



SMFA/Tufts Undergraduate Degrees and Studio Diploma Program Application for Admission Instructions

INSTRUCTIONS

If you have questions about any aspect of the admissions process, please contact the SMFA Admissions Office at 617-369-3626 or 800-643-6078, or email admissions@smfa.edu.

Please mail all materials to: **SMFA Admissions Office, 230 The Fenway, Boston, MA, 02115.**

APPLICATION MATERIALS

To be considered for admission to one of the following programs, please complete and mail the Application for Admission, along with the items listed in the Checklist of Application Materials:

- BFA Program with Tufts University
- 5-Year Dual Degree Program with Tufts University (BFA + BA or BFA + BS)
- Studio Diploma Certificate Program

Important: 5-Year Dual Degree applicants also submit a Tufts University application to Tufts.

DEADLINES

Bachelor of Fine Arts

First-year Applicants

September admission

February 15 priority deadline, rolling decision afterward

January admission

November 1 priority deadline, rolling decision afterward

Bachelor of Fine Arts

Transfer Students

September admission

March 15 priority deadline, rolling decision afterward

January admission

November 15 priority deadline, rolling decision afterward

Dual Degree (BFA + BA or BFA + BS)

First-year Applicants

September admission

January 1

January admission

N/A

Dual Degree (BFA + BA or BFA + BS)

Transfer Students

September admission

March 1

January admission

N/A

Current Tufts Students

Both semesters

Rolling deadline

Studio Diploma

First-year Applicants

September admission

February 15 priority deadline, rolling decision afterward

January admission

November 1 priority deadline, rolling decision afterward

Studio Diploma

Transfer Students

September admission

March 15 priority deadline,rolling decision afterward

January admission

November 15 priority deadline, rolling decision afterward

FINANCIAL AID
AWARDS

Students applying for need-based financial aid can complete the SMFA Financial Aid Application and supporting materials (including the FAFSA) as early as January 1. Award letters will be mailed on a rolling basis beginning January 15 once the Financial Aid Office is notified by the Admissions Office of a student's acceptance to SMFA.

For more information about need-based financial aid, see the SMFA Financial Aid Application or visit www.smfa.edu/financialaid.

SMFA
SCHOLARSHIPS

No additional paperwork is required to be considered for an SMFA scholarship.

CHECKLIST OF
APPLICATION
MATERIALS

- 1 Application for Admission
- 2 \$65 application fee
- 3 One essay (or a personal statement)
- 4 Two official letters of recommendation (no photocopies accepted)
- 5 Official high school transcript and, if applicable, a General Equivalency Diploma (GED), unless applicant has a four-year college degree
- 6 Portfolio of 10-15 pieces
- 7 Portfolio Inventory: Complete list of each piece including title, date, dimension and materials/medium
- 8 List of extracurricular activities (optional)

Additional materials for Bachelor of Fine Arts and Dual Degree applicants:

- 1 Official results of any SATs and ACTs (optional for BFA)
- 2 Official results of any APs and SAT IIs (optional for BFA)

DESCRIPTION OF
APPLICATION
MATERIALS

- 1 Application Fee: The application fee is \$65, which you may pay by cash, check, or credit card (Mastercard or VISA). If paying by check, please make the check payable to SMFA. If you are applying from outside the United States and paying by check, checks must be drawn from a U.S. bank; as an alternative, you may send an international money order.
- 2 Required Essays: The Admissions Committee is very interested in what you have to say and how you say it. The length of your essay is at your discretion; please sufficiently cover your topic.
- 3 Transcripts: If you are still in high school, please submit an official interim transcript. The interim transcript provides an academic record through December of your senior year. Transcripts must be original and arrive in a sealed envelope. *Please note: No photocopies accepted.* If you have graduated from high school (but not from college), you need to submit an official final transcript or official GED transcript.
- 4 Portfolios: You may choose one of the following three methods of submitting your electronic portfolio to SMFA. Your portfolio must consist of 10-15 recent examples of your work (still imagery) and/or up to 10 minutes of time-based work. We have no specific requirements regarding content or media. Please show us pieces that represent your unique voice.
 - Submit a CD / DVD / USB (additional instructions below).
 - Provide a URL with content clearly labeled as your SMFA portfolio. You may write the URL in the Portfolio section of the application form.
 - Upload images to our online portfolio submission portal: <https://smfa.slideroom.com>. Please follow directions provided once you register. SlideRoom charges a \$10 fee.

Preparing Your Electronic Portfolio (still imagery) on CD / DVD / USB

- All images must be submitted as individual JPEG files or in a non-timed PowerPoint.
- All JPEG 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 Mac and PC compatible).
- Test your disc before sending and include only those files that you wish to be reviewed.

Preparing Your Electronic Time-Based Portfolio (video, film, animation, performance and installation work) on DVD / USB

- We accept work that is finalized in QuickTime (preferred), MPEG, or Flash files and in cross-platform format (both Mac 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 work, 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 submissions to no longer than 10 minutes.

CDs, DVDs and USBs can be mailed to: **Admissions Office, SMFA, 230 The Fenway, Boston, MA 02115.**

- 5 SATs, ACTs, APs, SAT IIs: *The submission of SATs, ACTs, APs and SAT IIs is optional.* If you choose to include your scores with your application, please have the results of your tests sent directly to the SMFA Admissions Office, using the SMFA's Educational Testing Service Number: 3794 for SAT and 1895 for ACT.

BFA applicants may be granted up to eight academic pre-matriculation credits based on the achievement of certain scores from AP, SAT II and IB examinations. Qualifying scores for these credits are published in the Tufts Bulletin. In addition, BFA and Studio Diploma applicants may be granted up to four studio pre-matriculation credits based on the achievement of certain scores from AP and IB examinations. Qualifying scores for studio credits are the achievement of a four or five on the AP examination, or a six or seven on the IB examination.

- 6 Recommendations: Two official recommendations are required for admission—from a guidance counselor, an art teacher, an academic teacher or anyone who can attest to your academic, artistic and personal integrity. Degree students should have at least one academic recommendation. *Recommendations must be received in a previously unopened, sealed and signed envelope.*

TRANSFER APPLICANTS

Transfer students must submit all official college transcripts. Those who have not completed an undergraduate degree program must also submit an official, final high school transcript. *No photocopies accepted.*

Transferring Credit

- Transfer credit is evaluated after a student is accepted.
- A grade of C-minus or better must have been earned in order for a course to be eligible for transfer.
- Credit is finalized once an official final transcript is received by the Admissions Office.
- Courses must have been completed at accredited, undergraduate degree-granting institutions.
- Students should be prepared to provide course descriptions and catalogs from previous institutions, in addition to final transcripts, in order to expedite the transfer process. In some cases, additional materials such as course syllabi or accreditation information may be required.

Studio Art Credits

- You may transfer a maximum of 38 studio art credits upon acceptance to the School.

Academic Credit

- Degree students may transfer up to seven academic courses.
- Courses must fulfill the requirements of the Tufts University BFA degree program, and must be the equivalent of a course offered at Tufts.
- Coursework included in a previous bachelor's degree that has been conferred may not be transferred.

Checklist of additional application materials for international students:

- 1 Proof of proficiency in English shown by official TOEFL or IELTS test results
(if applicant's first language is not English)
- 2 Official transcripts with certified translations in English

Description of application materials for international students

- 1 **Proof of Proficiency in English:** TOEFL (Test of English as a Foreign Language): A minimum score of 550 (paper-based) or 79 (internet-based) is required for admission. It is important that foreign applicants register for the earliest possible TOEFL test date. For information and a test application form, please visit www.ets.org/toefl. Please have the results of your test sent directly to the SMFA Admissions Office, using the SMFA's Educational Testing Service Number: 3794. IELTS (International English Language Testing System): A minimum band score of 7 is required for admission. For information and a test application form, please visit www.ielts.org.
- 2 **Transcripts:** Please submit official transcripts with certified translations in English. These transcripts must clearly state the date of completion/graduation and the level of education received. The SMFA may request applicants to submit official transcripts and certified translations to a credentialing agency for a course by course evaluation and U.S. High School Diploma and GPA equivalency.

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

**PARENT OR
GUARDIAN
INFORMATION**

With whom do you make your permanent home? Parent 1 Parent 2 Both Other

Are you a legal dependent of your parent(s) or guardian? Yes No

1. If yes, give name: _____ Mother Father Guardian

Address: _____

City _____ State _____ ZIP code _____ Country _____ Phone _____

Occupation/Employer: _____ Degree/College: _____

2. If yes, give name: _____ Mother Father Guardian

Address: _____

City _____ State _____ ZIP code _____ Country _____ Phone _____

Occupation/Employer: _____ Degree/College: _____

**APPLICATION
TYPE**

I am applying to the following program: Studio Diploma BFA Dual Degree (BFA + BA or BFA + BS)*

I wish to enroll in: Spring 2012 Fall 2012 I am interested in possibly pursuing the BFA + MAT program

I am applying for: First-year admission Transfer admission

*Dual Degree applicants only: I am applying to Tufts University I am currently enrolled at Tufts University

*Dual Degree applicants **must** also submit a Tufts University application to Tufts.*

**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
- College Fair
- School visit by SMFA representative
- My art teacher Name: _____
- My guidance counselor Name: _____
- Independent college counselor Name: _____
- SMFA website Mailing from SMFA Advertisement in magazine
- Other (friend, family, alumna/us, etc.) Please specify: _____

List the other schools to which you are applying:

**EDUCATIONAL
BACKGROUND**

Please have an official transcript sent from your high school or college.

High school name: _____ City: _____ State: _____

Date of graduation: _____ Date GED test was/will be taken: _____
(Official scores must be sent from the testing agency.)

Counselor's name (Mr./Ms./Dr., etc.): _____

Counselor's title: _____

Email: _____ Phone: _____ Fax: _____

If you received college counseling or assistance with your application process from a community-based organization (such as Upward Bound, Questbridge, HEOP, etc.), please specify:

Name of college (transfer students only): _____

City: _____ State: _____ Degree earned or dates attended: _____

Name of college (transfer students only): _____

City: _____ State: _____ Degree earned or dates attended: _____

Have you previously applied to SMFA? Yes No

If yes, which semester and year? _____

Were you ever enrolled in SMFA? Yes No

If yes, check all that apply: Undergraduate program Continuing Education program
 High School workshop Graduate program Pre-College Summer Studio

TESTS Official test scores should be submitted to the SMFA Admissions Office using the School's Educational Testing Service Number: 3794. SMFA does not require SAT/ACT test scores to apply for admission to the BFA or Studio Diploma programs. International students are required to submit official TOEFL or IELTS scores. Students applying to the Dual Degree Program must submit SAT/ACT scores to Tufts University as directed in their application process.

INTERNATIONAL STUDENTS ONLY:

Date of TOEFL test taken: _____ or, date TOEFL will be taken: _____

Your TOEFL score: _____

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

My portfolio will follow under separate cover.

ESSAY/PERSONAL STATEMENT To give the Admissions Committee more insight into you as an applicant, please discuss yourself as an artist: How did you become interested in art? Who/what are your influences? What are your artistic goals?

APPLICATION FEE

I am paying my \$65 application fee by:

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

I authorize the charging of \$65 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.