

MFA APPLICATION PROCEDURES

You will need to apply through the online admission application. This document covers the steps for applying.

Cost & Finances

The City College Tuition & Fees:

<http://www.ccny.cuny.edu/bursar/tuition-and-fee-information.cfm>

The City College Scholarships & Awards:

<http://www.ccny.cuny.edu/cwe/scholarships-and-awards.cfm>

The City College Financial Aid:

<http://www.ccny.cuny.edu/admissions/financial-aid.cfm>

Application Deadline

Application for admission must be made by **March 1** prior to the fall term in which applicant intends to enter the degree program. Application materials **MUST BE** received in the Art Department by 5:00 pm March 1 (this is not a postmark date).

As of August 1, 2014, the program will admit new students in the fall and spring.

Application for admission must be made by **October 1** prior to the spring term in which applicant intends to enter the degree program.

Applicants will receive a decision in mid-April. Those accepted to the program must notify the Art Department in writing by June 1st of their intention to attend the program. Matriculation fees to The City College must be paid by August 1st to confirm studio space.

Applicant Qualifications

Applicants must have a BA, BS, or BFA degree with a concentration in any of the following: drawing, painting, printmaking, sculpture, photography, installation, intermedia, multimedia, performance art, or related field.

Candidates are required to have a substantial number of undergraduate credits in art, preferably at least twenty-eight credits or the equivalent in studio art, and twelve credits or the equivalent in art history. Exemptions from these requirements may be made at the discretion of the Departmental Graduate Committee and the Divisional Dean.

Applicants who show strong artistic promise, but do not meet the above degree requirements, may be granted admission on a provisional basis. The student may be

required to take undergraduate courses that do not count towards fulfilling the MFA requirements.

Students admitted on a provisional basis will receive a review at the end of their first term and based upon their progress will either be fully admitted to the program or requested to leave.

Application Guidelines and Digital Portfolio Requirements

Applications to the program should include the following materials:

- MFA application form
- Transcripts from each degree-granting institution attended (unofficial copies are not acceptable)
- Curriculum vitae or artist's résumé
- Personal statement (about one page)
- Digital online portfolio consisting of 20 images in jpeg or tiff format
- List of works documenting the artwork (title, medium, dimensions, date)
- 2-3 letters of recommendation

Please follow the guidelines below.

Link to the MFA Application Form

https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=CUNYCCNYG

Transcripts

Please do not submit the transcripts separately. Please include them with the rest of your application materials. Unofficial transcripts are not acceptable.

Curriculum Vitae or Artist's Résumé

Guidelines for artist's résumés can be found on the College Art Association website: <http://www.collegeart.org/guidelines/resume.html>

Personal Statement

Please discuss your artwork and your reasons for pursuing an MFA at City College.

Digital Portfolio Requirements

To be considered for the MFA Studio Art program, you must provide a portfolio of twenty images to support your application to the program. You must provide a URL to a shared folder such as Dropbox, WeShare or GoogleDrive where we can review your the portfolio online.

*Please do not send us material on a CD or DVD. It is mandatory that you submit your portfolio online for application review.

Digital Portfolio Requirements

- Still images must be either JPEG or TIFF files, maximum dimensions of 1024 x 768.
- Each file must be named with the applicant's Lastname_Firstname_xx.ext.
- Smith_Josephine_01.tif
- Smith_Josephine_02.tif
- etc.
- Files sizes larger than 3 MB will not be opened or reviewed.
- Applicants must also include a file in the folder as a MS Word (.doc), a plaintext (.txt) or Adobe Acrobat (.pdf) file with an inventory of images (name and title, medium, dimensions, dates).
- Powerpoint, Flash or similar presentation formats are NOT acceptable.

Letters of Recommendation

Two to three letters of recommendation should be submitted. The letters should discuss the quality of the creative work, potential and other related aspects. These should be from former instructors or creative professionals who know your work. Letters should be written on letterhead and should be sealed with the recommender's signature. Please include the letters in the online application.