

MFA APPLICATION PROCEDURES

Apply to Both the Program and the College

Applying to The City College's MFA program is a dual process. You will need to apply for both admission to the College in general and to the MFA program in particular. This document covers the steps for applying to the Art Department.

You will also need to apply to The City College. Please refer to www.ccny.cuny.edu/prospective/admissions/grad for details on that process.

Cost & Finances

The City College Tuition & Fees:

<http://www1.ccny.cuny.edu/prospective/admissions/tuition-fees.cfm>

The City College Scholarships & Awards:

<http://www1.ccny.cuny.edu/prospective/admissions/Scholarships-Awards.cfm>

The City College Financial Aid:

<http://www1.ccny.cuny.edu/prospective/admissions/financial-aid.cfm>

Application Deadline

Application for admission must be made by **February 1st** 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 February 1 (this is not a postmark date).

Applicants will receive a decision in towards the end 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.

Admitted students 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

Please do not bind application materials in any kind of folder or book, as pages must be loose during the selection process. Extraneous portfolios and folders will be discarded. All application materials must fit easily into an 8-1/2 x 11 inch file folder.

Please note, the submitted materials will not be returned.

Applications to the program should include the following materials:

- CCNY application form and a MFA application form
- Transcripts from each degree-granting institution attended
- Curriculum vitae or artist's résumé
- Personal statement (about one page)
- Digital portfolio consisting of a CD-ROM with 15-20 images in jpeg or tiff format
- Printed portfolio images, no more than 3 pages total, thumbnail images (i.e., images 2-3 inches in width & height) are fine.
- Optional DVD (in addition to the CD-ROM) documenting time-based work in video
- Optional CD-ROM for interactive work
- List of works documenting the artwork (title, medium, dimensions, date)
- 2-3 letters of recommendation
- Self addressed stamped envelope

Please follow the guidelines below.

MFA Application Form

Can be downloaded here

Transcripts

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

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

- Still images must be either JPEG or TIFF files, maximum dimensions of 1024 x 768. Images must be correctly rotated for viewing.
- 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.
- Files must be submitted on a Macintosh- and Windows- readable standard-size CD with "MFA Application", applicant name, year 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.
- 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 images (name and title, medium, dimensions, dates). Please also print this list to include with other printed application materials.
- Place all image files (up to 20) on the CD in a single folder of your name
- Unreadable or incorrectly formatted CDs will not be considered.
- Powerpoint, Flash or similar presentation formats are NOT acceptable.

Printed Portfolio Images

For reference purposes, applicants must also provide printed backup of still image submissions, no more than three (3) pages maximum. Printed back-ups may be thumbnails. Printed back-ups must also include file names, for reference.

Optional DVD for Time-Based Work

- This is in addition to, not instead of, the CD-ROM portfolio
- A representative still of each track should be included in the CD-ROM portfolio
- DVDs should be clearly labeled with your name, the title of the work, and the length of all segments to be viewed. Please do not send DVD masters, only copies.
- DVDs should be formatted for viewing on a DVD deck, not a computer.
- In most cases, no more than three DVD/video works will be viewed. Please limit segment lengths.

Optional CD-ROM for Interactive work

- This is in addition, not instead of, the CD-ROM portfolio
- For applicants whose work is interactive, it is recommended that interactive work be submitted on an optional second CD-ROM
- The CD-ROM should be labeled with applicant's name and "Interactive"
- Each interactive artwork should be in a separate folder
- Each interactive work should have a representative still image in the Digital Portfolio.
- An attempt will be made to review the interactive work, but if a technical issue arises (e.g., a missing required software component) the work will not be viewed.

List of Works

A printed list should accompany the submitted materials.

*For the **required** CD-ROM portfolio the list should document:*

- Filename
- Title
- Medium
- Dimensions
- Date

*For the **optional** DVD video the list should document:*

- Track name
- Duration
- Date
- Brief description (e.g., is this an excerpt or the entire work, is it documenting a work or is the video an artwork in itself, etc.)

*For the **optional** Interactive CD-ROM the list should document*

- Folder name of the artwork
- Directions for launching the artwork
 - Interactive artworks that are complicated to launch will not be viewed. Your artwork should be launched by double-clicking on a file.
- A description of technologies used to create the artwork
- An URL for the artwork, when appropriate
- A brief description of the artwork

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 application packet (do not have them sent separately).

SASE

Please enclose a self-addressed stamped envelope. The submitted materials will not be returned, so postage and envelope size need only be large enough for a single 8.5"x11" sheet of paper.

Submitting the Application Package

Note: the submitted materials will NOT be returned.

Please send the materials to:

The City College of New York
Graduate Admissions – MFA Program
160 Convent Avenue
New York, NY 10031

Phone: 212-650-7420