

UCLA DEPARTMENT of ART

PORTFOLIO GUIDELINES

Graduate Admissions

In addition to submitting the required sections of the online application (www.gradadmissions.ucla.edu), all applicants must submit a portfolio of work consisting of a maximum of twenty still images in digital (CD-R) format, with printed back-up. Applicants whose work is time-based should submit film stills, video stills, and/or performance documentation as still images and should also submit DVDs. In addition to still images and DVDs, applicants may also provide URLs for time-based work available on-line.

Portfolio submissions must be received by the Department of Art at the address listed below no later than 5pm, Monday, **January 9, 2012**:

UCLA Department of Art
Attn: Caron Cronin
Broad Art Center, Room 2275
240 Charles E. Young Drive
Los Angeles, CA 90095-1615

Materials-including portfolio submissions- cannot be returned to applicants.

Please see below for specific guidelines regarding submissions.

A. Still Images in Digital Format (REQUIRED FOR ALL APPLICANTS)

1. Still images must be either **JPEG** or **TIFF** files, maximum dimensions of 1024 x 768 at 72 dpi. Images must be correctly rotated for viewing.

2. **Each file must be named as applicant's Lastname_Firstname_xx.ext.** (Example: 1st image: Bruin_Joe_01.tif, 2nd image: Bruin_Joe_02.tif, etc.)

3. **File sizes larger than 3 MB will not be opened, nor reviewed.**

4. Files must be submitted on a Macintosh and Windows -readable **standard-size CD with applicant name, and the area to which you are applying, written directly on the disc.** BE SURE TO TEST YOUR DISC ON SEVERAL COMPUTERS before submitting, not just the computer on which the disc was burned.

5. Applicants must also include a file on the CD as a MS Word (.doc), a plaintext (.txt) or Adobe Acrobat (.pdf) file with an inventory of the images (name and title, medium, dimensions, dates). Applicants submitting images documenting installation, performance, and project-based work should also include brief descriptions. **Please also print this list and include it with your portfolio submission.**

6. **Place all image files (up to 20) in a single folder on the CD.** Layout template is as follows:

Bruin_Joe MFA 12 (disc name)
-Bruin_Joe_image_list.doc
-Bruin_Joe_images (folder)
 -Bruin_Joe_01.tif
 -Bruin_Joe_02.tif
 ...
 -Bruin_Joe_20.tif

(instructions continue on next page)

7. For reference purposes, **applicants must also provide printed back-up** of still image submissions, **printed in color on high quality or photo paper** no larger than 8 ½" x 11", no more than five (5) pages maximum. Printed back-ups may be thumbnails, but must be **no smaller than 2" x 3"**. Printed back-up images must also include file names, for reference. **Please be sure that the printed back-up is labeled with your name.** All portfolio materials must be able to fit into standard manila folders; please do not send oversize images or presentation binders.

8. **Unreadable or incorrectly formatted CDs will not be considered.**

9. Powerpoint, Flash or similar presentation formats are **NOT** acceptable.

B. Time-Based Work (IN ADDITION TO STILL IMAGES, AS APPROPRIATE)

1. Time-based work should be submitted on DVD. Applicants are also encouraged to upload time-based work to a website and submit the URLs **in addition** to DVDs.

2. In most cases, no more than ten minutes of time-based work will be viewed. To best represent your practice, submit multiple works in excerpts of three minutes or less. You should also include full-length versions of longer works for reference.

3. DVDs should be authored into chapters with a menu indicating the title, date, length and excerpt length of each work. If you are submitting multiple excerpts, all excerpts should be on a single DVD. Full-length works should be included on the same DVD with the excerpts, if possible. DVDs should be formatted for viewing on a DVD player, not on a computer.

4. DVDs should be clearly labeled with your name, the title and date of the work or works, the total length, and the length of the excerpts to be viewed. Single DVDs with multiple excerpts and/or full-length works and menus as specified above can be labeled simply with your name and "Compilation." Please do not send DVD masters, only copies.

5. Applicants must also include a list with the title, date, length, and a brief description of each time-based work, as well as the length of segments to be viewed. If you also have uploaded your work to a website, you should also list your homepage URL, as well as the URLs of the web-pages for each work. This list can be included on the same page as your printed slide/image list.