



**The following questions are optional; for statistical purposes only.**

U.S. Armed Services veteran?  Yes  No

Are you Hispanic/Latino?  Yes  No

Regardless of your answer to the prior question, please select one or more of the following ethnicities that best describe you:

- American Indian or Alaskan Native  Asian  Native Hawaiian or Other Pacific Islander  
 Black or African American  White

**APPLICATION TYPE**

I am applying to the following program:  Master of Fine Arts  Post-Baccalaureate Certificate

Area(s) of interest: \_\_\_\_\_  
(MAT applicants must apply directly to Tufts University.)

Check your status:  New applicant  Reapplicant  Previously attended SMFA

**HOW DID YOU LEARN ABOUT THE SMFA?**

Has a member of your family previously attended SMFA?  Yes  No

If yes, name of family member: \_\_\_\_\_ Dates attended: \_\_\_\_\_

Have you met with an Admissions Representative?  Yes  No

If yes, name of representative: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Where meeting took place: \_\_\_\_\_

Portfolio Day Date: \_\_\_\_\_ City and State: \_\_\_\_\_

SMFA Web site  Mailing from SMFA  Advertisement in magazine

Other (professor, friend, graduate school guide, alumna/us, etc.) Please specify: \_\_\_\_\_

List the other schools to which you are applying:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POST-SECONDARY EDUCATIONAL BACKGROUND**

**Please have official transcript(s) sent from your college(s).**

Institution: \_\_\_\_\_ Major: \_\_\_\_\_ City/State: \_\_\_\_\_

Degree (Received or expected): \_\_\_\_\_ Month/Year: \_\_\_\_\_ Country (if applicable): \_\_\_\_\_

Institution: \_\_\_\_\_ Major: \_\_\_\_\_ City/State: \_\_\_\_\_

Degree (Received or expected): \_\_\_\_\_ Month/Year: \_\_\_\_\_ Country (if applicable): \_\_\_\_\_

Institution: \_\_\_\_\_ Major: \_\_\_\_\_ City/State: \_\_\_\_\_

Degree (Received or expected): \_\_\_\_\_ Month/Year: \_\_\_\_\_ Country (if applicable): \_\_\_\_\_

RÉSUMÉ

**Include a copy of your résumé with your application.**

EMPLOYMENT,  
EXHIBITIONS AND  
HONORS

Employment record (Please list your two most recent positions. Exclude part-time employment not related to your career objective.):

Institution or Company: \_\_\_\_\_ City/State: \_\_\_\_\_

Position: \_\_\_\_\_ Dates of employment (mm/dd/yy to mm/dd/yy): \_\_\_\_\_

Institution or Company: \_\_\_\_\_ City/State: \_\_\_\_\_

Position: \_\_\_\_\_ Dates of employment (mm/dd/yy to mm/dd/yy): \_\_\_\_\_

Exhibitions, residencies, honors, scholastic achievements, awards (Please list.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PORTFOLIO

My portfolio is enclosed, and all materials are clearly marked with my name.

My portfolio will follow under separate cover.

ESSAY

Include a typewritten essay with your application (three pages maximum). In addition to writing about your background and reasons for pursuing advanced study, please address the following questions in your essay: What lies behind your current work and what drives your process? How do you see your work and your practice in the context of contemporary art? In what ways do you hope to expand and further your art practice at the SMFA?

RECOMMENDATIONS

Individuals asked to send recommendations:

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

FINANCIAL AID

Are you applying for financial aid?  Yes (The application deadline for financial aid is March 15.)  No

APPLICATION FEE

MasterCard  VISA  Check (payable to SMFA)  Money order (payable to SMFA)  Cash

I authorize the charging of \$75 to: \_\_\_\_\_  
Card number                      Expiration date                      3-Digit security code (Next to signature on back.)

Daytime phone: \_\_\_\_\_ Billing ZIP: \_\_\_\_\_

Cardholder name: \_\_\_\_\_ Cardholder signature: \_\_\_\_\_

ADDITIONAL INFORMATION

Have you ever been convicted of a misdemeanor, felony or other crime?  Yes  No

If you answered yes, please attach a separate sheet of paper that explains the circumstances and date(s) of incident(s) in your own words.

CERTIFICATION STATEMENT

I have read over the answers to all the questions on this form and do solemnly affirm the accuracy and completeness of the answers to the best of my knowledge:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The School of the Museum of Fine Arts, Boston does not discriminate on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, disability or veteran status.*



# Master of Fine Arts Degree and Post-Baccalaureate Certificate Application Information

## DEADLINES

Master of Fine Arts Degree **January 15 deadline**  
Post-Baccalaureate Certificate **March 15 deadline, rolling decision afterward**

## PREREQUISITES

Post-Baccalaureate: Applicants must have an undergraduate degree, such as a BA or BFA, from an accredited institution of higher education.

Applicants to the Post-Baccalaureate Certificate program are expected to have had some art training or practice, general educational advancement, and/or professional experience.

MFA: Applicants must have an undergraduate degree, such as a BA or BFA, from an accredited institution of higher education.

History of Art: Students must have a minimum of four one-semester courses in the history of art at the undergraduate level. Those who enter with fewer than four undergraduate art history courses must make up that deficiency during their MFA studies.

Studio Art: Candidates must have a portfolio that demonstrates artistic maturity and readiness for graduate work.

The Graduate Record Examination (GRE) is not required for the MFA Program.

## APPLICATION MATERIALS

- 1 The enclosed Admissions Application 2009 and \$75 fee. Please make check payable to the School of the Museum of Fine Arts, Boston.
- 2 Essay: The essay must be typewritten and a maximum of three pages. See application for essay questions.
- 3 Three letters of recommendation: There is no specific form to be used for recommendations. Recommendations must be received in a sealed envelope.
- 4 Résumé or chronological outline of your background in the arts.
- 5 Transcripts: One official copy of all undergraduate transcripts and one official copy of any other pertinent transcripts, including all prior graduate-level study.
- 6 Portfolio: See strict specifications below. Please note: Portfolios will not be returned.
- 7 Portfolio Inventory: Submit with a complete description of each piece: title, date, dimensions, material/medium.
- 8 International applicants must submit official academic records for each year of post-secondary education, as well as official copies of degrees awarded. If official academic records are in a language other than English, applicants must provide a translated copy. Applicants who speak a language other than English as their native language must submit the score report for the Test of English as a Foreign Language (TOEFL) to the School of the Museum of Fine Arts, Boston. Code number: 3794. The MFA Program requires a TOEFL score of 550 on the Paper-based test, or 79 on the Internet-based test

## PORTFOLIO REQUIREMENTS

*Please note: Slides are no longer accepted.*

### **Preparing Your Electronic Portfolio (still imagery)**

- You may submit a CD or DVD showing 15–20 recent examples of your artwork.
- All images must be submitted as individual JPEGs. Do not send original work.
- All JPEGs file names must list your last name, first name, and then a two-digit number that corresponds with your portfolio inventory list (for example: SmithJohn01.jpg).
- Each image file must be no larger than 2MB and in cross-platform format (both Apple Macintosh and PC compatible).
- Test your disc before sending and include only those files that you wish to be reviewed.

### **Preparing a Time-Based Portfolio (video, film, animation, performance, and installation work)**

- We accept DVDs that are finalized in QuickTime (preferred), MPEG, or Flash files and in cross-platform format (both Apple and PC compatible).
- Titles of the piece(s) and your name must be included in the introduction of your work on the DVD.
- Include a brief description of the DVD, what part you took in it, and when it was created in your portfolio inventory list.
- If a piece is a collaborative work, briefly explain your contribution in your portfolio inventory list.
- Limit time-based presentations to no longer than 10 minutes.

Sending Your Portfolio to the Museum School: You may mail your portfolio or drop it off in person with your application. Do not submit portfolio images via e-mail. Please remember to include a portfolio inventory list. Portfolios will not be returned.

## INTERVIEWS

Master of Fine Arts: Following the initial evaluation of the complete pool of applicants, finalists will be notified to arrange an interview. Interviews are typically held in March. Notification of finalists for interview dates will be mailed in February. Final admissions decisions are mailed in March.

Post-Baccalaureate: Students may schedule an interview in conjunction with their application. Interviews are optional. To schedule an interview, contact the Admissions Office at 617-369-3626 or 800-643-6078.

## FINANCIAL AID

Post-Baccalaureate Certificate: Financial aid is available through the Museum School.

Master of Fine Arts Degree: Financial aid is available through both the Museum School and Tufts University. You must apply for financial aid separately to the two schools.

Museum School financial aid: submit the following to the Museum School Financial Aid Office:

- 1 SMFA Financial Aid Application
- 2 Free Application for Federal Student Aid (FAFSA) SMFA FAFSA code: 004667
- 3 Signed copies of student/spouse 2009 return
- 4 Copies of student/spouse 2009 W-2 forms and tax schedules
- 5 Agency verification of any untaxed income (i.e. Social Security benefits, welfare, etc.)

Tufts University financial aid: Tufts administers federal programs, including Federal Stafford Loans and Federal Work-Study. To apply for aid at Tufts University, you must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) by January 15. Tufts Federal Code is 002219.

International students must submit the following:

- 1 SMFA Financial Aid Application
- 2 Foreign Student Supplemental Application
- 3 Certification of Finances

*International students are not eligible for federal loans or work-study, and therefore cannot apply for Tufts University financial aid.*

Contact the Financial Aid Office at the SMFA for an application packet. Since funds are limited, it is essential that you complete your application by the priority filing dates.

#### APPLICATION ADDRESSES

**Do not send any materials to Tufts University.** Please include name and phone number on all materials.

**MFA Graduate Admissions Committee, School of the Museum of Fine Arts, Boston, 230 The Fenway  
Boston, MA 02115**

**Post-Baccalaureate Admissions Committee, School of the Museum of Fine Arts, Boston, 230 The Fenway  
Boston, MA 02115**

#### FINANCIAL AID OFFICES

**School of the Museum of Fine Arts, Boston, Financial Aid Office, 230 The Fenway, Boston, MA 02115-5596**

Phone: 617-369-3645 or 800-776-0135

Fax: 617-369-3041

E-mail: [finaid@smfa.edu](mailto:finaid@smfa.edu)

**Tufts University, Financial Aid Office, 128 Professors Row, Medford, MA 02155**

Phone: 617-627-3528