

APPLYING TO THE MA ART HISTORY PROGRAM FALL SEMESTER ADMISSION

This is a guide to the application process for an MA in Art History and Visual Culture. This is a two-step process in which the applicant must submit an Application Packet by the Department deadline and apply for admission to San José State University.

The Department deadline is the second Friday in the month of January every year and reviews are held in the early part of the Spring semester for admission during the following Fall semester. At the moment, the Department only accepts graduate students for Fall admission.

This process has TWO STEPS:

STEP 1A	<p>Submit Application Packet by the deadline to the Department of Art & Art History Graduate Program Admissions Review Committee (<u>must be postmarked or dropped off by the deadline for fullest consideration</u>).</p> <p>Art & Art History Department Deadline: Second FRIDAY in January of every year.</p>
STEP 1B	<p>Letters of Recommendation</p>
STEP 2	<p>Apply for Admission to San José State University. For University</p> <p>Deadlines: http://www.sjsu.edu/gape/prospective_students/deadlines/</p>

STEP 1A **EMAIL** Application Packet in ONE (1) Single Email Message to the Department of Art & Art History Graduate Program

- 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)**.
- **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 the following:

1. **Application Form**(save as Word .doc OR Adobe .pdf). Be clear in selecting your area of concentration at the time of applying.
2. **Résumé** (save as Word .doc OR Adobe .pdf).
3. **UNOFFICIAL College Transcripts (RECENTLY REQUESTED dated within the last six months)** (save as Word .doc OR Adobe .pdf).
If you are currently taking courses, grade reports for the courses must also be emailed immediately after completion.
4. **Academic Summary Form** download and completely fill out the List all of studio art and art history classes taken, where the college classes were taken, number of units earned and grades received.
5. Include a **Statement of Purpose** (save as Word .doc OR Adobe .pdf).
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.

6. **Two Writing Samples** (examples of research) related to Art History and Visual Culture. (save as Word .doc OR Adobe .pdf).

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.

LABELING INSTRUCTIONS:

COMPRESSED ZIPPED FOLDER/APPLICATION PACKET with your name, major concentration and current application semester

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

Example: Doe, John – MA Art History – Fall 2011

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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 copy 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 the file name Example: Doe – Statement of Purpose

Writing Samples Folder, which contains your writing samples

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

1, 2, etc.” for each file name Example: Doe – 1, Doe – 2,, etc.

7. **Email** the Application Packet (exception: Letters of Recommendation) in **ONE (1) Single Email Message** to: art@sjsu.edu
Subject: "Last Name, First Name – MFA Major Concentration – Spring/Fall Year"
Example: Doe, John – MA Art History – Fall 2011

STEP 1B Letters of Recommendation

Mail sealed letters of recommendation or have references directly mail recommendation letter to the Department of Art & Art History.

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

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

Coursework must begin two semesters following admission to retain your eligibility

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 the emailing of the formal acceptance or denial letters. Letters of acceptance or denial will be emailed after the reviews are concluded.

If you have questions please contact Elizabeth Quintana (elizabeth.quintana@sjsu.edu; 408-924-4320) or Dore Bowen (dore.bowen@sjsu.edu).