



## APPLICATION GUIDELINES

Applicants are encouraged to attend an Academy Open House to meet faculty, students, and alumni, tour the Academy, receive a portfolio review, and view artwork. For more information on attending an Open House or scheduling a private tour please visit [nyaa.edu/visit](http://nyaa.edu/visit).

Applicants that attend an Open House will receive a \$20 discount on the application fee.

### ALL APPLICANTS FOR THE MFA PROGRAM MUST SUBMIT THE FOLLOWING

#### **APPLICATION FEE**

The application form and an \$80 non-refundable application fee (\$60 for Open House attendees.) Please make check or money order payable to New York Academy of Art. If a check is written for you by someone else, be sure your name appears in the memo line. International applicants may pay by International Money Order or by a check drawn from a United States bank.

#### **PERSONAL STATEMENT**

A one-page statement of educational objectives and career goals. Applicants are encouraged to discuss their portfolio and indicate how study at the Academy will advance their development.

#### **PORTFOLIO**

A portfolio of no more than 20 images arranged in chronological order and accompanied by a printed slide script (sample slide script at [nyaa.edu/nyaa/admissions/sample\\_slide\\_script.pdf](http://nyaa.edu/nyaa/admissions/sample_slide_script.pdf)) The portfolio should represent your best work, indicate your major interest and direction, and demonstrate your ability; at least half of the images should represent work done within the last twelve months; and all should be from within the last three years. Those submitting images of sculptures should include no more than two views of each sculpture. The Academy recommends each applicant submit five figure drawings as part of the portfolio. Applicants should submit work on a USB drive that can be read by both MAC and PC operating systems. Images must be between 150 and 300 dpi, no larger than 1600 pixels in any direction, formatted as a jpeg without any text overlay on images, and each file must be less than 1MB.

#### **REFERENCES**

Two letters of recommendation from individuals familiar with your work (letters from academic professionals are strongly recommended.) Letters must be signed and sealed in an envelope. Letters must be sent with the application or directly from the recommender.

#### **OFFICIAL TRANSCRIPTS**

Official transcripts from all undergraduate colleges attended. Official transcripts are documents sealed in an envelope issued by the institution that bears the signature of the Registrar and the seal of the institution. If you have attended more than one post-secondary institution, a transcript is required from each one. Transcripts may be sent with the application or directly from the institution.

#### **ARTIST CV OR RESUME**

Submission of a CV or resume enhances the MFA application by giving more insight into a candidate's creative experience. Please include educational background, professional experience, awards, residencies, exhibitions, etc.

### INTERNATIONAL APPLICANTS

Applicants must submit certified true copies of academic transcripts in the original language issued. If the academic transcripts are not in English, applicants must submit an official translation of the documents. International applicants are strongly suggested to have their records evaluated by World Educational Services: [www.wes.org](http://www.wes.org)

Those whose native language is not English must also demonstrate evidence of English speaking ability by supplying TOEFL [Test of English as a Foreign Language] scores or through a personal/phone interview. Those taking the TOEFL should use TOEFL School Code 1000 and indicate that scores should be sent to New York Academy of Art, Attention: Admissions, 111 Franklin Street, New York, NY 10013. TOEFL score of a minimum of 80 on the computer-based test or 550 on the paper-based test are acceptable.

## APPLICATION FOR MFA ADMISSION

MS    MRS    MR   FIRST   MIDDLE   LAST

DATE OF BIRTH   AGE   COUNTRY OF BIRTH   STATE/PROVINCE OF BIRTH   CITY OF BIRTH

COUNTRY OF CITIZENSHIP

US CITIZEN    PERMANENT RESIDENT    INTERNATIONAL APPLICANT DESIRING STUDENT F1 VISA    OTHER (PLEASE EXPLAIN) \_\_\_\_\_

STREET ADDRESS

CITY   STATE/PROVINCE   ZIP   COUNTRY

COUNTY (NEW YORK STATE RESIDENTS ONLY)

PERSONAL WEBSITE

HOME PHONE   MOBILE PHONE   E-MAIL

IF THIS ADDRESS IS TEMPORARY, UNTIL WHEN MAY WE CONTACT YOU THERE?

PERMANENT ADDRESS (IF DIFFERENT FROM ABOVE)

STREET ADDRESS

CITY   STATE/PROVINCE   ZIP   COUNTRY

COUNTY (NEW YORK STATE RESIDENTS ONLY)

HOME PHONE   MOBILE PHONE   E-MAIL

## ETHNICITY

PROVIDING THIS INFORMATION IS STRICTLY VOLUNTARY. IT IS USED FOR REPORTING PURPOSES AS REQUIRED OF EDUCATIONAL INSTITUTIONS BY FEDERAL AND STATE LAW.

- AMERICAN INDIAN/ALASKAN NATIVE    ASIAN/PACIFIC ISLANDER    BLACK/NON-HISPANIC    HISPANIC    WHITE/NON-HISPANIC
- OTHER \_\_\_\_\_

## APPLYING FOR FINANCIAL AID (Please visit [nyaa.edu/admissions](http://nyaa.edu/admissions) for information regarding scholarship and financial aid)

- PLEASE CONSIDER ME FOR INSTITUTIONAL AID
- I AM NOT APPLYING FOR FINANCIAL AID

## HOW DID YOU HEAR ABOUT THE ACADEMY

- ART IN AMERICA    ARTNEWS    ARTSCHOOLS.COM
- SOCIAL MEDIA (NAME) \_\_\_\_\_
- WEBSITE (NAME) \_\_\_\_\_
- GOOGLE SEARCH (KEYWORDS USED) \_\_\_\_\_
- ACADEMY ALUMNI (NAME) \_\_\_\_\_
- ACADEMY FACULTY (NAME) \_\_\_\_\_
- YOUR PROFESSOR (NAME) \_\_\_\_\_ EMAIL: \_\_\_\_\_
- OTHER (NAME) \_\_\_\_\_
- OPTIONAL: WHAT OTHER MFA PROGRAMS ARE YOU APPLYING TO? \_\_\_\_\_
- I ATTENDED AN OPEN HOUSE (DATE) \_\_\_\_\_
- I TOURED THE ACADEMY (DATE) \_\_\_\_\_
- I TOOK A CONTINUING EDUCATION CLASS (CLASS NAME AND DATE) \_\_\_\_\_



## **SENDING YOUR APPLICATION**

### **APPLICATION MATERIALS MUST BE SUBMITTED TO:**

New York Academy of Art  
Attention: Admissions  
111 Franklin Street  
New York, NY 10013  
  
admissions@nyaa.edu

Please enclose \$80 non-refundable application fee. (Open House attendees, please enclose \$60 non-refundable application fee.) Applications received without fee will not be considered. The New York Academy of Art does not discriminate on the basis of race, color, religion, age, gender, national or ethnic origin, sexual orientation or physical handicap. Please print clearly. Attach another sheet if necessary. Please note, application materials will not be returned.

## **FILING DATES & NOTIFICATION**

Applicants have the option of submitting their completed applications by one of two submission dates for Fall admission and will receive notification by mail no later than six weeks from that date. The schedule for the annual admission cycle is as follows:

<b>FILING DATE</b>	<b>NOTIFICATION</b>	<b>DEPOSIT DUE</b>
January 15	February 15	March 5
March 15	April 10	April 25

*Above schedule indicates postmark dates.*

## **TUITION DEPOSITS**

The Academy requires a \$850 non-refundable deposit from accepted applicants to confirm their place in the MFA program. The deposit will be deducted from the first semester tuition bill.

## **QUESTIONS**

Please contact us with your questions:

New York Academy of Art  
Attention: Admissions  
111 Franklin Street  
New York, NY 10013

212.966.0300  
admissions@nyaa.edu  
nyaa.edu/admissions