



UCLA DEPARTMENT of ART

INFORMATION FOR GRADUATE (MFA) APPLICANTS

Fall 2017

Thank you for your interest in the UCLA Department of Art MFA Program. Admission to the program is by recommendation of faculty and contingent upon final review and acceptance by the Graduate Division. All materials must be submitted by the published deadlines; incomplete applications will not be reviewed. Please be aware that applicants must submit both the UCLA Online Graduate Division Application AND the Supplemental Application, via the Supplemental Upload System. The deadlines for receipt of application materials are as follows:

January 9, 2017: ONLINE GRADUATE DIVISION APPLICATION: (www.grad.ucla.edu/apply)

- ✓ Required Application Sections, including the unofficial transcript upload, and "Department of Art" section (Area of Study, Reference Names). Please see below for more information.
- ✓ Fellowship Application (*optional*). For applicants to the Graduate Opportunity Fellowship, please also complete the Diversity Statement, as part of the online application.
- ✓ Application fee (non-refundable **\$105.00** fee for US Citizens and Permanent Residents; **\$125.00** for all other applicants.)

→ **Submit online:** www.grad.ucla.edu/apply
Due January 9, 2017, by 5pm Pacific Standard Time

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January 11, 2017:

- ✓ **SUPPLEMENTAL APPLICATION:**
(<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**, no later than January 11, 2017. Please refer to detailed instructions below, and to the Department of Art Portfolio Guidelines for additional information.

→ **Submit online:** <https://supplemental.arts.ucla.edu/grad/>
Due January 11, 2017, by 5pm Pacific Standard Time

- ✓ **TRANSCRIPTS:**
In addition to the unofficial transcripts uploaded as part of your online application, all applicants must submit **one** official (sealed) transcript from the institution from which you received or will receive your undergraduate degree. Applicants must also submit transcripts from institutions attended after completion of the undergraduate degree, if applicable. Please use mailing address below.
- ✓ **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. 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.

Please refer to "[Portfolio Guidelines](#)" for specific instructions.

Transcripts (all applicants) and DVDs (optional, for applicants with time-based media) must be postmarked by and sent to the Department of Art at the address listed below no later than **January 11, 2017**.

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

IMPORTANT - PLEASE NOTE:

- The Art office is closed weekends, including Jan 7th and 8th. Transcripts and DVDs not sent by mail may be dropped off in person, business days 8am – 5pm, through January 11, but no later.
- Letters of Recommendation are NOT required for application to the Department of Art. **Unsolicited letters of recommendation will NOT be included in the application review process; please do not complete this portion of the online application.**
- GRE scores are NOT required.
- Materials – including DVD submissions and transcripts – cannot be returned to applicants. **Please do not send original artwork or printed portfolio materials**
- Applicants can expect to receive notification regarding admissions decisions online, www.grad.ucla.edu, in mid-March.

Completing the Online MFA Application

The following information will be updated periodically to address frequently asked questions and tips for applicants. Below is an outline of the online application, with information about how to complete it. The online application is found here: www.grad.ucla.edu/apply

Updated: 11/22/16

Important Update for Fall 2017 MFA Art Applicants:

The Fall 2017 MFA Art Application is once again available online at www.grad.ucla.edu/apply, following a temporary interruption. Access to the [Supplemental Application](#) will be available effective December 1, 2016.

If you began your online application prior to 10/31/16, please be aware that certain Department-specific components of the graduate application will need to be submitted via our Departmental Supplemental Application system, even if you previously included them in the “DecisionDesk” Online Graduate Application. If you already uploaded your Statement of Purpose, Artist Statement and/or Portfolio, you will need to re-upload these materials to the [Supplemental Application system](#) (<https://supplemental.arts.ucla.edu/grad/>) in order to complete the application.

To facilitate your application process, please refer to the information below for detailed instructions for all components of the online application. For more information about the MFA program, please visit our Website, www.art.ucla.edu.

If you have any questions, please email artinfo@arts.ucla.edu.

Thank you for your interest, and for your patience.
UCLA Department of Art

1. Welcome

Name, Email, Term (Fall 2017).

2. Basic Information

Address, Contact Info, Visa info (as appropriate), Phone Number, Gender, Date of Birth.

3. Plans for Graduate Study

Application Type (New, Readmission, etc), Program Participation (as appropriate).

Tip for applicants: If you applied for the MFA program in a previous year but were not offered admission, please select “New” for application type.

4. Biographical Data

5. Citizenship

Country of Citizenship, State of Birth, English Proficiency, Fee Waiver eligibility.

Information about English Proficiency (for International Students):

<https://grad.ucla.edu/admissions/english-requirements/>

Other information for International Applicants:

<https://grad.ucla.edu/admissions/international-applicants/>

For Applicants applying for Need-Based Fee Waivers:

Waivers of UCLA's application fee are available for U.S. citizens, Permanent Residents and others who meet the following criteria:

Are currently enrolled in a college or university

and

Receive need-based financial aid (if not a U.S. citizen or Permanent Resident, this financial aid must come from the state of California)

and

Submit a statement from their Financial Aid officer confirming all of the above and stating that payment of UCLA's \$105.00 application fee would be a financial hardship.

If you meet all of these criteria, select Fee Waiver in the application, upload the statement from your Financial Aid officer in this section.

Do not submit income tax returns, unemployment documents, copies of your FAFSA Expected Family Contribution or other financial estimates; **these cannot be accepted as documentation of eligibility for a fee waiver.**

6. Academic History

List Previous Schools Attended, including GPA, dates attended, degree, and major. Upload Unofficial Transcripts.

Note: In addition to uploading your unofficial transcript, the official transcripts must be sent to the Department of Art office. Please refer to detailed instructions on page one. Please also note that you are not required to include transcripts for community college or study abroad coursework, if completed prior to completion of your BA degree.

Tip for applicants: When searching for institutions in the Academic History section, please be sure to leave City Name and School Name fields blank (search only by State/Country).

7. Test Scores

This section is **OPTIONAL** and can be skipped.

Note: GRE/GMAT SCORES ARE NOT REQUIRED for the MFA program, and are not used in the review process.

8. Fellowship Application –Masters

The fellowship application is **OPTIONAL**, and pertains to campus-wide merit-based University awards.

*If you do not wish – or are not eligible- to apply for any of the awards, select "None" in the Graduate Division Fellowships field. Note that all admitted applicants are considered for merit-based **Departmental** funding whether or not they are eligible for the University awards.*

Award descriptions and eligibility information can be found within the online application, and online here:

<https://grad.ucla.edu/funding/financial-aid/funding-for-entering-students/fellowships-grants/>

For applicants to the Graduate Opportunity Fellowship Program: You will need to also upload a diversity statement in the application. More information here:

<https://grad.ucla.edu/funding/financial-aid/funding-for-entering-students/graduate-opportunity-fellowship-program-gofp/>

9. Professional Experience

List Recent and Previous Employers, including start and end dates, position/title, and experience.

10. Personal History Statement (OPTIONAL)

This Statement is **optional** and should not duplicate the Statement of Purpose (see #17).

Prompt: Describe how your background, accomplishments, and life experiences led to your decision to pursue the graduate degree for which you are applying. Include any educational, personal, cultural, economic, or social experiences, challenges or opportunities relevant to your academic journey. In addition, please describe any aspects of your personal background, accomplishments, or achievements that will allow the department to evaluate your contributions to the University's diversity mission. Contributions to diversity and equal opportunity can take a variety of forms, such as efforts to advance equitable access to education, public service, that addresses the need of a diverse population, or research that explores inequalities.

(Text box: 8000 character max)

11. Survey Information (OPTIONAL)

This section asks questions such as “How did you learn about the MFA program?”

12. Supporting Documents (OPTIONAL)

Note: If you wish to upload a Curriculum Vitae (optional) you may do so here. Please also note that you will be prompted to provide information that is usually included on CV's (Awards, Honors, Exhibitions, etc.) in text format in different section of the online application (see #17).

13. Application Agreements

This section requires your electronic signature (type your name into the box) to acknowledge that your application is correct and complete, and that you agree to pay the application fee.

14. Disclosure Statement

You need to confirm you've read the disclosure statement provided.

15. Area of Study and Reference Names

Select only one area of study for which you wish to be considered (Ceramics, Interdisciplinary Studio, New Genres, Painting/Drawing, Photography, Sculpture). Area descriptions are available online here: www.art.ucla.edu/graduate/areas.html . Please also list three references and email addresses (phone and address optional).

*Note: Please note that while a list of three references/recommenders is required, letters of recommendation are not. **Unsolicited reference letters will NOT be included in the review process.***

UPDATE 11/22/16: The “DecisionDesk” online application includes a prompt for a Statement of Purpose. Please be aware that the Statement of Purpose is **required** as part of the **Supplemental Application**. Therefore you may disregard the Statement of Purpose prompt in this section; but you **MUST** submit the Statement of Purpose as part of the Supplemental Application (see below).

16. Art Portfolio

All applicants must submit a portfolio of work and personal statements using a **supplemental upload system (see #17 and #18, below)**. Your application is **not** complete until you submit both this main application and the supplemental application.

Please submit your portfolio and personal statements at <https://supplemental.arts.ucla.edu/grad/>. Refer to the portfolio guidelines posted at the [Department of Art Website](#) for further instructions.

12/22/16 - Tips for applicants:

*Applicants may log-in to the supplemental upload system **before** submitting the general UCLA Graduate application, but please allow for a short delay from the time you **initiate** your UCLA Graduate Application to your accessing the supplemental upload system.*

*The supplemental application system will prompt you to provide information for verification purposes, including the email address you used to initiate the UCLA Graduate Application as well as your date of birth, so this information **must** be entered into the general UCLA Graduate application before you can access the supplemental system.*

Once identification is verified, you will receive a confirmation email with additional log-in instructions.

17. Supplemental Application System – Awards & Exhibitions, Personal Statements

Applicants will be prompted to provide the following information:

- Awards/Distinctions/Exhibitions/Residencies/Publications/Organizations

Prompt: Please list relevant awards, distinctions, exhibitions, residencies, publications, and professional organizations in which you hold membership.

- Statement of Purpose (required)

Prompt: Please state your purpose in applying for graduate study. Describe your scholarly and research area(s) of interest, experiences that contributed to your preparation in the field, and your plans for your future occupation or profession. Briefly describe experiences that have prepared you for advanced study or research, and provide any additional information that may aid the selection committee in evaluating your preparation and aptitude for graduate study at UCLA. This statement should be no longer than 6000 characters (approximately 1000 words). It is recommended that you write your statement in a separate word processing program, then cut and paste it into the space provided.

Note (11/22/16): All applicants MUST include a Statement of Purpose as part of the Supplemental Application, even if one was already uploaded to the “DecisionDesk” Online Graduate Application.

- Artist Statement (required)

Prompt: Please use this section to submit a short statement about your artwork. The statement should be no longer than 3000 characters (approximately 500 words). It is recommended that you write your statement in a separate word processing program, then cut and paste it into the space provided.

18. Supplemental Application System – Portfolio Submission (required)

All applicants must submit a portfolio of work consisting of a maximum of 20 still images.

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), and for each submitted file include the title, date, duration, and a brief description in the corresponding “Caption” section. To best represent your practice, upload files with running time of three minutes or less. The combined total of the four files may not exceed 12 minutes. **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.

Please refer to the portfolio guidelines posted at the [Department of Art Website](#) for detailed instructions.

FORMAT GUIDELINES:

- **STILL IMAGES (.jpeg)**
Maximum file size: 2000 X 2000 pixels / 5MB

Note: 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). No more than 20 images may be submitted; applicants will not be able to submit application with fewer than 15.

- **TIME BASED MEDIA**
To best represent your practice, upload files with running time of three minutes or less. The combined total of the four files may not exceed 12 minutes.

Note: 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).

19. Review Application (UCLA Graduate Division Application)

Please review your application thoroughly before you submit. Once you submit, you CANNOT make changes. If you don't qualify for the fee waiver, you need to click the "Apply Payment" button and submit your payment via credit card. Then you can submit your application. **DEADLINE: January 9, 2017 (5pm PST).**

20. Review Application (Supplemental Application)

Please review your supplemental application thoroughly before you submit. Once you submit, you CANNOT make changes. **DEADLINE: January 11, 2017 (5pm PST).**