

# UCLA DEPARTMENT of ART

## PORTFOLIO GUIDELINES

### Graduate Admissions

All applicants must submit a portfolio of work consisting of a maximum of twenty still images as part of the online application ([www.grad.ucla.edu/apply](http://www.grad.ucla.edu/apply)). Applicants whose work is time-based should submit stills and/or performance documentation as jpegs, in addition to submitting time-based work. Applicants with time-based media must include URLs (up to four maximum) with direct Web links to individual time-based works posted online. In addition, applicants must submit two identical DVDs which duplicate their online time-based submissions, and may also include full-length versions of Web excerpts.

**The online application –including the portfolio– must be submitted no later than January 9, 2016.**

DVD submissions (for applicants with time-based media) must be **postmarked by Saturday, January 9, 2016**, and sent to the Department of Art (address below):

UCLA Department of Art  
Attn: Caron Cronin  
Broad Art Center, Room 2275  
240 Charles E. Young Drive  
Los Angeles, CA 90095-1615

Materials –including DVD submissions– cannot be returned to applicants.

**NOTE: January 9 is the official application deadline for the MFA program.** However, because January 9, 2016 is a Saturday, applications will be accepted through the following business day, 5pm PST Monday, January 11, 2016. Applicants are encouraged to make every effort to complete their applications by January 9; applications submitted after 5pm January 11, 2016 will be considered late, and likely will not be reviewed. The Art office is closed weekends, including January 9 & 10. Transcripts and DVDs not sent by mail may be dropped off in person, business days 8am – 5pm, through January 11, but no later.

*Please see below for specific guidelines regarding submissions.*

#### **A. Still Images in Digital Format (REQUIRED FOR ALL APPLICANTS)**

1. Still images must be submitted in **.jpg** file format, uploaded to the Department of Art “Portfolio Submission” section of the online UCLA Graduate Application ([www.grad.ucla.edu/apply](http://www.grad.ucla.edu/apply)).
2. Maximum file size is 1024w x 768h at 72dpi. File sizes may not exceed 3MB per file.
3. Images must be correctly rotated for viewing.
4. Applicants will be asked to provide the title, medium, dimensions, and date for each artwork. Applicants submitting images documenting installation, performance, and project-based work should also include brief descriptions (1000 characters maximum).

#### **B. Time-Based Work (IN ADDITION TO STILL IMAGES, AS APPROPRIATE)**

1. Applicants with time-based media **must** include URLs (up to four maximum) with direct Web links to individual time-based works/excerpts posted online. URLs are submitted via the Department of Art “Portfolio Submission” section of the online UCLA Graduate Application ([www.grad.ucla.edu/apply](http://www.grad.ucla.edu/apply)). In

most cases, no more than ten minutes of time-based work will be viewed. To best represent your practice, include URLs for multiple works in excerpts of three minutes or less.

2. **In addition**, applicants must submit **TWO** identical DVDs which duplicate their online time-based submissions. The DVD submissions may **also** include full-length versions of the excerpts posted online.

3. DVDs should be authored into chapters with a menu indicating the title and date, as well as the running time, of each piece and its excerpt. DVDs should be formatted for viewing on a DVD player, not on a computer.

4. DVDs must be clearly labeled with the following: your name, Fall 16 MFA, and the area to which you are applying. Please do not send DVD masters, only copies.

5. With the DVD submission, applicants must also include a printed list with your name, and the title, date, running time, and a brief description of each time-based work, as well as the running time of segments to be viewed. The printed list should also include the URLs, as indicated on your online application. Applicants with time-based media also are encouraged to include a printed inventory list of their still-image submissions.