



## UCLA DEPARTMENT of ART PORTFOLIO GUIDELINES Graduate Admissions

In addition to submission of the UCLA Graduate Division Online Application ([www.grad.ucla.edu/apply](http://www.grad.ucla.edu/apply)), all applicants also must submit a portfolio of work consisting of a maximum of twenty still images as part of the online supplemental application (<https://supplemental.arts.ucla.edu/grad/>). Applicants whose work is time-based should submit stills and/or performance documentation as jpegs, in addition to submitting time-based work. Applicants with time-based media must upload pieces (up to four files, maximum). The combined total of the four files may not exceed 12 minutes. **Optional: In addition to the four uploaded files**, applicants with time-based media may also submit **two** identical DVDs each with full-length versions of the excerpts uploaded online. Please understand that in most cases, no more than 12 minutes of time-based media will be reviewed via the online application. DVD submissions, therefore, might – or might not- be considered in the review process.

Deadlines:

**January 9, 2017, 5pm PST:** **ONLINE GRADUATE DIVISION APPLICATION:**  
( [www.grad.ucla.edu/apply](http://www.grad.ucla.edu/apply) )

**January 11, 2017, 5pm PST:** **SUPPLEMENTAL APPLICATION, including PORTFOLIO SUBMISSION:**  
( <https://supplemental.arts.ucla.edu/grad/> )  
Applicants to the MFA program in Art must also submit their personal statements and applicant portfolios via the [Supplemental Upload System](#). Please refer to **INFORMATION for GRADUATE (MFA) APPLICANTS** for detailed instructions.

**January 11, 2017 (postmark):** **Optional - DVDs for applicants with time-based media:**  
**In addition to the four uploaded files submitted as part of the Supplemental Application System**, applicants with time-based media may also submit **two** identical DVDs each with full-length versions of the excerpts uploaded online.

Send to:  
UCLA Department of Art  
Attn: Graduate Admissions  
Broad Art Center, Room 2275  
240 Charles E. Young Drive  
Los Angeles, CA 90095-1615

*(Note: Official Transcripts also due by January 11, 2017. Refer to INFORMATION for GRADUATE MFA APPLICANTS for detailed instructions.)*

Materials –including DVD 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 submitted in **.jpg** file format, uploaded to the School of the Arts and Architecture [Supplemental Upload System](#) , linked to the UCLA Graduate Division Online Application.
2. Maximum file size is 2000 x 2000 pixels. File sizes may not exceed 5MB per file.

3. Images must be correctly rotated for viewing.
4. Applicants will be asked to provide the title, medium, dimensions, and date for each artwork. Applicants submitting images documenting installation, performance, and project-based work should also include brief descriptions (1000 characters maximum).

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

1. Applicants with time-based media **must** upload pieces (up to four files maximum). For each submitted file include the title, date, duration, and a brief description in the corresponding "Caption" section. In most cases, no more than twelve minutes of time-based work will be viewed. Therefore, to best represent your practice, submit excerpts with running times of three minutes or less.
2. **Optional: In addition to the four uploaded files**, applicants may also submit **two** identical DVDs each with full-length versions of the excerpts uploaded online. Please understand that in most cases, no more than 12 minutes of time-based media will be reviewed via the online application. DVD submissions, therefore, might – or might not- be considered in the review process.
3. As appropriate: DVDs should be authored into chapters with a menu indicating the title and date, as well as the running time, of each piece. DVDs should be formatted for viewing on a DVD player, not on a computer.
4. As appropriate: DVDs must be clearly labeled with the following: your name, Fall 17 MFA, and the area to which you are applying. Please do not send DVD masters, only copies.
5. As appropriate: With the DVD submission, applicants must also include a printed list with your name, and the title, date, running time, and a brief description of each time-based work. Applicants submitting DVDs are encouraged to also include an inventory list of the time-based media files uploaded to the supplemental application, as well as an inventory list of the still-image submissions.