



UCLA DEPARTMENT of ART

INFORMATION FOR GRADUATE (MFA) APPLICANTS

Fall 2018

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, 2018: 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, 2018, by 5pm Pacific Standard Time

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January 11, 2018:

- ✓ **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, 2018. 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, 2018, 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, 2018**.

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

The following is a list of the major components of the Online Graduate Division Application and the MFA Supplemental Application. Information will be updated periodically to address frequently asked questions and tips for applicants.

UCLA GRADUATE DIVISION APPLICATION

DEADLINE: January 9, 2018 (5pm PST)

In addition to basic information about yourself and your academic history, the online Graduate Division Application requires the following information:

- 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. The **POSTMARK DEADLINE is January 11, 2018**. 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.*
- 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.***
- Awards and Publications (OPTIONAL)
Note: If you wish to input information here (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 the Supplemental Application.
- Personal History Statement (OPTIONAL) – this Statement is **optional** and should not duplicate the Statement of Purpose in the Supplemental Application.
- Professional Experience (OPTIONAL) – list recent and previous employers, including start and end dates, position/title, and experience.
- 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 the Supplemental Application.
- Fellowship Application –Masters (OPTIONAL) – the fellowship application is **optional**, and pertains to campus-wide merit-based 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/>*

SUPPLEMENTAL APPLICATION
DEADLINE: January 11, 2018 (5pm PST)

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. Your application is NOT complete until you submit the Graduate Division application AND this supplemental application.

- 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.
- 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.
- 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).