

instructions & checklist Check items off to know if your application is complete.

APPLICATION

- Complete and sign the application.
- Parent signature is required if the applicant is under the age of 18 at the time the application is submitted.
- Mail the application to the Office of Admissions along with the nonrefundable application fee.
 - \$60 for U.S. Citizens/Permanent Residents
 - \$110 for international applicants (applicants who do not hold United States citizenship).
- Applications received without application fee will be returned.

SCHEDULING AN AUDITION OR INTERVIEW

- Each department has a listing of dates on which auditions or interviews will be held.
- To secure the desired audition or interview date applicants are encouraged to submit their application by the deadline listed for each department.
- Applicant must write on the application the interview or audition date they want to request.
- Written confirmation of the audition or interview date, time and location will be mailed to the applicant after the application has been processed.
- Please allow ten business days for processing.
- Applications received after the deadline for submitting the paperwork will be processed on a first come, first served basis.
- Interviews and auditions are not scheduled by phone.
- Design and Production** applicants who wish to interview for more than one major/concentration should indicate which is their first choice and which is their second choice.
- School of Music** applicants applying to the Brass Program must schedule their audition with the School of Music by contacting 336-770-3260. Applications for the Brass Program are sent to the Office of Admissions.

PHOTOS

Photos are required of all applicants. Please read carefully the information below:

- Dance applicants must submit the following photos: (Photos must have applicant's name written on the back; professional photos not required)
 - 5 x 7 photo facing front, pointe tendue in second with arms in second – required of all applicants
 - 5 x 7 photo in first or second arabesque on pointe – required of all female ballet applicants
 - 5 x 7 photo in first or second arabesque – required of male ballet applicants
 - 5 x 7 photo in a contemporary position – required of all contemporary dance applicants.
- Drama applicants must have an 8x10 headshot or a recent photo either in color or black and white

(applicant's name is to be printed on the photo).

- Design and Production, Film and Music applicants submit only a 2x2 photo for identification purposes.

RECOMMENDATION LETTERS

*Please use the recommendation forms at the end of this application. All letters are to be mailed directly to the Office of Admissions to be placed in the applicant's file. **Always list the Office of Admissions as the recipient.***

Two (2) letters of recommendation are required.

- One (1) letter is to come from an arts instructor
- One (1) letter is to come from an academic instructor. If not currently enrolled in school a letter may come from an employer, mentor instructor, director, etc.

TRANSCRIPTS

Official transcripts are required of all applicants, Please refer to the following guidelines for transcripts.

Bachelor of Fine Arts or College Arts Diploma

- Official transcript with a seal or signature of a school official or registrar from the current school attended or proof of high school graduation. Copies are unacceptable.
- Applicants who have completed a GED should have an official test score mailed directly to the Office of Admissions from the test center. Copies are unacceptable.
- Official list of courses in which the applicant is enrolled at the time of application. Copies are unacceptable.
- Applicants who are dual-enrolled in any college while in high school are to have an official transcript mailed directly to the Office of Admissions. Copies are unacceptable.

Undergraduate Applicants Who Have Been Home-Schooled

- Official transcripts from each traditional school attended with a validation seal or signature of a school official.
- Proof of graduation from home school.
- Titles and course descriptions in each year of home-schooling, tests used and evaluation of knowledge that the applicant has completed the equivalent of the University of North Carolina's Minimum Course Requirements as listed with-in.

Undergraduate Transfer Applicants

- Official transcript with a seal or signature of a school official or registrar from the current school attended or proof of high school graduation. Copies are unacceptable
- Applicants who have completed a GED should have an official test score mailed directly to the Office of Admissions from the test center. Copies are unacceptable.
- Official transcript with a seal or registrar's signature from each college attended. Copies are unacceptable.
- If currently enrolled in college, applicant must provide an official list of courses in progress.

SAT OR ACT SCORES

- Official scores from the testing agency are required of all applicants to the Bachelor of Fine Arts and Bachelor of Music programs (do not send student copy).

RESUME

A resume is required of all applicants. Department guidelines for a resume are as follows:

- Dance Applicants – resume must give the name of dance instructors, their addresses, dates of study and number of hours per week of study.
- Design and Production Applicants – resume must detail artistic experience and educational objectives.
- Drama Applicants – resume must detail artistic experience and educational objectives and include a list of plays performed giving the name of the role and the date and place of performance.
- Filmmaking Applicants – resume must detail artistic experience and educational objectives.
- Music Applicants – resume must detail artistic experience, educational objectives and include the names of private teachers, their addresses, and number of years of study with each instructor.

STATEMENT OR WRITING SAMPLE

- Dance applicants are not required to submit a writing sample.
- Music applicants are not required to submit writing samples.
- Design and Production applicants must submit a Statement of Purpose expressing their interests, goals and other information that gives insight into their work.
- Drama applicants to the third-year Directing Program must submit a short essay detailing why the applicant wishes to pursue a directing career and what the candidate intends to accomplish in directing.
- Drama applicants to the Professional Actor Training Program are not required to submit a writing sample.
- Filmmaking applicants to the undergraduate program must submit a typed writing sample (10 pages or less) displaying the applicant's creative writing skills. The sample may be scenes from a screenplay, a stage play, a short story, or an excerpt from a longer prose fiction piece. No essays or other analytical work.
- Filmmaking applicants must also supply a Statement of Intent no longer than one page in length stating why they would like to attend the North Carolina School of the Arts School of Filmmaking.

PORTFOLIOS

- Design and Production applicants are required to submit an original portfolio of work for the undergraduate programs at the time of interview (see departmental listing for specific portfolio requirements).
- Dance, Drama, Filmmaking and Music require no portfolio.

INTERNATIONAL APPLICANTS (*applicants who do not hold United States citizenship*)

- International applicants must complete the International Questions on the application.
- International applicants must follow all of the program guidelines as outlined above and submit all required documentation as stated.
- An official TOEFL score is required for undergraduate applicants for whom English is not the primary language.
- Verification of sufficient funds to cover the first year of enrollment or affidavit of support from a bank or sponsor is required. For information on TOEFL scores please go to the following web link: www.ncarts.edu/iss/esl.htm.
- A North Carolina School of the Arts Financial Statement Form must be completed by the applicant. The link for the form is: www.ncarts.edu/admissions/guidelines.
- Applicant is to provide a copy of their current passport, visa and/or I-20.
- International Applicants must complete the North Carolina School of the Arts Safety Questions at the end of this application.

OTHER REQUIREMENTS

- If submitting an online application, print, sign and mail to the Office of Admissions immediately after submitting the application the Application Agreement Statement.
- Complete and sign the Provision of Social Security Number form provided with the application.
- Complete the top section of the Mandatory Information Form, sign and give the form to your guidance counselor or college advisor. If currently not enrolled in school, form may be given to an employer, mentor, instructor, etc. Signatures of family members or legal guardians will not be accepted. Form is required of ALL APPLICANTS.

FINAL STEPS

For your records keep copies of the application and all materials mailed to the Office of Admissions. Items can get lost in the mail. Always address materials to the following mailing address:

**Office of Admissions
North Carolina School of the Arts
1533 S. Main St.
Winston-Salem, NC 27127**