UCLA ARTS

UCLA DEPARTMENT of ART
PORTFOLIO GUIDELINES – MFA Art
Fall 2025

MFA APPLICATION DEADLINE: January 9, 2025 (11:59pm PST)

As part of the UCLA Graduate Division Online Application (www.grad.ucla.edu/apply), all applicants must submit a portfolio of work consisting of a maximum of twenty still images. **Please review this entire document for specific guidelines regarding submissions, and refer to the INFORMATION FOR GRADUATE (MFA) APPLICANTS worksheet posted at the Department of Art Website for information about all other components of the application**.

A. Still Images in Digital Format (<u>REQUIRED</u> FOR ALL APPLICANTS)

All applicants must submit a portfolio of work consisting of a maximum of **20 still images.** Applicants will be asked to provide the title, year, medium, and size for each artwork. Applicants submitting images documenting installation, performance, and project-based work should also include brief descriptions**.**

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

Applicants whose work is time-based should submit stills and/or performance documentation as images, in addition to submitting time-based media files (see below).

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

<u>NOTE: Time-based media files must *follow* the still images in your portfolio! You may re-order files once they have been uploaded. Before submitting your application please ensure that your portfolio is in the correct order, with all time based media files following your 20 still images</u>

Applicants with time-based work must upload media (up to four files maximum) <u>in addition to</u> their still images. For each submitted file include the title, year, duration (in size field), and a brief description. In most cases, no more than twelve total minutes of time-based work will be viewed. Therefore, to best represent your practice, submit excerpts with running times of three minutes or less. The combined total running time of the four files may not exceed 12 minutes. Applicants submitting time-based media files should also include the title, date, duration, and brief descriptions.

OPTIONAL: **In addition to the four uploaded files**, applicants may also note weblinks for full-length pieces (Vimeo, YouTube, etc.) in the caption field for the corresponding uploaded excerpt. Please understand that in most cases, no more than 12 minutes of time-based media will be reviewed via the online application. Full length pieces posted externally, therefore, might – or might not- be considered in the review process.

PORTFOLIO FILE SIZES AND TYPES

The UCLA Graduate Division Application support media files as large as 5GB, but please be advised that larger files will take longer to upload from your Internet connection and may stall if you are on a wireless connection or one that cannot sustain a connection for the necessary period of time. The following file formats are supported:

> **Slide (still image)**: .bmp, .gif, .jpg, .jpeg, .png, .tif, .tiff
> **Video:** .avi, .flv, .m1v, .m2v, .m4v, .mkv, .mov, .mpeg, .mpg, .mp4, .webm, .wmv
> *Note: Apple ProRes is not currently supported. If uploading a .mov, please use an alternate codec.*
> **Audio**: .aac, .aif, .aiff, .iff, .fla, .m4a, .mpa, .mp3, .ra, .wav, .wma

Refer to the "Portfolio Instructions" section of the Graduate Division Online Application (www.grad.ucla.edu/apply) for information about uploading your media, adding caption information, re-ordering/reviewing media, and troubleshooting upload issues.

Please note: The preview feature in the application platform shows a lower resolution image as a preview. The files you have submitted will be viewed by faculty at their full resolution.

Please review all of your media before submitting your application! Please refer to the INFORMATION FOR GRADUATE (MFA) APPLICANTS worksheet posted at the Department of Art Website for information about all other components of the application, and for program information. Questions about the MFA program or application requirements can be directed to artinfo@arts.ucla.edu.