



UCLA DEPARTMENT of ART

## PORTFOLIO GUIDELINES – MFA Art

Fall 2021

### **MFA APPLICATION DEADLINE: January 9, 2021 (11:59pm PST)**

As part of the UCLA Graduate Division Online Application ([www.grad.ucla.edu/apply](http://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 (REQUIRED 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)**

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

Applicants with time-based work must upload media (up to four files maximum) in addition to 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 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.

- As appropriate: DVDs must be clearly labeled with the following: your name, Fall 20 MFA, and the area to which you are applying. Please do not send DVD masters, only copies.
- 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 UCLA Graduate Division Online Application, as well as an inventory list of the still-image submissions.
- 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.

Send to:

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

**DVD Postmark deadline is January 9, 2021.**

Materials – including DVD submissions – cannot be returned to applicants.

## 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](http://www.grad.ucla.edu/apply)) for information about uploading your media, adding caption information, re-ordering/reviewing media, and troubleshooting upload issues.

**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](http://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](mailto:artinfo@arts.ucla.edu).