

## PROGRAM ADMISSION APPLICATION: INSTRUCTIONS & PROCEDURES MA ART HISTORY AND MFA ART

### SPRING 2019 DEADLINES:

For priority consideration, department applications are due SEPTEMBER 15, 2018.

University applications: Domestic applications are due NOVEMBER 1, 2018.

International applications are due OCTOBER 1, 2018.

These are the instructions, for the department application process only, for admission into the MA in Art History and Visual Culture and the MFA degree in Digital Media Art, Photography, Pictorial Art, or Spatial Art. In order to be considered for admission, applicant must submit the Application Packet to the Department by the deadline **AND** apply for admission to San José State University.

This process has **TWO STEPS**:

- STEP 1A** Email application packet in one (1) single email message by the deadline to the Department of Art & Art History Graduate Program Admissions Review Committee.
- STEP 1B** Three Letters of Recommendation (must be emailed, postmarked, or dropped off by the deadline for fullest consideration).
- STEP 2** Apply for Admission to San José State University through Cal State Apply: <https://www2.calstate.edu/apply>. For University deadlines: [http://www.sjsu.edu/gape/prospective\\_students/deadlines/](http://www.sjsu.edu/gape/prospective_students/deadlines/)

### REVIEW AND NOTIFICATION PROCEDURES

The Department of Art & Art History Graduate Program Admissions Review Process takes approximately 8 weeks before formal notification of acceptance or denial to the program(s). No information regarding the outcome of the review will be given out by the Department of Art & Art History prior to the emailing of the formal acceptance or denial letters. Letters of acceptance or denial will be emailed after the reviews are concluded.

### STEP 1A APPLICATION PACKET

- Applicants for the Department of Art & Art History Graduate Program Admission Review must email the completed Application Packet, which consists of all documents listed below, to the Department by the due date (**must be emailed by 11:59pm on that date**). (February 1st for fall admission, September 15th for spring). See department website for exact dates.
- **DO NOT** send the Application Packet in multiple emails.
- If materials are not received by the due date, the Application Packet will be reviewed at the discretion of the review committee.
- Also, be aware that you are applying directly to the Department of Art & Art History, therefore **DO NOT submit the Application Packet to the Graduate Studies Office of SJSU**.

**Application Packet** must include **ALL** of the following items saved as individual Word .doc OR Adobe .pdf.

#### 1. Application & Academic Summary Form

Be sure to complete the forms as indicated in the instructions. Select only one area of concentration per application.

#### 2. Résumé

#### 3. UNOFFICIAL College Transcripts (recently requested dated within last six months)

If you are currently taking classes, grade reports for the courses must also be emailed immediately after completion.

**MA ART HISTORY PROGRAM**

**MFA ART PROGRAMS**

4. **Statement of Purpose**

Submit an essay indicating reasons to pursue graduate studies in Art History and Visual Culture at SJSU. The essay should also describe the topics and areas of interest within art history and any relevant prior studies in these areas. Those with little or no background in art history, if admitted, will be required to undertake additional coursework.

5. **Two Writing Samples** (examples of research) related to Art History and Visual Culture. Each example should be at least 5 pages and a maximum of 20 pages in length. The writing should ideally be on topics related to art history. However, topics in related fields of the humanities, including English, Comparative Literature, Cultural Studies, History, and Philosophy, will also be accepted. Otherwise, the application packet will be discarded.

4. **Statement of Purpose/Artist Statement**

Submit an essay indicating reasons to pursue graduate studies in Art at SJSU. The essay should also describe the nature and direction of your work, and its relationship to contemporary art issues.

5. **Portfolio** related to Major Concentration applying for containing a **maximum of fifteen (15) images/files**. *Portfolios containing more than fifteen (15) images/files can/will jeopardize the review of your application.*

- a. **Cover Page:** list each of the images/files in the Portfolio Folder by number, extended title and description with the following information: media, size, date, and circumstances under which work was done (class work, independent or job related).
- b. **Maximum of fifteen (15) images/files grouped in the Portfolio Folder** within the Compressed Zipped Folder (please see Labeling Instruction below) ***OR*** list **URL/website on the Application Form**.
- c. **Images/File Format:** High quality/low compression .JPEG, .PNG or .GIF files not greater than 1280 pixels wide by 1024 pixels high.
- d. **Additional Instruction for applicants working in media or methods not well represented by still images:** A maximum of five (5) QuickTime movies of works may be included into the Portfolio Folder in addition to images/files (please label QuickTime movies the same as other images/files).
- e. **Additional Instructions for Digital Media Art (DMA) Portfolio Submission:** The DMA portfolio must provide examples of art which demonstrate a strong conceptual orientation and aptitude for digital media art in areas including, but not limited to, computer graphics, web development, programming, physical computing, fabrication, prototyping, digital video, sound, interaction design and/or computer games. The portfolio will be ideally presented as a website (URL) featuring at least 10 completed digital media art projects. You must provide media, size, date, and your specific role in the case of collaborate projects for each project presented in the website portfolio.

**LABELING INSTRUCTIONS:**

**COMPRESSED ZIPPED FOLDER/APPLICATION PACKET** must include your name, major concentration, and current application semester as follows:

“Last Name, First Name – MA or MFA Major Concentration – Fall/Spring Year”

Example: Doe, Juan – MFA Spatial Art – Fall 2018

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**Application Form & Academic Summary Form**

“Last Name – Application and Summary” for the file name

Example: Doe – Application and Summary

**Transcripts Folder, which contains electronic copies of all unofficial college transcripts**

“Last Name – Transcripts” for the folder name      Example: Doe – Transcripts

“Last Name – College 1” for the file name      Example: Doe – SJSU

“Last Name – College 2” for the file name      Example: Doe – UCLA

**Résumé**

“Last Name – Resume” for the file name      Example: Doe – Resume

**Statement of Purpose/Artist Statement**

“Last Name – Statement of Purpose” for file name      Example: Doe – Statement of Purpose

**Portfolio Folder**, which contains your Images/Files

“Last Name – Portfolio” for the folder name      Example: Doe – Portfolio

“Last Name – Cover Page” for the file name      Example: Doe – Cover Page

“Last Name – 1, 2, 3, etc.” for each image/file      Example: Doe – 1, Doe – 2, Doe – 3, etc.

7. **Email the Application Packet in ONE (1) Single Email Message** to: <http://art@sjsu.edu>

Subject: “Last Name, First Name – MA or MFA Major Concentration – Fall/Spring Year”

Example: Doe, Juan – MFA Spatial Art – Fall 2018

**STEP 1B LETTERS OF RECOMMENDATION**

Mail three sealed letters of recommendation or have references directly email recommendation letters.

Department of Art & Art History  
Graduate Program Admissions Review Committee  
San José State University  
One Washington Square  
San José, CA 95192-0089

If your references are San José State University faculty, then just list them on the Application. References can also email letters directly to <http://art@sjsu.edu>.

**STEP 2 APPLY FOR ADMISSION TO SAN JOSÉ STATE UNIVERSITY**

Application instructions, deadline information, online San José State University admission application for Domestic (U.S.) Students, and a downloadable admission application for International Students can be found at: <http://www.sjsu.edu/gape/>.

Online application through CSU Mentor is available at: [http://www.csumentor.edu/admissionapp/grad\\_apply.asp](http://www.csumentor.edu/admissionapp/grad_apply.asp)

Coursework must begin two semesters following admission to retain your eligibility.

**Questions?**

If you have any questions please contact Audrey Struve ([audrey.struve@sjsu.edu](mailto:audrey.struve@sjsu.edu) ; 408-924-4324), Anthony Raynsford ([anthony.raynsford@sjsu.edu](mailto:anthony.raynsford@sjsu.edu)), or Shannon Wright ([shannon.wright@sjsu.edu](mailto:shannon.wright@sjsu.edu); 408-924-4345).