

Two-Part Application Check List

This Check List is provided to help simplify the application process. Please be sure that you have followed all directions carefully. **Remember this is a two-part application. The two parts and their two destinations are listed below.**

Part I: Brooklyn College Application:

- Completed Brooklyn College Application
- Official Transcripts
- Letters of Recommendation
- \$125.00 application fee (do not send cash)

Send these Part I materials to:

**Office of Admissions
Brooklyn College
2900 Bedford Avenue
Brooklyn, New York 11210-2889**

Part II: Art Department Application:

- Completed Art Department Application
- Personal Statement
- Portfolio
 - ___ Slide Portfolio submitted in a Kodak Slide carousel tray (Universal or Transview 80), carefully following the correct procedures as stated in the "Art Department Application Requirements"
 - ___ VHS, CD-ROM (Mac), and/or DVD – Mandatory portfolio requirement for digital applicants
- Return postage for submitted materials

Send these Part II materials to:

**Art Department
Attention: Graduate Deputy, MFA Program
Brooklyn College
2900 Bedford Avenue
Brooklyn, New York 11210-2889**

Failure to follow these instructions may cause a serious delay in processing your application.

How to Package Your Slides

The following instructions must be followed in the packaging of the carousel slide box:

1. Place the Art Department application in the carousel box. Your Slide Inventory should list each slide in chronological order, with date, dimensions, medium, and title if any.
2. Cover only the top of the carousel box in plain brown paper and glue *uncanceled stamps (not postage meter tape)* necessary for its return postage in the upper right corner. **SLIDES WILL BE DISCARDED IF POSTAGE IS NOT RECEIVED.** (International applicants who are not able to obtain U.S. postage may send international postal coupons or a money order to cover the cost of return postage.)
3. Center on the top of the carousel box, a typed (or clearly printed) mailing label with the name and address to which you would like it returned. Please specify on the box whether postage is for Parcel Post or Priority Mail.
4. Wrap the box (which is now ready for return mail) in plain brown paper or use a large padded mailer. Do *NOT* place carousel box in an additional box or place carousel in a different kind of box for return mailing as we do not have extra storage space for extra or odd-sized boxes and they will be discarded. Place your name and return address in the top left corner, necessary postage in the top right corner, and center the following mailing address:

Art Department
Attention: Graduate Deputy, M.F.A. Program
Brooklyn College
2900 Bedford Avenue
Brooklyn, New York, 11210-2889

Note: The Art Department will acknowledge receipt of application and slide portfolio only if the applicant provides a self-addressed, stamped postcard for this purpose. This information will not be given over the phone. Every precaution will be taken to secure the safety of the slides submitted for review. However, Brooklyn College assumes no responsibility for loss or damage to the slides from any cause.

Art Department Application Requirements

A high degree of capability and commitment is required of applicants to the Brooklyn College Art Department. Applicants must hold a bachelor's degree from an accredited college or university or a diploma from a four-year accredited professional art school. Admission to the Master's of Fine Arts program is on a highly selective and competitive basis.

ADMISSION

Students are admitted in the Fall of each year. The admissions committee's decisions are mailed in mid-April. No decision will be given over the telephone. To apply for more than one area of concentration, separate applications, fees, and supporting documents must be filed. The work submitted should be representative of the applicant's experience in that particular field.

Application Deadline for Fall:

February 1st (Internationally Educated Applicants)

March 1st (Domestically Educated Applicants)

*Applications and all supporting documents must be RECEIVED no later than the above deadlines. **NO APPLICATIONS WILL BE ACCEPTED AFTER THE DEADLINE DATES.***

All of the following three Art Application materials must be sent directly to:

Art Department
Attention: Graduate Deputy, MFA Program
Brooklyn College
2900 Bedford Avenue
Brooklyn, New York, 11210-2889

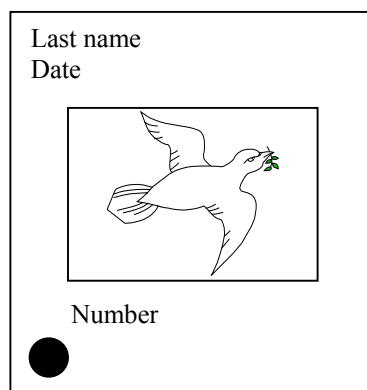
1. **ART DEPARTMENT APPLICATION** with all information typed or clearly printed. Be sure to complete both sides of the document.

2. **PERSONAL STATEMENT**, preferably typed and not to exceed one page in length. Typical statements include reasons for applying to the MFA Program at Brooklyn College, and focus on the work in terms of influences, interests, research, and current direction. List your name and area of study at the top of the personal statement.

3. **PORTFOLIO**

Applicants who fail to submit examples of their work in a slide portfolio will not be considered. The mandatory method of portfolio submission for painting/drawing, photography, printmaking, and sculpture is a slide portfolio as indicated below. Videocassette, CD-ROM (Mac), and/or DVD is acceptable for digital applicants and also as supplementary material for slide portfolio applicants. Applicants are strongly urged to mail their slides using a guaranteed delivery service in order to be received prior to the deadline dates.

SLIDES MUST BE SET FOR VIEWING IN A KODAK CAROUSEL TRAY (UNIVERSAL OR TRANSVIEW 80). SUBMIT NO MORE THAN 15 (FIFTEEN) PROFESSIONAL-QUALITY COLOR SLIDES, 35MM ONLY. The slides should indicate the individual's major interest and direction and, in addition, should demonstrate the applicant's ability. Sort the slides in chronological order ending with the most recent (more than half should represent work done within the past year). Mark the front of each slide (do not use labels to mark slides as these can cause the slides to stick and fail to drop when projected) with your name and the date in the upper left corner, and with its number and a dot in the lower left corner. When the slides are loaded properly, these dots will be visible near the outer rim of the carousel. It is recommended as a precautionary measure that duplicates be kept of the slides that are sent and that time is taken to view the slides on a projector to ensure that they are loaded properly.



Art Department MFA Application

Type or carefully print ALL INFORMATION below:

Last Name _____ First _____ Date _____

Middle Name _____ Social Security Number _____

Date of Birth _____ Place of Birth _____

Present Street Address _____ City _____

State _____ Zip Code _____

Country _____ Telephone (____) _____

Previous Degree(s) Attained _____ Date of completion _____

Institution _____

Field of study _____

Name of persons sending letters of reference, with their affiliation

1. _____

2. _____

Your Choice of Media for Concentration _____ Painting/Drawing _____ Photography
_____ Printmaking _____ Sculpture _____ Digital Art

List any other schools or circumstances where art training was received if these may have some bearing on this application. Give details, including periods of study and subjects, when transcripts or other proof cannot be provided to the Office of Admissions within due course. (If you prefer, attach a resume to the application and write "See Resume Attached" below.)

Indicate if you now hold, or may soon attain, another master's degree and give the specific field of study or specialization.

Do you intend to transfer graduate art credits earned outside of Brooklyn College? Name the school and give the number of credits you want transferred to this program. (Note: Admission must result before formally applying for transfer credit. The maximum allowable is twelve credits, if approved.)

If you attended Brooklyn College as a non-matriculated student, how many graduate art credits were earned (at a grade of B or better)? _____

Personal Statement

Submit on a separate page, a typed (or clearly printed) personal statement. Do NOT exceed one page. Include the statement with your Art Department Application Package.

Slide Inventory of Original Work

Slides must be submitted in a KODAK slide carousel, Universal or Transview 80

TITLE	MEDIUM	SIZE	DATE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Please read the "Art Department Application Requirements", thoroughly, taking care to follow correct procedures. Remember to include this form inside your carousel box with MAXIMUM of fifteen slides by the specified deadline dates. Application materials (slides, CD-ROMs, VHS tapes) will be discarded if return postage is not received.

Inventory of Other Materials:

TITLE	FORMAT	DESCRIPTION	DATE
Ex. "Dream"	NTSC Video	2 Min, Experimental	2002