

College of Fine Arts Requirements

If you are applying to the Schools of Architecture, Art, Design, Drama or Music, within the College of Fine Arts, then you must read the following instructions that pertain to the school you've applied to and its specific application process. After reading through this section please visit <www.cmu.edu/admission/finearts> to register for an audition, portfolio review or to complete the required online questionnaire for the School of Architecture. Openings for auditions and portfolio reviews fill on a first-come, first-served basis.

Fine Arts Requirements

- Your application and supplement must be submitted by December 1, 2009 for architecture, art, design, drama and music Regular Decision. You must submit your application and supplement by November 1, 2009 for architecture, art, design and music Early Decision consideration, or the November drama audition.
- Visit <www.cmu.edu/admission/finearts> to register for an audition or portfolio review, or to complete the required online questionnaire for the School of Architecture. If you are applying to the School of Music, you must go to <<http://music.web.cmu.edu>> to complete the required steps for an audition reservation.
- Expect to receive instructions from us via email regarding your audition/review after you register online.
- Do not expect a final admission decision at the time of your audition/review. We'll consider the results of your audition/review along with your other credentials and notify you by April 15, 2010 (January 15, 2010 for architecture, art, design and music Early Decision applicants.)

School of Architecture Admission Procedure

The study of architecture at Carnegie Mellon is an exciting, multidisciplinary activity that synthesizes design creativity, social responsibility, historical perspective, technical excellence and global environmental vision. The five-year curriculum leads to an accredited professional Bachelor of Architecture (B.Arch) degree and a broad range of career opportunities.

The School of Architecture is seeking students with diverse backgrounds, interests and creative potential, as well as a distinct passion for architecture in all its many facets. We have found that successful architecture students have a variety of qualifications, including:

- Strong Academic Record – as demonstrated by secondary school transcripts, class rank, all SAT Reasoning Test or ACT with Writing scores and two SAT Subject Tests, including Math and

either Physics or Chemistry

- Creative Ability – as demonstrated by a portfolio of creative work (see following details), as well as other artistic endeavors based on innovation and synthesis
- Interpersonal and Leadership Skills – as demonstrated by awards and honors, extracurricular activities, letters of recommendation, service and a personal statement

Because the possibilities of studying architecture in high school can be limited, we encourage all applicants to make every effort to develop an understanding of what it means to study architecture – inquire how architecture is different from engineering, art and other fields, and seek to understand the unique strengths of Carnegie Mellon's architecture program. To determine your sincere interest in architecture and to measure the potential for success in the School of Architecture, we encourage you to:

- Participate in one of the many summer programs offered by schools of architecture in the United States and abroad. Carnegie Mellon offers a summer Pre-College Program that introduces and tests your interest and ability in architecture. The Pre-College Program offers opportunities to experience firsthand the life and studies of an architecture student, become familiar with the campus and city and socialize with students from around the country. For more information about our Pre-College Program, visit our Web site at <www.cmu.edu/enrollment/pre-college>.
- Visit architecture schools (while courses are in session) at every college you are seriously considering. Be sure to visit the design studios and talk to enrolled students and faculty to understand both the nature of the academic program and the unique life of an architecture student. Seek to understand the unique strengths and character of each program.
- Pursue a variety of rigorous architectural and artistic opportunities while in high school such as working in an architect's office, on a construction site or in a planning office, attending art classes and reading about historical as well as contemporary architecture.
- Take a well-rounded variety of the highest-level courses available at your high school in: art, history, writing, calculus and physics.

The School of Architecture believes in the value of personal contact to ensure the success of admission decisions. In general, everyone is best served by an on-campus visit to both the Office of Admission and the School of Architecture to get to know the university and the school, as well as faculty and students.

After completing the required online questionnaire for the School of Architecture, we highly recommend that you submit an optional portfolio of creative work. Moreover, an on-campus interview and review of your

portfolio is the preferred option and most highly recommended. The assessment resulting from each option will serve to enhance your application package; *however, not participating in a review of your creative work will not adversely affect your chance of admission.*

To complete the required online questionnaire and register your optional portfolio of creative work for either on-campus or online review, or for more information and details about the options provided by the School of Architecture, visit <www.cmu.edu/admission/finearts>.

Questionnaire Submission (Required)

All applicants to the School of Architecture are **required** to complete an online questionnaire by the January 1 questionnaire deadline (November 1 for Early Decision applicants). The questionnaire is available for completion at <www.cmu.edu/admission/finearts>.

Portfolio Review Registration

Submission of a portfolio of creative work is highly recommended, although **optional**. There are two ways to submit a portfolio, either through an on-campus review or an online submission.

On-Campus Portfolio Submission and Review

The School of Architecture *highly recommends* applicants to register for an on-campus portfolio review. If you select this option, you will come to the Carnegie Mellon campus to receive a personal review of your work with architecture faculty in addition to an introduction to our school. You will be able to ask questions and engage with an admission director, students, faculty and staff within the School of Architecture.

Applicants registered for an on-campus review are asked to bring a printed copy of their portfolio of creative work with them, conforming to the portfolio format guidelines, which may be found at <www.cmu.edu/admission/finearts>.

On-campus reviews for Regular Decision are held in January, but Early Decision applicants have a session reserved for mid-November. Appointments are limited, so please register as soon as possible. Students must be registered to receive a review.

Online Portfolio Submission and Review

The School of Architecture provides an online option for presenting your work in lieu of doing an on-campus review. If you select this option, an admission committee of faculty and students will review your portfolio.

Applicants can upload, label, arrange and submit their portfolios electronically. In order to submit your portfolio online, please go to <www.cmu.edu/admission/finearts>.

College of Fine Arts Requirements (continued)

Portfolios registered for online review must be received by January 15, 2010 for Regular Decision applicants or November 1, 2009 for Early Decision applicants.

Portfolio Objectives

We are interested in understanding your creativity in all its facets: compositions, creations and inventions. As a result, we encourage you to submit a variety of creative works that demonstrate your innovative ideas, spatial reasoning, visual thinking and your desire to make and build things. Your portfolio is intended to expose your ability to analyze, problem-solve, think critically and synthesize. We are interested in determining your commitment and motivation to study architecture. Keep in mind that the architecture professors who will review your portfolio are much more interested in understanding your creative intent and design process than your mastery of specific skills or techniques. For this reason, you should avoid submitting drafting work as part of your portfolio of creative work.

Portfolio Assembly

We suggest that you think strategically about how you communicate and present your potential success as a student of architecture. We advise you to consider the process of assembling and submitting your creative work as a *design project*: how can you best present your abilities, interests and passion through your creative work? Select projects that show a range of media and subject matter while still emphasizing your strongest work. Please submit final and completed works for review, not works in progress. Arrange your work to tell a good story about yourself. For more information on assembling your portfolio, please visit <www.cmu.edu/admission/finearts/> and select the School of Architecture section.

National Portfolio Days

The School of Architecture does not participate in National Portfolio Days. The school evaluates all portfolios and invites you to register your portfolio for a review to be held on campus. Please contact the school with any questions about your portfolio or creative work.

Transfer Students

Transfer applicants to the School of Architecture are classified as freshmen and will begin the program in the first year.

Contact

The School of Architecture at Carnegie Mellon University invites prospective students to visit our School. To schedule an appointment or for more information about visiting the School of Architecture, please visit our Web site at <www.cmu.edu/architecture/admission/undergraduate/visit.html>.

If you have any questions about the architecture admission process, the online questionnaire or the submission of creative work, please contact Alexis McCune, Coordinator of Student Programs in the School of Architecture at <amccune@andrew.cmu.edu>.

School of Art Admission Procedure

The Carnegie Mellon School of Art seeks students with a wide range of talents, aptitudes and backgrounds. Artistic ability, academic performance and leadership capabilities are all important factors. These capabilities are evaluated through a review of a portfolio of creative work, high school grades, standardized test scores, extracurricular activities, recommendations and personal statements. All applicants are considered for fall semester admission only.

Transfer applicants must complete all admission requirements, including the portfolio review. Transfer students should expect to have freshmen status for at least the first semester in the School of Art. Transfer credit is evaluated after the applicant has studied in the School of Art for a period of time.

The Art Portfolio

The School of Art faculty is just as interested in an applicant's creative thinking skills as in his/her technical skills. We want to see whatever you have made that is personal, unique and unusual...that thing you have been working on that may be so crazy and interesting that you are not even sure it's art...that project so ambitious and awkward that it could not have been made by anyone else but you.

The portfolio should be assembled to showcase your engagement with materials, ideas and contexts. Pieces that show your ability to work on a wide range of artistic concerns, or to work in depth and in sequence on a single idea, are desirable. The portfolio should include as much work as possible done independently and outside of the classroom.

The School of Art offers two ways for applicant work to be reviewed – an on-campus review or an online review.

The School of Art is interested in work that shows an applicant's ideas, cultural awareness and ambition, as well as his/her technical skills. A willingness to experiment and engage in personal research should also be revealed through the portfolio. Pieces that show an applicant's ability to work on a wide range of artistic concerns, in depth or in a sequence, are desirable. Because we are interested in students who are highly self-motivated, the portfolio should include as much work as possible done independently outside the classroom.

The On-Campus Portfolio Review

Applicants may bring their portfolio to campus for review. On-campus portfolio review days offer an opportunity to attend group information sessions, meet individually with an art faculty member and take a tour of the School of Art facilities. In order to attend an on-campus portfolio review, applicants must submit their application and supplement by November 1, 2009 (Early Decision) or December 1, 2009 (Regular Decision and transfer students). All arrangements for attending the on-campus portfolio review days should be done through the Office of Admission at <www.cmu.edu/admission/finearts>.

You must pre-register for an on-campus portfolio review. Please go to <www.cmu.edu/admission/finearts> for dates and availability. We honor review appointments on a first-come, first-served basis. Please register as soon as possible to secure a review appointment. The Office of Admission will send you a confirmation email when you register online. If the confirmation does not arrive two weeks prior to your review, call the Office of Admission at 412-268-2082 to confirm. If attending an on-campus portfolio review day, an applicant should not submit a portfolio online.

What to Bring for the On-Campus Art Portfolio Review

Applicants should bring no fewer than 15 to no more than 20 recent art works. Applicants can bring any of the following work for the on-campus review:

- Actual two-dimensional work such as drawings, paintings, prints, etc. (Matting and mounting of works is not necessary. It is highly recommended to apply fixative to works that smudge.)
- Actual three-dimensional work such as sculpture, ceramics, glass, textiles, etc.
- A sketchbook, illustrated journal, etc. (Each of these is considered one item.)
- Photographs, slides or other documentation of work, which because of its size, weight or other circumstances, cannot be transported to the review. Examples: a large sculpture, a mural or other piece permanently installed, a work no longer owned by the applicant, or a piece under consideration for an award.
- Work submitted on a CD or DVD. Examples:
 - a) Computer graphics: JPEG or TIFF format, 1024x768 maximum image size.
 - b) Time-based work: Video on DVD; Animations must be composited to play on DVD or as a Quicktime movie.
 - c) Interactive work. Must run as a stand-alone application, without requiring the installation of additional software.
 - d) Web site.

Note: Due to space constraints during portfolio reviews, documentation of large works is acceptable.

Online Portfolio Review

The School of Art accepts portfolios via online submission through SlideRoom. SlideRoom provides online systems to receive and review portfolios from applicants. Applicants can upload, label, arrange and submit their portfolios electronically. In order to submit your portfolio online, please go to <www.cmu.edu/admission/finearts> to register and submit your portfolio.

Applicants submitting a portfolio online are not permitted to attend an on-campus portfolio review day. Please choose one or the other. Online portfolio reviews are given the same consideration as on-campus reviews.

The online art portfolio must contain the items listed below:

1. Documentation of no fewer than 15 to no more than 20 recent art works submitted as follows:
 - a. Images of paintings, prints, drawings, sculpture, computer-generated imagery.
 - b. Time-based work such as video, animation, performance.
 - c. Interactive work or a web site. (If you have media that cannot be accommodated by SlideRoom, please contact SlideRoom's technical support staff for instructions on how to submit additional media.)
2. Completion of two short-answer essays. (Questions available on SlideRoom.)

Tips for Documentation of Work

- The work should be photographed so that the image fills the frame.
- A neutral background is recommended so that it does not conflict with the work.
- If several exposures of each piece are taken with different camera settings, the applicant will be able to select the best one for use in the portfolio.
- JPEGs ONLY (NO Powerpoint), please make sure all images are at least 150 dpi (resolution) and the same size.
- Matting and mounting of works is not necessary.
- Applying fixatives to works that smudge is highly recommended.
- For electronic media/video/interactive works, please follow the guidelines provided on SlideRoom's Web site.

Off-Campus Portfolio Critiques/National Portfolio Days

The School of Art participates in National Portfolio Days throughout the United States. Art faculty attending selected National Portfolio Days will provide informal portfolio critiques for those considering application. Please see <http://my.cmu.edu/site/admission/page_portfolio> for dates and locations. A National Portfolio Day critique *does not* satisfy the formal portfolio review process required for admission.

Fall 2009 Tentative National Portfolio Days for Art

(A National Portfolio Day critique *does not* satisfy the formal portfolio review process required for admission.)

Sunday, October 18

San Diego, California

Sunday, October 25

Chicago, Illinois

Sunday, November 14

New York, New York

Saturday, December 5

Washington, DC

Sunday, December 6

Baltimore, Maryland

School of Design Admission Procedure

The School of Design is seeking a class of students with a wide range of backgrounds, creative talents and interests. We have found that successful design students have a variety of qualifications. We look closely at students' qualifications in the following three categories:

- Academics: academic performance and curriculum, all SAT Reasoning Test or ACT with Writing scores
- Visual and design ability: portfolio and/or Design Project (see details in "Design Project" section)
- Interpersonal skills: as demonstrated through extracurricular activities, letters of recommendation and the on-campus interview

Submitting Your Portfolio (Work) for Review

The School of Design offers two ways for applicant work to be reviewed – an on-campus review or an online review. Choose ONLY ONE of these two options.

Application and supplement are due November 1, 2009 for Early Decision or December 1, 2009 for Regular Decision. On-campus reviews for Regular Decision applicants occur during the months of January and February. Portfolios posted for online review must be received by January 15, 2010 for Regular Decision applicants. For applicants applying for Early Decision consideration, on-campus reviews take place in November. If you post your portfolio online instead of an on-campus review, your portfolio must be posted by November 1, 2009.

Our design faculty is an integral part of the admission process in determining incoming classes. The faculty gain a deeper understanding of portfolio work and the applicant from an interview which takes place at the time of the on-campus review, between the applicant and a faculty member. We strongly emphasize the importance of an on-campus review.

On-Campus Portfolio Options

Once you have submitted your application and selected the on-campus review option, you must register for one of the review dates. Visit <www.cmu.edu/admission/finearts> for dates and availability. We honor review appointments on a first-come, first-served basis. Please register as soon as possible to secure a review appointment. The last review date is for transfer applicants only.

The School of Design provides two options for presenting your work on campus – physical or digital. With each option a faculty committee will independently review your portfolio and a faculty member will conduct a brief interview with you.

- **Physical Portfolio:** An organized presentation of original work. Work may include: sketchbooks, drawings, 2-D and 3-D work, examples of color work and supplemental work. If the scale of your work is too large to transport, then a good quality photo is permissible. This on-campus option typically provides faculty the greatest insight to the quality of your work, your thinking and developmental process.
- **Digital Portfolios:** We will review work presented in digital formats. All pieces should be numbered and should include a short description of the item. This work should not be a duplication of other work that you might show such as accompanying slides, prints, etc. To have this work reviewed you must bring a laptop computer with the work already prepared for showing. Otherwise it cannot be reviewed.

If you have limited work in your portfolio, we offer the **Design Project** as an option to supplement that work. If you have no portfolio or work, completion of the design project will satisfy the portfolio requirement. The Design Project can be located on the School of Design Web site, <www.design.cmu.edu>. There you will click on "Admissions," "Undergraduate" and "Portfolio" and scroll down to the "Design Project" link. Download the instructions, complete the project and bring it with you to your on-campus faculty interview. The Design Project can also be posted online (see below). Instructions for posting a Design Project online are found within the Design Project.

Online Portfolios

The School of Design provides an online option for presenting your work in lieu of doing an on-campus review. If you select this option a faculty committee will review your portfolio. In some cases a member of the committee may conduct a phone interview with you.

Applicants can upload, label, arrange and submit their portfolios electronically. In order to submit your portfolio online, please go to <www.cmu.edu/admission/finearts> to register and submit your portfolio.

College of Fine Arts Requirements (continued)

General Portfolio Guidelines/Tips

1. Actual work, rather than photographs of work, is preferred for on-campus reviews. In cases where original work is not possible, a good quality image of the original is acceptable.
2. Online portfolios cannot exceed 20 items. If communicating a sketchbook online, consider creative but effective ways to meaningfully communicate content with a few images.
3. Projects should be as varied as possible, while emphasizing the strongest work. Acceptable work includes, but is not limited to, 2-D and 3-D design, drawing, painting, sculpture, digital and inventions.
4. Design faculty encourages all applicants to include examples of drawing. Drawings can be from life or from the imagination. They should not be copied from a photo or other two-dimensional image.
5. Matting and mounting of works is not necessary.
6. Applying fixative to works that smudge is highly recommended.

Please visit the School of Design's Web site <www.design.cmu.edu> for specific program information and the most current updates.

Transfer Applicants

Whether you are transferring from another university or from one of Carnegie Mellon's other colleges, you'll be classified as a freshman in the School of Design unless you have completed a program equivalent to our freshman year. If you would like to be considered for advanced standing, indicate the level of entry on your Carnegie Mellon Common Application Supplement in the space provided. However, note that it is extremely rare for transfer students to be accepted with advanced standing due to space constraints and alignment with transferring studio experiences. You must also interview with a member of the design faculty and submit a portfolio to qualify for advanced standing consideration. We will determine your standing through the portfolio review, the interview and your transferable program credits. You should plan to come to campus on the portfolio review date specially scheduled for transfer applicants — the last review date available. If you plan to enter at the freshman level and do not seek consideration for advanced standing, follow the procedures for application as a freshman. Only fall semester transfer applicants are considered.

School of Drama Admission Procedure

The School of Drama at Carnegie Mellon is a member of the Consortium of Conservatory Theatre Training Programs.

To apply to the School of Drama:

- You *must* schedule an audition or portfolio review online in order to be considered for admission to the School of Drama (with the exception of Dramaturgy applicants). Please go to <www.cmu.edu/admission/finearts> for dates and availability. All audition or portfolio review

registrations are made online; at that time, you will be prompted to pay your \$80 audition fee. If you are unable to pay by credit card, call the Office of Admission at 412-268-2082 for further instruction. We honor audition or portfolio review appointments on a first-come, first-served basis. Please register as soon as possible to secure an appointment. When making your registration, please be sure to use an email address that will be active and accessible throughout the application and audition process as this will be the School of Drama's primary means of communication.

- Submit the Common Application and the Carnegie Mellon Common Application Supplement to the Office of Admission by January 1, 2010. Indicate on the Supplement which particular drama option you wish to pursue. Please note that there is no Early Decision consideration available for acting, music theatre or directing, although you may audition in November if you submit your application by November 1, 2009.
- You will receive an email confirmation of the time and date of your audition/review shortly after registering. If you do not pay the \$80 fee online, you will have 48 hours to finalize payment via alternative means as discussed with the Office of Admission (see above); after two days with no payment of the audition fee, your audition registration will be cancelled.
- Allow at least four hours for an audition and one hour for a portfolio review.
- Transfer students follow the same procedures as freshman applicants.
- Transfer students in Acting and Music Theatre will be classified as freshmen within the program.
- There are no Acting or Music Theatre auditions by mail.
- International Drama Design applicants may submit a portfolio by mail. Domestic students must interview in person, except under extreme circumstances, at the discretion of the Option Coordinator. Please contact the School of Drama to make arrangements.

Acting Option

If you're applying to the Acting Option, you must fulfill an audition requirement, which is the main basis for admission. Bring a resume and headshot with you on the day of your audition, and please arrive approximately a half-hour before the audition time, as there are administrative requirements to take care of before the audition begins. Please pay close attention to these audition guidelines:

- You'll be required to perform two monologues, each approximately two minutes in length.
- The monologues are to be contrasting: one classical monologue from a play written before 1900 with an emphasis on language; and one contemporary monologue from a piece written in the 20th or 21st Century.
- Both pieces should be age and gender appropriate.

- Be sure you've read the entire play, so you can demonstrate an understanding of the character and situation involved.
- You should not have been coached, as coaching often obscures natural ability and instinct. We do not recommend it.
- You may use hand props, but not costumes.
- Be prepared to perform a third monologue if asked.
- Some contemporary pieces have become overused; we ask you not to choose monologues from the following plays: *Slow Dance on the Killing Ground*, *I Hate Hamlet*, *Star Spangled Girl*, *Runaways*, *Nuts*, *A My Name is Alice*, *Identity Crisis* and *Quilters*.

Directing Option

Applying to the Directing Option includes two distinctive parts — an audition, and an interview — which take place in one half-hour appointment. For the audition, follow the audition guidelines for the Acting Option audition, with one major change — plan to perform only one monologue. For the interview, please bring with you a statement describing why you are pursuing this line of study, explaining your choice of monologue and including a critical analysis of the play. Please also bring with you any director's scripts, design portfolio, dramatic writing, photography or any other evidence of your creativity. The interview will also cover aspects of your drive, maturity, vision and aptitude for Directing.

Drama Design Option

If you're applying to the Drama Design Option, you must demonstrate basic proficiency in drawing, painting and design via a portfolio review. The portfolio should include about 15 items of work in several art media and techniques. Not all samples of your work have to pertain to the theatre. We'd like to see examples of:

- Use of color
- Line drawing
- Drafting

The portfolio review will also include a short interview, where we will get a sense of your drive, aptitude for design and fit for this rigorous program. Also, please arrange for two letters of recommendation to be sent by people capable of describing your work and evaluating your professional promise.*

Dramaturgy Option

The Dramaturgy Program provides a rigorous academic and artistic training sequence, emphasizing criticism, history and practical skills, most importantly writing. Applicants must prove that they have the necessary research and writing skills to succeed in this environment. Dramaturgy applicants do not need to schedule an audition or portfolio review; instead, please include the following with your admission application:

- A resume or Curriculum Vitae.
- A letter describing your theatre experience and ambitions in the theatre.

- Two letters from recommenders familiar with your research and writing skills.
- A sample of original research writing of 1,000 words or longer (APA or MLA citation please).

There is no in-person interview required, but the Option Coordinator may contact applicants via phone or email to obtain further information needed.

Transfers in Dramaturgy

The admission process is identical for transfer students and incoming freshmen. Whether you are transferring from another university or from one of Carnegie Mellon's other colleges, you will be classified as a freshman in the Dramaturgy Option, unless you can demonstrate you have completed a program equivalent to the Dramaturgy Option's freshman year. Any courses you may have taken elsewhere that are part of the Dramaturgy requirements, but are non-Drama courses (e.g. English literature, history, foreign languages, etc.) will be counted towards your Dramaturgy graduation requirements.

Students admitted to the School of Drama in another option, who wish to join the Dramaturgy Option, do not need to reapply, but they would need the written approval of the Dramaturgy Option Coordinator. Candidates are evaluated on a variety of criteria, including research and writing skills, prior academic performance, dedication to the art of dramaturgy and aptitude for dramaturgical work. School of Drama internal transfer students will have their class standing re-evaluated based on the percentage of core requirements completed.

Music Theatre Option

If you are applying to the Music Theatre Option, you must fulfill the audition requirement, which is the main basis for admission. During your audition you will:

- Perform two contrasting songs — one ballad and one "up tempo" song. The cuts should be 32 bars. We have an accompanist with us at all of our audition locations; please bring your sheet music in a binder.
- Learn and perform two dance combinations — one ballet and one jazz — taught by a faculty member (bring appropriate dance attire; you will be given ample time to change).
- Perform two contrasting monologues — see "Acting Option" section for guidelines.

Production Technology & Management Option

If you're applying to the Production Technology and Management Option, you should already have practical experience in the theatre, as well as some background in mathematics and physics, organization and management, or both. You must demonstrate basic proficiency in project planning and execution via a portfolio review. The portfolio should include up to 15 examples of work. Not all samples of your work

have to pertain directly to the theatre. We'd like to see examples of:

- Evidence of your thought process for technical or management solutions.
- Drafting, drawing or CAD.
- Paperwork you've used/developed for schedules, reports, budgets, estimates, etc.
- Photos of work both finished and in process.

The portfolio review will also include a short interview, where we will get a sense of your drive, aptitude for production technology and management, and fit for this rigorous program.

Also, please arrange for two letters of recommendation to be sent by people capable of describing your work and evaluating your professional promise.*

*Ask those who write letters of recommendation for you to send them, by January 1, 2010, directly to:

Office of Admission — Drama Design/PTM
Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213-3890
Fax 412-268-7838

School of Music Admission Procedure

General Application Procedures

All applicants who wish to be considered for any degree program within or associated with the School of Music must complete these steps by December 1, 2009:

- Submit the Common Application and all other required supporting materials to the Office of Undergraduate Admission.
- Indicate one of three options on Section IV of the Common Application Supplement:
 1. Performance
 2. Composition
 3. Technology
- Complete the three-step registration process on the School of Music Web site <<http://music.cmu.edu>>:
 1. Click on the "apply/audition" link, and enter the requested information.
 2. Pay your \$50.00 audition or portfolio review fee.
 3. Make an audition or portfolio review appointment.
- Review and follow the instructions and requirements for your specific option: Performance, Composition or Technology.

Performance Auditions

All performance candidates are required to undergo at least one, and in some cases two, major-level audition(s). All auditions must be scheduled through the Audition Management System Web site (step 3 of the online registration process). This includes candidates who are "auditioning by recording," candidates who audition at a regional audition site, and candidates who are auditioning for studios that require a CD round (voice, piano and flute). Once scheduled, an audition appointment date, time and location can

be changed up until two weeks beforehand by logging into the audition management Web site, cancelling the scheduled appointment and selecting a more preferable one from those available. The audition fee is non-refundable unless the application is withdrawn more than two weeks before the scheduled audition date. For flute, voice and piano applicants, withdrawal must occur prior to December 1.

Please visit the School of Music Web site at <<http://music.cmu.edu>> for a complete list of audition dates and locations.

There are three ways to audition:

1. On campus for a studio faculty panel (preferred).
2. At a regional site for a non-studio faculty member (not an option for some studios).
3. By recording:
 - a. Review and follow the audition by recording requirements for your specific studio.
 - b. Recording and recording case must be labeled with your name, your instrument, your degree program and the words "audition recording".
 - c. Recordings need to be received by January 10.
 - d. Recordings should not be sent to the Undergraduate Admission office. Recordings should be sent directly to the School of Music at the exact address listed below:

Carnegie Mellon School of Music
Recruitment and Enrollment, CFA 108
5000 Forbes Avenue
Pittsburgh, PA 15213-3890

Audition appointments are subject to minor time change until two weeks before. Applicants will be notified in advance if such a change is necessitated, and the School of Music will make every effort to collaborate so that travel plans are not significantly disrupted. Final audition confirmations will be forwarded via email one week before the scheduled audition date. Voice, flute and piano applicants who did not receive a positive review after the recorded audition will not receive this confirmation.

The audition process itself requires approximately four hours, as applicants are afforded adequate warm-up time prior to their audition, and may need to participate in various music placement tests on the audition date. Applicants are advised to check in one hour prior to the audition appointment. Please visit the School of Music Web site <<http://music.cmu.edu>> to learn more about the structure and logistics of the audition day.

Applicants are notified of the result of the audition in writing only after all auditions have been heard. Generally, these audition result letters leave the School of Music one week after the last audition date. If the audition result is favorable, the Music School will recommend acceptance to the Office of Admission, and the Office of Admission will determine if the student's academic records meet the standards of

College of Fine Arts Requirements (continued)

Carnegie Mellon. If the audition result is not favorable, the applicant will not be admitted to the School of Music, but could be admitted to Carnegie Mellon through an existing application to another School of study.

Audition Requirements:

Bagpipes: All applicants to the bagpipe studio are expected to prepare and to perform two to three solo compositions of the applicant's choice in order to demonstrate the musical and technical level of achievement on this particular instrument.

Bassoon: All applicants to the bassoon studio are expected to prepare and to meet the following performance requirements for auditions:

1. Scales: any major or minor scales as requested.
2. A technical etude.
3. A solo composition of the applicant's choice that will demonstrate the musical and technical level of achievement on the particular instrument.
4. Two or three orchestral excerpts of the player's choice.

Cello: All applicants to the cello studio are expected to prepare and to meet the following performance requirements for auditions:

1. Scales: any major or minor scale in three octaves as requested.
2. One etude by Duport, Popper or Piatti.
3. A movement of a concerto by Haydn or Boccherini or a representative work of the Romantic or Contemporary period.

Clarinet: All applicants to the clarinet studio are expected to prepare and to meet the following performance requirements for auditions:

1. Scales: any major or minor scales as requested.
2. A technical etude.
3. A solo composition of the applicant's choice that will demonstrate the musical and technical level of achievement on the particular instrument.
4. Two or three orchestral excerpts of the player's choice.

Double Bass: All applicants to the double bass studio are expected to prepare and meet the following performance requirements for auditions:

1. Contrasting movements from any Baroque sonata or suite.
2. The first movement of a Classical, Romantic or 20th century Concerto performed from memory.
3. Two octave major and minor scales and arpeggios from memory.
4. Two orchestral excerpts of your choice.

Please note that Double Bass auditions are held in the Pittsburgh venue only.

Euphonium: All applicants to the euphonium studio are expected to prepare and to meet the following performance requirements for auditions:

1. Scales: any major or minor scales as requested.
2. A technical etude.
3. A solo composition of the applicant's choice that will demonstrate the musical and technical level of achievement on the particular instrument.
4. Two or three band or orchestral excerpts of the player's choice.

Flute: The flute audition consists of two parts, the first of which involves review of a CD recording which meets the following requirements.

CD requirements:

1. This CD recording must be entirely without piano accompaniment.
2. Recording must be high-quality audio CD. DAT, mini-disc or cassette will not be accepted.
3. The CD must be labeled with your name, degree program, a track listing of selected repertoire and the words "flute audition."
4. Required Repertoire:
 - a. Mozart: Concerto in G or D major- 1st and 2nd movements (exposition only)
 - b. Orchestral Excerpts:
 1. Beethoven Lenore Overture No. 3- measures 328-360.
 2. Brahms Symphony No. 4, movement IV- measures 93-105.
 3. Mendelssohn A Midsummer Nights Dream, Scherzo- 2 measures before P to the end.
 4. Debussy Prelude a l'apres-midi d'un faune-rehearsal no. 2-3.

All of the above excerpts can be found in *Orchestral Excerpts for Flute* (Baxtresser/Rearick), published by Theodore Presser.

The CD recording must be **received** at the following address by December 1. Send the recording directly to the School of Music. **Do not** mail the audition recording to the Undergraduate Admission office:

Carnegie Mellon School of Music
Recruitment and Enrollment, CFA 108
5000 Forbes Avenue
Pittsburgh, PA 15213-3890

The audition CD will not be returned.

The flute faculty will convene during the start of December to review the CDs. Results of the review will be forwarded in writing at the end of December. If the results of this first audition are favorable, the candidate's live audition appointment will be honored. Applicants who do not achieve a favorable result following the first audition, and applicants who do not submit an audition recording by December 1 will not be considered for a live audition. Those continuing to the live audition phase should expect a minor adjustment in the audition appointment time. Candidates will be notified well in advance, and the adjusted time will be confirmed before being finalized. Auditions are conducted only in the Pittsburgh venue. Live audition requirements:

Candidates who proceed to the live audition phase will be expected to prepare and to meet the following performance requirements:

1. Mozart Concerto-complete.
2. Standard Work of the Twentieth Century.
3. Four orchestral excerpts of contrasting styles.
4. Major and minor scales.

Guitar: Entering freshmen guitarists should be familiar with basic right-hand technique and should be able to read music on the guitar up to the seventh position. All applicants to the guitar studio are expected to prepare and meet the following performance requirements for auditions:

1. Scales: any major or minor scale as requested.
2. Chords: any major, minor or dominant seventh chord as requested.
3. Prepare one work from each of the following periods:
 - a. Renaissance or Baroque (e.g. Dowland, Milan, Bach).
 - b. Classical or Romantic (e.g. Sor, Giuliani, Tarrega).
 - c. 20th century (e.g. Villa-Lobos, Brouwer, Dyens).

Harp: All applicants to the harp studio are expected to prepare and to meet the following performance requirements for auditions:

1. Etude No. 1, from "Cinquante Etudes," Op. 34, Book 1, by Bochsa.
2. Two contrasting works: one Classical and one by a 20th-Century composer, such as an etude from "Bach-Grandjany Etudes for Harp" and "Natra Sonatine."
3. Two orchestral excerpts, including the harp cadenza from "Waltz of the Flowers" by Tchaikovsky.

Horn: All applicants to the horn studio are expected to prepare and to meet the following performance requirements for auditions:

1. Mozart, Concerto #2: 1st movement, exposition and development.
2. Strauss, Concerto #1: 1st & 2nd movements.
3. Bach, Cello Suite #1, Sarabande: In original cello key. Not the Wendell Hoss edition.
4. Reynolds, 48 Etudes for French Horn: # 39 or # 41.
5. Brahms #1: 1st horn, 4th movement intro calls.
6. Mahler #1: 4th horn low tutti, 3rd movement.
7. Strauss, Till Eulenspiegel: 1st horn both intro calls.
8. Tchaikovsky #5: 1st horn 2nd movement solo.
9. Wagner: Short Call.
10. All major and minor scales.

Oboe: All applicants to the oboe studio are expected to prepare and to meet the following performance requirements for auditions:

1. Scales: any major or minor scales as requested.
2. A technical etude.
3. A solo composition of the applicant's choice that will demonstrate the musical and technical level of achievement on the particular instrument.
4. Two or three orchestral excerpts of the players choice.

Organ: The organ audition consists of three parts.

1. One of the Eight Little Preludes and Fugues by Bach.
2. A movement of an organ sonata by Mendelssohn, Guilman or the equivalent.
3. Sight Reading of a hymn from a hymn book.

Percussion: Those auditioning for the percussion department are expected to demonstrate superior ability in one of the six categories listed below. All students are required to play from categories 1, 2, and 5 for admission into the Percussion Department. Competency in one additional category must be demonstrated. Auditions in all categories are not required. Applicants will be evaluated on the basis of techniques, a prepared piece, sight-reading and ear test. Memorization of a piece is optional. Sticks and mallets are to be brought by the individual auditioning. Instruments will be provided by the Percussion department. A copy of the prepared pieces must be provided for the jury. Percussion auditions are conducted only in the Pittsburgh venue.

Specific audition requirement in the various categories:

1. * Timpani: Demonstrate the various types of rolls (fp, p, f, ff, etc.), rhythms and interval tuning: solos and/or etudes (Hochrainer, Delecluse, Goodman, etc.); or orchestral excerpts (Beethoven, Brahms, Mozart, Hindemith, etc.).
2. * Keyboard Percussion: Perform two octave scales and arpeggios in major and minor keys, four-mallet solo (marimba), two-mallet solo (xylophone or marimba); orchestral excerpts (bells, xylophone or vibraphone).
3. Drum Set: Demonstrate various styles: Swing, Bop, Rock, Latin, Runk. Play short solo incorporating all of the styles.
4. Latin Percussion: Techniques on bongos, congas, timbales, claves, maracas, etc.
5. * Snaredrum: Play various types of rolls from slow to fast (5-stroke, 7-stroke, etc.) Demonstrate other rudiments upon request. Solo (concert and rudimental style; ex: Pratt, Wilcoxin, Cirone, Peters, Delecluse, etc.). Orchestral excerpts.
6. General Percussion: Demonstrate techniques on crash cymbals, tambourine, triangle, castanets, bassdrum, etc.

* All students are required to play from categories 1, 2, and 5 for admission into the Percussion Department.

Piano: The piano audition consists of two parts, the first of which involves review of a CD recording which meets the following requirements.

CD Requirements

1. Recording must be high-quality audio CD. DAT, mini-disc, cassette or video recordings will not be accepted.
2. Pieces must be separated by tracks.
3. The length of the recording must be at least 20 minutes.
4. The CD and the CD case must be labeled with your name, your degree program, the words "Piano Audition" and a track listing of selected repertoire.

5. Required Repertoire:

- a. A Baroque or Classical work (17th century Beethoven).
- b. A Romantic, a 20th Century or a Contemporary work demonstrating the applicant's pianistic and artistic ability.

The CD recording must be **received** at the following address by December 1. Send the recording directly to the School of Music. **Do not** mail the audition recording to the Undergraduate Admission office:

Carnegie Mellon School of Music
Recruitment and Enrollment, CFA 108
5000 Forbes Avenue
Pittsburgh, PA 15213-3890

The audition CD will not be returned.

The piano faculty will convene during the start of December to review the CDs. Results of the review will be forwarded in writing at the end of December. If the results of this first audition are favorable, the candidate's live audition appointment will be honored. Applicants who do not achieve a favorable result following the first audition, and applicants who do not submit an audition recording by December 1 will not be considered for a live audition. Those continuing to the live audition phase should expect a minor adjustment in the audition appointment time. Candidates will be notified well in advance, and the adjusted time will be confirmed before being finalized.

Live audition requirements:

Candidates who proceed to the live audition phase will be expected to prepare and to meet the following performance requirements:

1. A polyphonic work (late-Renaissance to contemporary).
2. One or more movements of a Classical Sonata (J.C. Bach, Haydn, Mozart, Clementi, Beethoven or Schubert).
3. A substantial Romantic, 20th-century or contemporary composition demonstrating the applicant's pianistic and artistic ability.

Candidates have the option of performing the same pieces for both auditions, though this is not a requirement. More importantly, the pieces that the candidate lists on the School of Music online application are the pieces that should be performed at the live audition.

Saxophone: All applicants to the saxophone studio are expected to prepare and to meet the following performance requirements for auditions:

1. Scales: any major or minor scales as requested.
2. A technical etude.
3. A solo composition of the applicant's choice that will demonstrate the musical and technical level of achievement on the particular instrument.
4. Two or three orchestral excerpts of the players choice.

5. A jazz selection of the applicant's choice that will demonstrate style and articulation. Improvisation suggested, but not required.

Trombone: All applicants to the trombone studio are expected to prepare and to meet the following performance requirements for auditions:

1. Scales: any major or minor scales as requested.
2. A technical etude.
3. A solo composition of the applicant's choice that will demonstrate the musical and technical level of achievement on the particular instrument.
4. Two or three orchestral excerpts of the players choice.

Trumpet: All applicants to the trumpet studio are expected to prepare and to meet the following performance requirements for auditions:

1. Two contrasting etudes (one lyric, one technical) from etude books such as:
 - a. Charlier, Etudes Transcendantes.
 - b. Arban, Characteristic Studies.
 - c. H. L. Clarke, Characteristic Studies.
2. A solo of your choice such as:
 - a. Kennan, Sonata for Trumpet and Piano.
 - b. Hindemith, Sonata for Trumpet and Piano.
 - c. Haydn, Concerto in E flat for Trumpet.
3. Two or three orchestral excerpts of your choice such as:
 - a. Beethoven, Leonore 2 or 3.
 - b. Mussorgsky/Ravel, Pictures at an Exhibition – Promenade.
 - c. Respighi, Pines of Rome – offstage solo.

Tuba: All applicants to the tuba studio are expected to prepare and to meet the following performance requirements for auditions:

1. Scales: any major or minor scales as requested.
2. Selections of contrasting styles, including:
 - a. A technical etude.
 - b. A solo composition of the applicant's choice that demonstrates his or her musical and technical level of achievement.
 - c. Two or three orchestral excerpts of the players choice.

Viola: All applicants to the viola studio are expected to prepare and to meet the following performance requirements for auditions:

1. Major and minor scales and arpeggios in three octaves with various bowings.
2. One etude by Campagnoli, Lillian Fuchs, Rode, Palaschko, Dont, etc.
3. Two contrasting movements from any Bach solo suite (originally for cello) or sonata or partita (originally for violin).
4. A sonata movement or short work.
5. A representative substantial portion of a concerto. Examples include (but are not limited to):
 - a. A slow-fast pair of movements of the Telemann.
 - b. First movement with cadenza of the Stamitz D Major, Hoffmeister D Major, Rolla E-flat Major or Vanhal C Major.

College of Fine Arts Requirements (continued)

- c. First or second movement of Walton.
- d. First or second and third movements of Bartok.
- e. Any movement of Hindemith Der Schwanendreher.
- f. A substantial fast movement of any 20th or 21st-century concerto.

A high quality DVD is the only acceptable medium for those auditioning by recording for the viola studio.

Violin: All applicants to the violin studio are expected to prepare and to meet the following performance requirements for auditions:

1. Scales: One major and one minor scale and arpeggios, in three octaves, as requested.
2. One etude from Kreutzer, Fiorillo, Rode, Dont or Gavinies, or a caprice by Wieniawski or Paganini (played by memory).
3. An allegro movement of a non-Baroque concerto (played by memory).
4. One movement of a Bach solo sonata or partita (played by memory).

A high quality DVD is the only acceptable medium for those auditioning by recording for the violin studio.

Voice: Candidates are expected to have a voice with professional potential and some experience in solo singing in the classical genre. Note that the Vocal Performance program in the School of Music is separate from the Musical Theater program in the School of Drama, and application to one program does not provide consideration in the other. The voice audition consists of two parts, the first of which involves review of a CD recording which meets the following requirements.

CD Requirements

1. Three selections, separated by tracks, on a CD recording. No other recorded media type will be accepted.
 - a. One selection must be performed in English.
 - b. One selection must be performed in Italian.
 - c. The third selection may be performed in any language of choice.
2. All selections must be in the Classical style. Musical Theater selections will not be accepted.
3. Before singing your first selection, please say/record your first name, your voice type and your degree program.
4. Both the CD and the CD case must be labeled with your name, your degree program, your voice and a track listing of your selected repertoire.
5. CD recordings must be received in the School of Music Office by December 1. Please note that this is not a post-mark deadline.
6. CDs should not be sent to the Undergraduate Admission office. CDs sent to the Office of Undergraduate Admission may not be forwarded to the School of Music. To prevent your recording

from being misdirected, please mail directly to the School of Music at the exact address listed below:

Carnegie Mellon School of Music
Recruitment and Enrollment, CFA 108
5000 Forbes Avenue
Pittsburgh, PA 15213-3890

The voice faculty will convene during the start of December to review the CDs. Results of the review will be forwarded in writing at the end of December. If the results of this first audition are favorable, the candidate's live audition reservation will be confirmed. Applicants who do not achieve a favorable result following the first audition, and applicants who do not submit an audition recording by December 1 will not be considered for a live audition. Those continuing to the live audition phase should expect a minor adjustment in the audition appointment time. Candidates will be notified well in advance, and the adjusted time will be confirmed before being finalized.

Live Audition Requirements

Candidates have the option of changing the audition pieces between the recorded audition and the live audition. Changes in audition repertoire must be noted on the "pieces prepared for audition" section of the online music application prior to January 10. Some sight-singing may be required at the live audition. Those who will require the services of a School of Music accompanist must forward copies of the music to the above address by January 10. Music must be double-sided, non-stapled, separated by paperclip, labeled with the applicant's name, in the desired key and with clearly designated marks for cuts, etc. An accompanist is provided only in the Pittsburgh audition venue.

Composition: (Regular Decision only)

All Composition applicants are required to undergo a portfolio review, which is broken into two steps. The first step requires that the candidate forward specific materials for faculty critique. The second step involves meeting with the composition faculty panel for the portfolio review itself. Candidates will make an advanced reservation for a portfolio review appointment when registering with the School of Music, but this appointment reservation will only be confirmed if the candidate's work receives a positive critique after the first review.

Once scheduled, the portfolio review appointment can be changed by logging into the Web site, cancelling the scheduled appointment and selecting a more preferable one from those available. The portfolio review fee is non-refundable unless the application is withdrawn prior to December 1. Candidates who are unable to travel to campus in order to interview personally with the composition faculty panel will have the option to "audition by recording" when registering

for an appointment. Portfolio review appointments are subject to minor time change until two weeks before. Applicants will be notified in advance if such a change is necessitated, and the School of Music will make every effort to collaborate so that travel plans are not significantly disrupted. Final appointment confirmations will be forwarded via email one week before the scheduled portfolio review date. Only candidates who receive positive feedback from the faculty critique will receive this confirmation email.

Portfolio Requirements

- Three manuscripts of original compositions showing the artists range in genre, training and ability.
- A CD recording of a live performance of each of these pieces. If a live performance is not possible, an electronically generated CD will be acceptable.

Be aware that a CD recording is the only acceptable medium. DAT, mini-disc, cassettes and other media types or files will not be accepted. Although arrangements of works by other composers are welcome, they will be considered supplementary to the basic requirement for three original works. The portfolio containing the three manuscripts and recordings must be **received** in the School of Music by December 1. The portfolio **should not** be sent to the Undergraduate Admission office. To prevent your materials from being misdirected, please mail directly to the School of Music at the exact address listed below:

Carnegie Mellon School of Music
Recruitment and Enrollment, CFA 108
5000 Forbes Avenue
Pittsburgh, PA 15213-3890

**Recordings and manuscripts will not be returned.*

The composition faculty will review and critique manuscripts and recordings throughout the month of December. The results of this review will be forwarded at the close of December. Portfolio review appointments will only be confirmed and honored for candidates whose work receives a positive critique.

Portfolio Reviews

At the Portfolio Review, applicants will meet with the composition faculty panel to discuss personal compositional processes, background and future goals. To a great extent, the composition portfolio review resembles an interview. It will not be necessary, therefore, for applicants to perform excerpts of their works, either vocally or instrumentally, during the review. It will not be necessary for candidates to bring copies of the portfolio or other works to the review appointment. Composition candidates are not required to complete a separate instrumental or vocal audition. Candidates may be required to participate in various placement tests or proficiencies on the day of the portfolio review.

Applicants are notified of the result of the portfolio review in writing only after all candidate meetings have occurred. Generally, these result letters leave the School of Music one week after the last audition date. If the result is favorable, the Music School will recommend acceptance to the Office of Admission, and the Office of Admission will determine if the student's academic records meet the standards of Carnegie Mellon. If the result is not favorable, the applicant will not be admitted to the School of Music, but could be admitted to Carnegie Mellon through an existing application to another school of study.

Technology: (Regular Decision only)

Candidates for the Bachelor of Science in Music and Technology must meet the admission requirements for both the School of Music and for either the Carnegie Institute of Technology (CIT) for Electrical and Computer Engineering or the School of Computer Science (SCS). Applicants should apply to either CIT or SCS according to the designated steps and instructions. Acceptance will be determined by the published standards for these specific schools. For consideration to the School of Music, all candidates must choose one of three ways to meet admission requirements:

1. a major level performance audition
2. a composition portfolio review
3. a technology portfolio review

To receive consideration for the Music and Technology program, all candidates are required to complete these specific steps by December 1.

Application and Registration Steps

1. Submit the Common Application, the Common Application Supplement and all other required supporting materials to the Office of Undergraduate Admission.
2. On section IV of the Common Application Supplement, rank in your preferred order:
 - a. The School of Music, indicating technology as your option and either:
 1. Carnegie Institute of Technology for Electrical and Computer Engineering
 2. School of Computer Science
3. Complete the three-step registration process on the School of Music Web site: <http://music.cmu.edu>:
 - a. Click on the "apply/audition" link, and enter the requested information.
 - b. Pay your \$50.00 portfolio review fee.
 - c. Schedule *either* an audition *or* a portfolio review based on your option:
 1. Performance Candidates: follow the prompts to select your studio and choose a date, time and location from those listed.
 2. Composition Candidates: select *composition* and schedule a portfolio review date from those listed, or opt to "audition by recording."
 3. Technology Candidates: select *technology* and choose a date and time for your portfolio review.

4. Send applicable audition recording or portfolio materials according to the specific instructions for your option:
 - a. Performance Candidates: Refer to the performance application instructions and the audition requirements for your specific instrument or studio. A successful major level audition is required for Music and Technology applicants who choose the performance option.
 - b. Composition Candidates: Refer to the composition portfolio requirements and instructions section of this booklet, and proceed as indicated.
 - c. Technology Candidates: Refer to the portfolio requirements and instructions below.

Portfolio Requirements

By December 1, Music and Technology applicants must send, to the School of Music, a CD or DVD containing samples of your creative work, which may include:

- audio recordings of your performances or compositions or that you engineered.
- video recordings of your performances or compositions or that you produced or edited.
- software listings for programs that you have written.
- screenshots of your software or other creative work.
- web pages you have created.

It is critical that work be submitted in formats that can be seen and heard on a variety of computers and operating systems. Media choices are limited to:

- Standard audio formats: Wave (.wav), AIFF (.aiff), MP3 (.mp3).
- Common video formats: Quicktime (.mov), MPEG-4 (.mp4).
- Portable document formats: Adobe Acrobat (.pdf), HTML (.htm).
- Common image formats: JPEG (.jpg), TIFF (.tif), Portable Network Graphics (.png).

Preferred is a CD or DVD with files intended for viewing on a computer over an audio CD or video DVD intended for an audio or video player. The CD or DVD as well as its case must be labeled with your name, the words "Music Technology Portfolio" and your degree program. The portfolio must be **received** in the School of Music by December 1. Please note that this is not a post-marked deadline. The CD or DVD portfolio **should not** be sent to the Undergraduate Admission office. To prevent your portfolio from being misdirected, please mail directly to the School of Music at the exact address listed below:

Carnegie Mellon School of Music
 Recruitment and Enrollment, CFA 108
 5000 Forbes Avenue
 Pittsburgh, PA 15213-3890

**The portfolio will not be returned.*

The Music and Technology faculty panel will review and critique portfolios throughout the month of December. The results of this review will be forwarded at the close of December. Portfolio review appointments will only be confirmed and honored for candidates whose work receives positive feedback.

Portfolio Review

Once scheduled, the portfolio review appointment can be changed by logging into the Web site, cancelling the scheduled appointment and selecting a more preferable one from those available. The portfolio review fee is non-refundable unless the application is withdrawn prior to December 1. Candidates who are unable to travel to campus in order to interview personally with the music and technology faculty panel will have the option to "audition by recording" when registering for an appointment. Portfolio review appointments are subject to minor time change until two weeks before. Applicants will be notified in advance if such a change is necessitated, and the School of Music will make every effort to collaborate so that travel plans are not significantly disrupted. Final appointment confirmations will be forwarded via email one week before the scheduled portfolio review date. Only candidates who receive positive feedback from the faculty critique will receive this confirmation email.

At the Portfolio Review, applicants will meet with the Music and Technology faculty panel to discuss creative processes, background and future goals. To a great extent, the portfolio review resembles an interview. Candidates are not required to prepare or to bring materials or additional items to the appointment.

Applicants are notified of the result of the portfolio review in writing only after all candidate meetings have occurred. Generally, these result letters leave the School of Music one week after the last audition date. If the result is favorable, the Music School will recommend acceptance to the Office of Admission. The Office of Admission will respond by reviewing the candidate's academic credentials to determine if those credentials meet Carnegie Mellon standards. Only those candidates accepted to **both** the School of Music **and** to either the School of Computer Science or Electrical and Computer Engineering will be considered for acceptance to the Bachelor of Science in Music and Technology program.

College of Fine Arts Deadlines

Intercollege Degree Programs

Admission Procedure

Bachelor of Humanities and Arts (BHA)

- You must apply and be admitted to CFA. *Please follow requirements for the particular CFA school of interest.*
- You must also apply and be admitted to H&SS.
- You must complete a BHA essay (see page 2).
- Not all students admitted to both colleges are selected for the BHA program.
- Students selected for this program will receive notification in their admission decision letter.

Bachelor of Science and Arts (BSA)

- You must apply and be admitted to CFA. *Please follow requirements for the particular CFA school of interest.*
- You must also apply and be admitted to MCS.
- You must complete a BSA essay (see page 3).
- Not all students admitted to both colleges are selected for the BSA program.
- Students selected for this program will receive notification in their admission decision letter.

Bachelor of Computer Science and Arts (BCSA)

- You must apply to be admitted to CFA. *Please follow requirements for the particular CFA school of interest.*
- You must also apply and be admitted to SCS.
- You must complete a BCSA essay (see page 3).
- Not all students admitted to both colleges are selected for the BCSA program.
- Students selected for this program will receive notification in their admission decision letter.

Application components vary somewhat for BHA, BSA and BCSA candidates depending on your intended focus in CFA. You must complete the specific application requirements (portfolio review, audition or interview) for your particular CFA focus. Please note: Students interested in drama may select from four options in the School of Drama: 1) Directing, 2) Design, 3) Dramaturgy, or 4) Production Technology and Management. Though directing and Production Technology and Management are the only options to BCSA candidates. An audition/interview is required for the Directing or Dramaturgy option, and a portfolio review/interview is required for the Design or Production Technology and Management option. Students interested in music may select from three options in the School of Music: 1) Music (instrumental, piano, organ, composition, voice), 2) Music History and Culture, or 3) Music Technology. Though composition and Music Technology are the only options available to BCSA candidates. An audition and interview is required for admission to the Music concentration option, and an interview is required for admission to the Music History and Culture or the Music Technology option. To register for an audition, portfolio review or interview in your BHA/BSA/BCSA program focus in the College of Fine Arts, please go to <www.cmu.edu/admission/finearts>.

Admission Deadlines for the College of Fine Arts

School/Application Plan	What's Due	Deadlines
School of Architecture⁵		
Early Decision	a. Application and Supplement b. Online questionnaire (required) c. Electronic portfolio submission (optional) d. On-Campus Portfolio Review Registration ¹ (optional)	a. November 1 ³ b. November 1 c. November 1 d. November 1
Regular Decision and Fall Transfer	a. Application and Supplement b. Online questionnaire (required) c. Electronic portfolio submission (optional) d. On-Campus Portfolio Review Registration ¹ (optional)	a. December 1 ³ b. January 1 c. January 15 d. January 1
School of Art		
Early Decision	a. Application and Supplement b. On-Campus Portfolio Review Registration ¹ or c. Online Portfolio Review Submission	a. November 1 b. November 1 c. November 1
Regular Decision and Fall Transfer	a. Application and Supplement b. On-Campus Portfolio Review Registration ¹ or c. Online Portfolio Review Submission	a. December 1 ³ b. January 1 c. January 15
School of Design		
Early Decision	a. Application and Supplement b. On-Campus Portfolio Review Registration ¹ c. Online Portfolio Review Submission d. Design Project ⁴	a. November 1 ³ b. November 1 c. November 1 d. At the time of your portfolio review or November 1st if you are posting your portfolio online.
Regular Decision and Fall Transfer	a. Application and Supplement b. On-Campus Portfolio Review Registration ¹ c. Online Portfolio Review Submission d. Design Project ⁴	a. December 1 ³ b. January 1 c. January 15 d. At the time of your portfolio review or January 15th if you are posting your portfolio online.
School of Drama		
Regular Decision (There is no Early Decision for acting, directing or music theatre.)	a. Application and Supplement b. Audition or Portfolio Review Registration ¹	a. January 1 (November 1 for the November drama audition) b. January 1 ¹ (November 1 for the November drama audition)
Fall Transfer	a. Application and Supplement b. Audition or Portfolio Review Registration ¹	a. January 1 b. January 1 ¹
School of Music		
Early Decision (There is no Early Decision for composition, flute, music and technology, piano or voice)	a. Application and Supplement b. Music School Audition Requirements	a. November 1 b. November 1
Regular Decision and Fall Transfer	a. Application and Supplement (flute, piano and voice applicants forward preliminary CD, composition applicants forward manuscripts and recordings) b. Music School Audition Requirements ²	a. December 1 b. December 1

¹ We honor audition or portfolio review appointments on a first-come, first-served basis. Please register as soon as possible to secure an audition appointment at <www.cmu.edu/admission/finearts>.

² Visit <<http://music.web.cmu.edu>> to access the School of Music Web site and Audition Requirements.

³ Application must be in by this date in order to register for an On-Campus Review of Portfolio of Creative Work.

⁴ If you have limited work in your portfolio, the Design Project is an option to supplement that work. If you have no portfolio or work, the Design Project will serve to satisfy the portfolio requirement. The project may be submitted online or presented as original work at your on-campus portfolio review.

⁵ The School of Architecture requires an online architecture questionnaire, and highly encourages students to submit a portfolio of creative work.