

applicant instructions and checklist

APPLICATION

- Complete and sign the application.
- Parent signature is required if the applicant is under the age of 18.
- Mail the application to the Office of Admissions along with the nonrefundable application fee of \$50 for US Citizens/permanent US Residents or \$100 for foreign applicants (applicants who do not hold United States citizenship).
- Applications received without application fee or all questions answered will be returned.

SCHEDULING AN AUDITION OR INTERVIEW

- To secure the desired audition or interview date applicants are encouraged to submit their application by the suggested deadline listed for each department (see department guidelines on the previous pages).
- Requested interview or audition date must be written on the application.
- 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 suggested audition or interview date will be processed on a first come, first served basis.
- Interviews and auditions are not scheduled by phone or email.

PHOTOS

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

- Dance** applicants must submit the following photographs: (Photographs must have applicant's name written on the back of the photograph; professional photographs not required)
 - 5 x 7 photograph facing front, pointe tendue in second with arms in second - *required of all applicants*
 - 5 x 7 photograph in first or second arabesque on pointe - *required of all female ballet applicants*
 - 5 x 7 photograph in first or second arabesque - *required of male ballet applicants*
 - 5 x 7 photograph in a contemporary position - *required of all contemporary dance applicants.*

- Drama** applicants must have an 8x10 headshot or a recent representative photograph (applicant's name is to be printed on the photo).

- Design and Production, Film, Music and Visual Arts** applicants submit only a 2x2 photograph for identification purposes.

RECOMMENDATION LETTERS

- 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.
- 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.

Note: No form is provided for recommendations. All recommendations should be dated and signed by the writer and mailed directly to the Office of Admissions. Materials that do not bear the Office of Admissions as the recipient may be sent to other departments.

TRANSCRIPTS

- Official transcripts and courses in which the applicant is enrolled at the time of application are required (see transcript information page 21).
- All transcripts must bear a validation seal or signature of a school official or registrar.
- Transcripts sent under separate cover must come in a sealed envelope and should be mailed directly to the Office of Admissions. Always list the Office of Admissions as the recipient.
- College transfer applicants must supply their official college transcript along with an official list of courses the student is taking at the time of application.
- A high school transcript or GED is required of all applicants who are applying as a first time freshman or undergraduate transfer.
- Graduate applicants must supply an official transcript. If currently enrolled in college, the applicant must supply a list of the courses in progress.

SAT OR ACT

- 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 (see below for Performing Arts Management candidates).
- Performing Arts Management Applicants* - resume must detail past performing arts experience in production and/or administration.
- 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 and educational objectives and include the names of private teachers, their addresses, and number of years of study with each instructor.
- Visual Arts Applicants* - (high school program for 11th or 12th grade only — no undergraduate program offered) resume must detail artistic experience and educational objectives.

STATEMENT OR WRITING SAMPLE

- Dance* applicants are not required to submit a writing sample.
- Design and Production* applicants must submit a Statement of Purpose expressing their interests, goals and other information that gives insight into their work.
- Design and Production applicants to the Performing Arts Management Program* must submit a three-page (minimum) typed sample of writing that demonstrates expository (not creative) writing skills. Writing samples might be, for younger applicants, an excerpt from a paper written for a class or, for students more removed from their undergraduate years, a press release, a grant narrative, etc.
- 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 or the High School Acting 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 to the graduate Film Music Composition Program* must submit a written statement describing their career interests in film music composition and any prior experience in the field (maximum of two pages).

- Music applicants to the graduate program* must submit a Statement of Intent no longer than one page in length and state why the applicant would like to attend the North Carolina School of the Arts.
- Music applicants to the undergraduate program and high school programs* are not required to submit writing samples.
- All Music applicants* must submit a repertoire list.
- Visual Arts* applicants are not required to submit a writing sample.

PORTFOLIOS

- Design and Production* applicants are required to submit an original portfolio of work for the graduate and undergraduate programs at the time of interview (see departmental listing for specific portfolio requirements).
- Design and Production applicants to the Performing Arts Management Program* do not need a formal portfolio, but should bring samples of production or administrative work (grants, proposals, etc.).
- Visual Arts* applicants (high school program only for 11th or 12th grade — no undergraduate program) must present a portfolio of 15 examples of work at the time of interview (see department listing for specific requirements).
- Dance, Drama, Filmmaking and Music* require no portfolio.
- Filmmaking applicants to the graduate Film Music Composition Program* are to submit 3 scores and cassette tapes or CDs of original compositions that represent different music genres.

FOREIGN APPLICANTS

(applicants who do not hold United States citizenship)

- International applicants must follow all of the program guidelines as outlined above and submit all required documentation as stated.
- Official TOEFL score is required for undergraduate and graduate applicants for whom English is not the primary language.
- SLEP score is required for high school 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.
- A North Carolina School of the Arts Financial Statement Form must be completed by the applicant. The link for the form is: <http://www.ncarts.edu/ncsaprod/admissions/guidelines.asp>.
- Applicant is to provide a copy of their current passport, visa and/or I-20.

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.
Winton-Salem, NC 27127

Note: Materials mailed to the North Carolina School of the Arts only may be distributed to other departments and delay processing of your application.

transcript guidelines

UNDERGRADUATE APPLICANTS

Please note that these are transcript guidelines only and that other program requirements are listed under Applicant Checklist on pages 19-20.

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.
- Official SAT or ACT score (do not send student copy).
- Official AP or IB score reports — if applicable. Scores may be submitted after a candidate's final acceptance.
- 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.
- Official SAT or ACT score (do not send student copy)
- 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 on page 2.

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.

- Official SAT or ACT score (do not send student copy).
- Foreign applicants must complete a Transfer-In Form.
- Foreign applicants must provide an official TOEFL score. Copies are unacceptable.

GRADUATE APPLICANTS

Please note that these are transcript guidelines only and that other program requirements are listed under Applicant Checklist on pages 19-20.

- 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.

HIGH SCHOOL DIPLOMA APPLICANTS

Please note that these are transcript guidelines only and that other program requirements are listed under Applicant Checklist on pages 19-20.

Applicants to Grades 8 through 10

- Official transcript from each school attended with a validation seal or signature of a school official or registrar. Copies are unacceptable.
Entering 8th Grade: transcript from 5th, 6th & 7th grade
Entering 9th Grade: transcript from 6th, 7th & 8th grade
Entering 10th Grade: transcript from 7th, 8th & 9th grade
- Transcript must include courses in which the student is enrolled at the time of application.
- Standardized test scores, including state and national testing, since grade 6 must be included for entering 8th, 9th, and 10th grade applicants if not reported on the high school transcript.

Applicants to Grades 11 through 12

- Official transcript from each school attended with a validation seal or signature of a school official or registrar. Copies are unacceptable.
Entering 11th grade: transcript from 8th, 9th and 10th grades.
Entering 12th grade: transcript from 9th, 10th and 11th grades.
- Transcripts must include the courses in which the student is enrolled at the time of application.
- For 12th grade applicants, official SAT or ACT score if taken (do not send the student copy).
- Standardized test scores, including state and national testing, since grade 7 must be included for entering 11th and 12th grade applicants if not reported on the high school transcript.

