

APPLICATION CHECKLIST

Mail all materials to:

Admissions Office
 Montserrat College of Art
 23 Essex Street, P.O. Box 26
 Beverly, MA 01915 USA

Email: admiss@montserrat.edu

Website: www.montserrat.edu

Phone:

800.836.0487 x 1153 (toll free within the US and Canada)

978-921-4242 x 1153 (direct)

978-921-4241 (fax)

Communication regarding your application will be sent to the e-mail address you provide us on the application form.

Therefore it is important that you provide us with your most recent and accurate e-mail address. Admissions decisions are not emailed but are sent by regular mail. The Admissions Office may also periodically contact you by phone.

When mailing supporting documents, please do so by registered or express mail so that your documents can be tracked if necessary. Please make copies of all documents for your records and mail all supporting documents together in one envelope whenever possible.

APPLICATION DEADLINES

Montserrat College of Art has a rolling admissions process. This means that you may submit your application and supporting documents at any time. However, priority deadlines for each semester enable you to take full advantage of scholarships and financial aid and we highly recommend that students adhere to the priority filing dates below:

Fall (September) entry Apply on or before February 1
Winter (January) entry Apply on or before December 1

A COMPLETE APPLICATION INCLUDES

All Students

- The completed application form with your signature
- \$50 non-refundable application fee (check, money order or credit card only – please do not send cash)
- Most up-to-date high school transcript including first quarter or marking period senior year grades/or official record of GED test scores*
- SAT or ACT scores (optional unless you are a GED recipient, are home schooled or attend a secondary school with no standardized grading system)
- Portfolio of 12 to 15 samples of artwork (include a minimum of 3-5 observational drawings)
- Artist’s statement**
- Two letters of recommendation

* Homeschooled applicants should submit a homeschool portfolio outlining all course content, textbooks used, examples of work done and grades received.

** For your Artist’s statement please select one of the topics below and write about it in 300 – 500 words.

1. Write about what, if any, artistic challenges you’ve faced up to this point and how you have met those challenges, overcame them or are still addressing them.
2. Share with us what or who has influenced you artistically and how that influence is reflected in your art.
3. Tell us about your decision to go to art school... what drives you to want to make the commitment to an education in the visual arts?

If there’s an alternative topic that relates to you or an experience that you’ve had as an artist that you would prefer to write about, you may chose to substitute for the topics listed above.

International Students

In addition to the materials listed above please submit

- Official TOEFL scores

International students are required to have official English translations of all documents such as reference forms and/or secondary school or college/university transcripts if the original is not in English. If your high school/secondary school, college, university, or trade school does not provide an English translation with the official transcript, you must obtain a certified English translation to submit with your application.

Transfer Students

In addition to the materials listed above please submit

- Final evidence of high school graduation*
- Transcripts of all completed college-level work**

* Final evidence of high school graduation is either an official high school transcript including your graduation date and an official signature or seal, a copy of your high school diploma or official GED test scores.

** Transfer credit may be awarded for most liberal arts and studio courses (with grades of at least a “C” or 2.0) from an accredited institution, for which Montserrat has the equivalent course.

ADDITIONAL INFORMATION

Admissions requirements are subject to change. Please refer to the Montserrat College of Art website at www.montserrat.edu for complete up-to-date information concerning the application process.

PREPARING AND SUBMITTING YOUR PORTFOLIO

PREPARING YOUR PORTFOLIO

At Montserrat College of Art all first year students participate in a core group of courses geared toward developing skills and vocabulary common to all disciplines (painting, photography, design, illustration, sculpture, etc) in the visual arts. Your portfolio serves more than one purpose: it is evaluated for admission, for scholarship and if you are transferring from another college or art school, possibly for transfer credit. Another purpose of the portfolio requirement is to determine if you are open to the challenges and experiences of Montserrat's rigorous first year program. For this reason even if you know you want to focus your work on photography, animation, or graphic design, we ask that you include drawings created from direct observation and we ask you to show us both realistic and abstract compositions.

Your portfolio should reveal your artistic abilities, experiences, and personal interests. We emphasize: originality, variety, excellence in your preferred medium, technical skills, and passion for creating art.

1. Submit a selection of 12 – 15 examples of your most recent and best work. Work may be in any media or dimension. Choose work from class assignments or work created independently. Demonstrate that you devote time and energy to your artwork by including some finished high quality pieces.
2. Be original. Show who you are as an artist and put your strengths forward. Work must not be copied from other artists' work or directly from photographs. Demonstrate that your work is unique and shows your own interpretation of a subject, scene, or method.

3. Include 3-5 examples of drawings completed from direct observation. This means working directly from real life and the world around you. How do you show a three dimensional object or space on a flat surface? Examples include: still life, landscapes, interiors, a self-portrait, your friends and family, or studies in a figure drawing class. Only in exceptional cases will we accept a portfolio without observational drawings.
4. Media exploration and experimentation are integral parts of your experience at Montserrat. Include work that shows your area of interest as well as both realistic and abstract work using a variety of materials. Examples include, but are not limited to: painting, drawing, sculpture, found object art, collage, bookmaking, printmaking, photography, graphic design, web design or video.
5. Include some work that reflects your ideas and concepts. This will give us an understanding of your interests — who you are as an individual and artist. If you come in person to a portfolio day or on-campus review — bring your sketchbooks or writing.

SUBMITTING YOUR PORTFOLIO

Whenever possible we recommend that you have your portfolio evaluated in person either at Montserrat or with one of our admissions staff at one of the National Portfolio Day events. If you live within 150 miles of Montserrat we strongly advise that you visit the college and bring your portfolio with you. The admissions staff reviews portfolios year-round by appointment.

Should you decide to submit an application for admission to the college, you will also be required to submit your portfolio in slide or digital format even if you have already had your portfolio reviewed in person.

PLEASE DO NOT MAIL ORIGINAL ARTWORK.

Format your portfolio according to the following standards:

SLIDES:

2X2" 35mm slides (standard mount) in a clear, plastic slide holding page. Identify each slide with your name, phone number, and indicate 'top' of piece. Assign a number to each slide and on a corresponding page list size and medium. Titles and a brief description of each piece are optional. Carefully prepare your slide portfolio. Images of poor quality may result in an unjust review.

DIGITAL:

Mac (preferred) or PC operating systems on CD-R discs. File format: PDF, JPG, or Microsoft Windows files at 72 dpi (dots per inch) and less than 1 megabyte. Discs must be clearly labeled with your name and all files must be titled and numbered with a printed list included. You may also include links to specifically prepared web media.

Portfolios are only returned if you include a self addressed, stamped envelope with appropriate postage.

PART 1: PERSONAL INFORMATION

PLEASE PRINT CLEARLY AND ANSWER ALL QUESTIONS COMPLETELY.
DO NOT LEAVE ANY QUESTIONS BLANK.

Name

_____		_____		_____		_____	
FAMILY		FIRST		MIDDLE		MAIDEN NAME	

()

_____		_____	
EMAIL ADDRESS		HOME TELEPHONE NUMBER	

()

_____		_____	
CELL PHONE NUMBER (IF AVAILABLE)		FAX NUMBER (OPTIONAL)	

/ /

_____		_____	
DATE OF BIRTH (MONTH/DAY/YEAR)		US SOCIAL SECURITY NUMBER	

MALE FEMALE

Current Mailing Address

VALID THROUGH (MONTH/DAY/YEAR)

STREET ADDRESS, P.O. BOX, ETC.		CITY	
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STATE/PROVINCE	ZIP OR POSTAL CODE	COUNTRY
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Permanent or home address (if different from above. International students must submit a foreign address if not listed previously.)

STREET ADDRESS, P.O. BOX, ETC.		CITY		STATE/PROVINCE	
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ZIP OR POSTAL CODE	COUNTRY	TELEPHONE NUMBER
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Is English your primary language? Yes No

If no, please specify _____

PRIMARY LANGUAGE

If you are a US citizen or permanent resident, please indicate your predominant ethnic background

African American Asian American/Pacific Islander Caucasian

Hispanic/Latino American Native American/Eskimo/Aleutian Multi-Racial

Other (please specify) _____

(Your response above is optional. Montserrat uses this information solely for reporting purposes as required of educational institutions by federal or state law. Montserrat does not discriminate on the basis of race, color, religion, national origin, age, sex, handicap or sexual orientation in admission to, access to, treatment in or employment in its programs and activities.)

Parent or Guardian Name/Address (required if applicant is under 21 years of age)

Mother/Guardian

_____		_____		_____		_____	
FAMILY		FIRST		MIDDLE		MAIDEN NAME	

ADDRESS (STREET, CITY, STATE, ZIP/POSTAL CODE)

()

_____		_____	
TELEPHONE NUMBER		EMAIL ADDRESS	

OCCUPATION (DESCRIBE BRIEFLY)

NAME OF BUSINESS OR ORGANIZATION

Father/Guardian

_____		_____		_____	
FAMILY		FIRST		MIDDLE	

ADDRESS (STREET, CITY, STATE, ZIP/POSTAL CODE)

()

_____		_____	
TELEPHONE NUMBER		EMAIL ADDRESS	

OCCUPATION (DESCRIBE BRIEFLY)

NAME OF BUSINESS OR ORGANIZATION

Person to contact in the event of an emergency _____

Phone _____ Relationship _____

FOR INTERNATIONAL STUDENTS ONLY

Name _____

PLEASE PRINT YOUR FULL NAME AS IT APPEARS ON YOUR PASSPORT

COUNTRY OF CITIZENSHIP	COUNTRY OF BIRTH
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US Immigration Status

I currently **do not have** a US visa; I must apply for an F-1 visa

I currently **have** a valid US visa, type _____ (F-1, H-1, Green Card, etc.)

PART 2: ADMISSIONS INFORMATION

Have you ever filed an application to Montserrat College of Art (including summer programs)? Yes No

If yes, for what program _____
 (full-time BFA, full-time Diploma, Pre-College, Continuing Education, etc.)

Is anyone in your family a professional artist? Yes No

If yes, Name _____

Relationship _____ Occupation/Title _____

Has anyone in your family attended Montserrat? Yes No

If yes, Name _____

Relationship _____ Years attended _____

If no, will you be the first generation in your family to attend a college or university?
 Yes No

Please list any other colleges/universities to which you are applying.

Application Status: First Time Freshman Transfer Student

Semester of entry: January 2008 September 2008 Other _____

Program you are applying for: Bachelor of Fine Art (BFA) Diploma Non-Matriculated

Do you plan to attend: Full-time Part-time

Do you plan to live: On-campus Off-campus

Do you wish to be considered for an Academic Achievement Scholarship? Yes No

Do you wish to be considered for a Talent Scholarship? Yes No

If you are a transfer student, are you in a program that has an articulation agreement with Montserrat? Yes No

What is your intended field of study?

(Choose one. If selecting the dual concentration option with Art Education licensure, choose two.*)

*YOUR RESPONSE DOES NOT COMMIT YOU TO A SPECIFIC CONCENTRATION AT THIS TIME. STUDENTS APPLY FOR CONCENTRATIONS AFTER THE FIRST SEMESTER

- | | | |
|--|--|--|
| <input type="checkbox"/> Art Education | <input type="checkbox"/> Self-Directed Study | <input type="checkbox"/> Graphic Design |
| <input type="checkbox"/> Illustration | <input type="checkbox"/> Painting & Drawing | <input type="checkbox"/> Photography and Video |
| <input type="checkbox"/> Printmaking | <input type="checkbox"/> Sculpture | <input type="checkbox"/> Undecided |

2008-2009 FOR OFFICE USE ONLY

PART 3: EDUCATIONAL BACKGROUND

Please list all high schools (secondary schools) attended (list most recently attended first).

NAME OF SCHOOL	CITY, STATE, COUNTRY	ATTENDED FROM – TO	DATE OF GRADUATION
1. _____			
2. _____			
3. _____			

Please list all colleges or universities attended (list most recently attended first).

NAME OF SCHOOL	CITY, STATE, COUNTRY	ATTENDED FROM – TO	DATE OF GRADUATION
1. _____			
2. _____			
3. _____			

List any extracurricular activities or work experience in which you are currently involved as well as any honors or awards which you received.

1. _____
2. _____
3. _____

PLEASE ARRANGE TO SEND OFFICIAL ACADEMIC TRANSCRIPTS FROM ALL HIGH SCHOOLS AND COLLEGES/UNIVERSITIES ATTENDED, A HOME SCHOOL PORTFOLIO OR OFFICIAL GED TEST SCORES, AND OFFICIAL SCORE REPORTS FOR THE SAT, ACT OR TOEFL TO THE MONTserrat ADMISSIONS OFFICE.

PART 4: PORTFOLIO SUBMISSION

- My portfolio is enclosed with a self-addressed stamped envelope for its return
- My portfolio will arrive separately
- My portfolio has been reviewed by a Montserrat representative:
 - On-campus during a visit to Montserrat _____ (MONTH/YEAR)
 - Off-campus at the portfolio review day in _____ (LOCATION)
- Please call me to schedule a review of my portfolio. The best time to call is _____ am/pm.
- My portfolio has already been accepted. It is enclosed as slides/or digital media for scholarship consideration only.

PART 5: ADDITIONAL INFORMATION

Have you participated in an on-campus visit or event and toured the Montserrat campus in Beverly? Yes No

How did you first learn about Montserrat College of Art? (Choose one only).

- School art teacher or professor
- Friend or relative
- Montserrat alumni/a/us
- College fair _____
CITY, STATE
- National portfolio day _____
CITY, STATE
- College guidebooks, handbooks _____
NAME
- Montserrat mailing _____
SPECIFY
- Magazine advertisement _____
PUBLICATION
- Newspaper or magazine article, gallery show or Montserrat faculty show

High school guidance counselor

Montserrat admissions representative

Montserrat website

SPECIFY

Other _____
SPECIFY

Have you visited the Montserrat website, www.montserrat.edu? Yes No

If yes, how did you find out about the website? (Choose one only.)

- Word of mouth/reputation
- Have always known about it
- Montserrat mailing, brochure, email newsletter, or advertisement

SPECIFY MAILING, BROCHURE, EMAIL OR ADVERTISEMENT

School art teacher, professor or guidance counselor

SPECIFY

Recruitment event (e.g., college fair, national portfolio day, on campus event)

SPECIFY

Search engine _____

Name of local newspaper _____

City _____ State _____

PART 6: AUTHORIZATION

I certify that this application is complete and correct to the best of my knowledge: _____
SIGNATURE OF APPLICANT DATE

I am paying my application fee by: Check enclosed Money Order enclosed Credit Card (American Express MasterCard Visa) Fee Waiver enclosed

Please charge the \$50.00 application fee to my credit card. Credit Card Number: _____ Expiration Date _____

Cardholder's Name _____ Cardholder's Address _____

Cardholder's Signature _____ Date _____