Islander

Hispanic/ Latino

Multi-Ethnic

If you checked Permanent Resident please provide your alien registration number (on your Green Card): _____

If you checked International Student what is your: _____

COUNTRY OF BIRTH

CITIZENSHIP

FIRST LANGUAGE

The term you are applying for begins:

Fall 20_____

Spring 20_____

Summer 20_____

Program Choice: (select one)

Certificate (3 year)

Masters of Fine Arts (2 year)

Major: (select one)

Painting

Sculpture

How did you hear about the New York Studio School? _____

Educational Background: List all schools/colleges attended, starting with the most recent, give month and year of entering and leaving, and list degree (if obtained). **MFA APPLICANTS ONLY:** Applicants to MFA Program must demonstrate successful completion of a baccalaureate degree. Please note that an official college transcript must be forwarded for every institution that awarded credit towards the completion of the applicant's baccalaureate degree.

COLLEGE CITY/STATE/COUNTRY PERIOD ATTENDED (MM/YY- MM/YY) DEGREE OBTAINED

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General: Have you ever been enrolled in any New York Studio School program or course)? Yes No

IF "YES" NAME OF PROGRAM OR COURSE

DATES ATTENDED

References: Name two (2) persons acquainted with your academic work (former professors, deans, etc.) or with your professional experience, which you will ask to recommend you and must be sent in sealed envelopes signed by sender across the envelope flap. These should be submitted with the other documents and application if possible.

NAME	ADDRESS	EMAIL	PHONE
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NAME	ADDRESS	EMAIL	PHONE
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Required Essays: On a separate sheet of paper, answer the following questions. Each answer should be no more than 500 words.

Essay 1: Why do you want to study at the New York Studio School?

Describe your intentions for wanting to study at the New York Studio School and what you hope to get from this experience.

Essay 2: Describe the exact nature of your work as it relates to your current studio practice.

Provide an extended artist's statement and include your future goals of progression.

The information I have supplied on this application is true to the best of my knowledge and belief. I understand that the material submitted with this application becomes the property of The New York Studio School and will not be released to another party.

SIGNATURE

DATE

The Admissions Committee will make a decision on your application only after all of the following materials have been received:

- **Application:** Completed application form.
- **Application Fee:** \$75 non-refundable application fee.
- **Official Transcripts:** Original copies of your official college transcripts sent to the address below or mailed together with rest of application materials. Photocopies will not be accepted. International students must supply official English translations of all requested records. Untranslated documents will not be accepted.
- **TOEFL (Test of English as a Foreign Language) Results:** Required if English is not your native language. International students should register for the earliest test date available. Visit www.toefl.org for more information.
- **Written essays:** described above on a separate sheet.
- **Two recommendations:** From the names listed above. May be sent directly to the School or sent along with rest of application materials.
- **Portfolio:** All applicants must submit a portfolio consisting of 20 pieces of work (10 drawings and 10 disciplinary). Presentation must be either slides or CD. All portfolios should be clearly labeled with your name, date of work, size and medium. Original artwork will not be accepted and the New York Studio School is not responsible for any original artwork submitted. Please note: Portfolios may be mailed to the address below or may be dropped off in person.
- **Portfolio image list** – See the specific admissions guidelines for details and formatting requirements.

Submitted Materials: All materials submitted to the Office of Admissions, including the portfolio, additional essays, transcripts, letters of recommendation, etc., become the property of the New York Studio School.

Return of Artwork: After review, work submitted via mail to Admissions will be returned only if you provide a SASE with your application materials. Due to limited storage, we are not able to hold work for pickup.

Interview: All applicants residing within a 200-mile radius of the city are strongly advised to contact the School to arrange a personal interview and portfolio review with the Admissions Committee. Portfolio requirements are listed above. The Director of Student Services will be contacting you once all of the appropriate application materials are received to set up an appointment.

Accepted Applications: When notified of acceptance, applicants will receive complete instructions about further procedures regarding financial aid, tuition and fees, I-20 visas (for non-residents of the U.S.), and other matters. The Admissions Committee's decision to admit an applicant is always contingent upon his or her successful completion of any studies that s/he may be currently pursuing and on the Admissions Committee's receipt of the final transcripts of those studies.

Deadline: Please contact the Director of Student Services for admission deadlines or refer to the website www.nyss.org for more information. All application materials may be mailed or submitted in person. For all materials sent by mail, use the following address:

**ATTN: Admissions
New York Studio School
8 West 8th Street
New York, NY 10011**