



Applying to the MFA Art Programs for **FALL SEMESTER ADMISSION**

The deadline for both department
the SECOND FRIDAY in the month of JANUARY every year

This is the instructions for the department application process only for admission into either the MFA Art 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. For San José State University application information, please go to step 2 below.

Applying for an MFA Art Program has TWO STEPS:

STEP 1A	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>).
STEP 1B	Letters of Recommendation
STEP 2	Apply for Admission to San José State University. For University Deadlines: http://www.sjsu.edu/gape/prospective_students/deadlines/

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, otherwise you will be at risk of disqualification due to missing documents.
- If materials are not received by the due date, the Application Packet will automatically be disqualified for review.
- Also, be aware that you are applying directly to the Department of Art & History, therefore **DO NOT submit the Application Packet to the Graduate Studies Office of SJSU.**
- 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.

Application Packet must include ALL the following:

1. **Application Form & Academic Summary Form** (one form per Major Concentration applying for; save as Word .doc OR Adobe .pdf).
Be clear in selecting your Major Concentration at the time applying.
List all of studio art and art history classes taken, where the college classes were taken, number of units earned and grades received.
2. **ALL AND RECENTLY REQUESTED (dated within the last six months) UNOFFICIAL College Transcripts** (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.
3. 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

4. **Résumé** (save as Word .doc OR Adobe .pdf).
5. **Statement of Purpose/Artist Statement** (save as Word .doc OR Adobe .pdf).
Submit an essay indicating reasons to pursue graduate studies in Art at San José State University. The essay should also describe the nature and direction of your work, and its relationship to contemporary art issues.
6. **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 (save as Word .doc OR Adobe .pdf)**.
List each of the images/files in the Portfolio Folder by number, extended title and description with 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 Instructions below) **OR** list **URL/website on the Application Form**.

IMAGE/FILE FORMAT:

- High quality/low compression .JPEG, .PNG or .GIF files
- Not greater than 1280 pixels wide by 1024 pixels high

Additional Instructions for applicants working in media or methods not well represented by still images A maximum of five (5) QuickTime movies of works may be include into the Portfolio Folder in addition to images/files (please label QuickTime movies the same as you would for the images/files).

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 collaborative 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 – MFA Major Concentration – Spring/Fall Year” Example:
Doe, John – MFA Spatial Art – Fall 2011

CONTENTS

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

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 name

Example: Doe – 1, Doe – 2, Doe – 3, 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 – MFA Spatial Art – Fall 2011

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Step 2 – You must also Apply for Admission to San José State University

Application instructions, deadline information, online admissions application for Domestic (US) Students and a downloadable admission application for International Students can be found at: <http://www.sjsu.edu/gape/>.

QUESTIONS?

If you have questions please contact Elizabeth Quintana (elizabeth.quintana@sjsu.edu; 408-924-4320) or Craig Hobbs (gcraig.hobbs@sjsu.edu)

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