

MFA Program Admission Portfolio Instructions

Portfolios are accepted in the following formats; slide, digital JPG file (768x1024), USB flash drive, standard CD/DVD burnt for PC and/or Mac. Running time for moving images: A maximum of 10 mins of time-based material will be considered in the 1st round: longer versions will be considered in subsequent rounds.

1. Slides and Digital images - Maximum 16 of each.

Label as follows:

- Name of artist
- Title of work
- Date of work
- Slides marked to indicate the lower left corner when held in hand for viewing.

2. For film, video, performance or other time-based media we will accept DVD or USB Flash Drive format.

Label as follows:

- Name of artist
- Title of work
- Date of work
- Length of work

3. Guidelines for New Media Submissions

It is your responsibility to ensure that all media reaches us intact and in a readable format. We assume no responsibility for unreadable media. Material must be self-supporting - stand-alone applications - do not assume that we have the required software and plug-ins to open your material. E-mail submissions will not be accepted.

Label as follows:

- Name of artist
- Title of work
- Date of work
- Description of the contents

Clear viewing instructions are also required and must include:

- List of the items you would like viewed
- Information on the order in which to view them (if necessary)
- Navigation instructions

4. Please submit a *Portfolio Summary Sheet* with the following:

- Name of artist
- Title of each item
- Date of work
- Size/Duration of work (if applicable)
- Medium/Format used
- Brief description of time-based, performance, audio, video or digital work on separate page

5. The portfolio must be submitted to the department directly.

6. Do not send slides in carousels.

7. **If** you would like your portfolio returned to you please include a self addressed envelope with sufficient postage. All other support materials will be retained by the department. We are not responsible for any lost or misplaced materials. We will not pay for any brokerage, courier or mail charges.