To be admitted into the upper division (junior and senior year) studio-related art programs, the University of Florida School of Art + Art History (SA+AH) requires you to submit an application that includes a portfolio of creative work and support materials. This process usually takes place during the spring semester of the sophomore year for entry into the 3000/4000-level studio courses the following Summer B/Fall terms.

Application Materials
This PDF document will guide you through the requirements and procedures for submitting a portfolio application packet (whether a transfer student or native UF student) for admission into one of UF’s School of Art + Art History’s upper division majors. You may want to print this page and checklist for reference as you submit your portfolio. If you have any questions or concerns during this process, please contact Dana Myers at dmyers@arts.ufl.edu or 352.273.3056.

Students applying to SA+AH Programs must provide the SA+AH with the following items in one manila pocket folder (closed on three sides – so your application materials cannot easily slip out and so they will fit in our file cabinets).

Application Requirements Checklist

- SA+AH Application
- Transcripts to School of Art + Art History IN ADDITION TO UF’s central office of admissions
- Statement of Intent
- Transfer Student Worksheet (ONLY for transfer students)
- One Page Résumé (OPTIONAL)
- Portfolio of Creative Work (including one-page contact sheet of images/thumbnails)

Application Submission Instructions
Completed applications must be received by the SA+AH no later than 4:00pm on March 15th for summer B/fall admissions and 4:00 p.m. October 1 for *spring admissions (NOTE: Graphic Design does NOT have spring admissions). If March 15th /October 1 falls on a weekend, the application must be submitted no later than 4:00pm the following Monday. This deadline is STRICTLY enforced; 4:01 p.m. is past the deadline!

Applications may be hand-delivered or mailed to:
Portfolio Review
School of Art + Art History
108 Fine Arts Building C
PO Box 115801
University of Florida
Gainesville, FL 32611-5801

*Applicants requesting spring admissions should speak with the SA+AH advisor, Dana Myers, to ensure proper understanding of the timeline to degree and typical coursework taken in the initial spring semester.
Student Information

Applicant’s Name: ________________________________________________________

First Middle Last (Family)

Birth Date: __________________________ Date of Application: __________________________

(Month/Day/Year) (Month/Day/Year)

Permanent Home Address: ____________________________________________________________

Street Address Apartment # (if applicable)

City State Country Zip Code

Primary Phone Number: ( ) Secondary Phone Number: ( )

E-mail address: UFID:

Students are permitted to apply to three art majors. If you are not accepted into your first-choice, you will be reviewed for your second-choice, etc. If you are not serious about completing a degree program in your listed second or third-choice major, please do not select one; it is appropriate, in that case, to list only a first-choice major.

Select up to three choices from the following Majors:

Graphic Design Ceramics Drawing
Creative Photography Sculpture Painting
Art Education* Art + Technology Printmaking
Visual Art Studies **

First Choice: ________________________________________________________________

Second Choice: ______________________________________________________________

Third Choice: ________________________________________________________________

* Art Education majors must also indicate on what media they would like to primarily focus (drawing, painting, ceramics, sculpture, printmaking, or creative photography).

** Visual Art Studies majors must also indicate on what media they would like to primarily focus. If you are choosing this major, please be sure you have thoroughly discussed the differences between this Visual Art Studies BA degree program and the BFA programs with the SA+AH advisor, Dana Myers.
Transfer Students

An official copy of your college transcripts obtained from the registrar of all post-secondary institutions previously attended is required and must be included in your portfolio application packet. These transcripts you must include in your portfolio application packet are in addition to the transcripts you must submit to UF’s central office of admissions as part of the UF transfer student application.

Art Education majors must also include official score reports for the required General Knowledge (GK) portion of the Florida Teacher Certification Exam (FTCE).

NOTE: Regarding the transcripts required by UF’s central office of admissions, all transfer applicants must have their complete application and transcripts from all institutions previously attended, as well as appropriate test scores, on file with the University Of Florida Office Of Admissions prior to the University deadline date. This means you should be sending them long before the March 1/September 15 UF admissions deadline.

Native UF Students

For UF students, a copy of your unofficial transcript printed from your ISIS will suffice. Just be sure to have your identifying information visible (i.e., we get printouts of transcripts from ISIS that have no UFID, name, etc.). You must select that your information be displayed before you print. This must be included in your portfolio application...DO NOT send it separately.

Art Education majors must also include official score reports for the required General Knowledge (GK) portion of the Florida Teacher Certification Exam (FTCE).
You should submit a statement of intent for each major to which you are applying. For example, if your first choice is drawing, you need a statement of intent for the drawing major. If your second choice is painting, you need a statement of intent for painting. And if your third choice is sculpture, you need a statement of intent for sculpture. Each statement should be no longer than 350 words, typed. Please note some areas have particular recommendations for the statement of intent (please see the individual area recommendations on the corresponding webpage).

The review committee will consider both content and your writing ability. Summarize your goals for study in the SA+AH, as well as your long-term goals as an artist, in a clear, straightforward and specific manner. Your statement should describe your motivations, aspirations, and interests in becoming an artist/designer.

Please attach your statement to this application, or type it directly on this page.
Please list all collegiate institutions previously (and currently) attended, beginning with most recent.

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<tr>
<th>Name of Institution</th>
<th>City, State (or City, Country)</th>
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<td>Reason for leaving</td>
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Please answer the following questions.

What is your current cumulative GPA (from all institutions)? ________________________________

Do you have, or will you have completed an A.A. degree prior to matriculating at UF? ____________

How many total credit hours will you have taken at all other institutions (including current and upcoming summer enrollment)? Please do not include accelerated mechanisms in this total (i.e., AP, IB, and dual enrollment credit). ________________________________

NOTE: If you will have over 90 credit hours, your application may not be reviewed.
The SA+AH requires the following courses be taken BEFORE matriculating at the University of Florida. Please let us know what courses you have taken or are currently taking, or plan on taking in the summer before attending UF that you believe correspond to the prerequisites.

If it is not obvious which course satisfies a particular requirement (i.e., if the name and course # do not easily match up with the UF requirement) – please provide a statement indicating why you believe the indicated course will meet UF’s requirements. Feel free to attach supporting documentation (course descriptions, syllabi, etc.).

**NOTE: If you do not have, or will not have, the necessary equivalent courses for the prerequisites before attending UF, you will not be admitted. You may not take prerequisites at UF.**

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<th>NAME:</th>
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<tr>
<th>UF Prerequisite</th>
<th>Course# you’ve taken</th>
<th>Course Name</th>
<th>Institution Where course was taken</th>
<th>When course was taken (or will be taken)</th>
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<tbody>
<tr>
<td>History of Western Art 1 (ancient to renaissance)</td>
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<td>History of Western Art 2 (renaissance to modern)</td>
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<td>Drawing 1</td>
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<td>Drawing 2</td>
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<td>2-D Design</td>
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<td>3-D Design</td>
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<td>(1) Studio Course in Desired Major</td>
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<td>(2) Studio Course in Desired Major</td>
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Please list any other Art, Art History, or Design courses you have taken or will be taking in the summer prior to fall admissions. Attach additional pages if necessary.

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<thead>
<tr>
<th>Course # and Name</th>
<th>Institution where taken</th>
<th>Term taken</th>
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</table>
One Page Résumé (Optional)

Include the following information in your one-page résumé. All items should be listed in reverse chronological order, beginning, at the earliest, with freshman year in high school.

1. Education (high school and related education)
2. Jobs held during high school and college (include all jobs, internships and volunteer activities)
3. Awards
4. Memberships and activities in organizations
5. Technical Skills
6. Foreign Languages
7. General Interests/Hobbies

This résumé provides additional insight into your background and may possibly help the evaluation committee understand your work, statement, and motivations. It is optional.
The portfolio should depict the best possible representation of your creative work. Select high quality images of your most recent work that best communicates your formal, conceptual, and technical abilities. It is very important to document your work so that it best reflects the original quality of the piece. If a photograph is too dark, too small, or on a busy background (in the grass, for example), it will diminish the interpretation of the work and may have a negative impact on your review. The entire application packet will help the School evaluate your achievements as well as your artistic and academic potential for each major program. It is important to note that the Portfolio review takes into consideration primarily the merit of the work presented, which is not necessarily reflective of the grades received in the courses.

General Instructions for Content

Select the projects that best represent you and your artistic abilities. We recommend showing a diversity of work, so consider projects from all the courses you have taken. Projects submitted should demonstrate the following:

* Creativity, imagination, and innovation
* Development of ideas and concepts
* Visual organization
* Craft and technical competence

NOTE: Individual major (e.g., Ceramics, Graphic Design, Photo, etc.) recommendations follow at the end of this document.

General Instructions for Format

You may submit the portfolio in one of the following two formats:

* PDF File on thumb/flash drive

You may submit ONE PDF file that contains all of your work on a flash drive. We recommend a page size no larger than 8.5 x 11 inches (frame your work within that page size). Keep in mind that the review committee will evaluate your PDF design in addition to the work you submit, so we recommend keeping this as simple as possible. It is very important to the people reviewing your PDF portfolio that it is organized, EASILY accessible, and Mac OSX compatible. There should be only one file on the flash drive, and that file should be labeled according to the dot three format and using underscores instead of spaces in the file name (ex: smith_portfolio.pdf). If your file does not open or work properly, we will not be able to review your work. Please test your portfolio file on a couple different computers to be sure that it works. Be sure the file size is not overly large. If you have not created this type of portfolio/document before, be sure to do appropriate research so you can create a clean, easy-to-view pdf file. Google is typically helpful with this kind of research. The PDF should be no larger than 50mb total.

* Online website

If you are proficient in web site development or your work includes animation or video, you may want to consider creating a web site. It is very important to the reviewing faculty for online portfolios to be organized and EASILY accessible. If your web site does not work, we will not be able to review your work. Please test your web site on a couple different computers to be sure that it works and is formatted properly.
Number of Pieces

The portfolio requires a minimum of 12 individual pieces and a maximum of 20 images. If appropriate, include detailed images of a piece. If a web site is included in the PDF Portfolio, submit up to three screen grabs of the web site (a screen grab is an image of the web page).

NOTE: You MUST submit a one-page contact sheet of all your images (a one-page sheet with thumbnails of all of your images). Please label this contact sheet with your name and UFID.

Each piece of work must include the following information on the same page as the piece.

1. Your name.
2. Title of work.
3. Date created – list semester and year; if this work was created for a class, list the name of the class.
4. Medium – Identification of the original medium or media (i.e., digital print on paper, charcoal on paper, photograph, Java applet, synthesizer recording, compression algorithm, photograph, terra cotta sculpture, video installation, cell animation, etc.).
5. Dimensions (H x W x D)
6. Other contributors (if applicable). If a team created the work, each team member must be specified, along with the role played by the applicant. Please specify your contribution to the work.
7. Written description of the work and concept (no more than 50 words per piece).
8. Type of digital media file (i.e. JPEG, AVI or QuickTime Movie, Flash, VRML, WAV, MP3, or AIFF) if applicable.
9. URL link to the media element if applicable.