

ADMISSION APPLICATION DEADLINES

All application materials must be received by the Office of Graduate Admission by the deadline(s) indicated below.

MASTER OF FINE ARTS DEGREE PROGRAMS

Graphic Design (MFA)	(fall entrance)	January 15
Hoffberger School of Painting (MFA)	(fall entrance)	January 15
Mount Royal School of Art (Multidisciplinary MFA)	(fall entrance)	January 15
Photographic & Electronic Media (MFA)	(fall entrance)	January 15
Rinehart School of Sculpture (MFA)	(fall entrance)	January 15
Studio Art (Summer Low-Residency MFA)	(summer entrance)	January 15

MASTER OF ARTS DEGREE PROGRAMS

Art Education (Summer Low-Residency MA)	(summer entrance)	January 15
Community Arts	(summer entrance)	January 15
Teaching (MAT)	(fall entrance)	January 15
	(spring entrance)	October 1

CERTIFICATE PROGRAM

Post-Baccalaureate Certificate in Fine Arts	(fall entrance)	January 15
	(spring entrance)	October 1

ADMISSION NOTIFICATIONS

Notifications are mailed to applicants for fall and summer entrance: MFA/MA candidates on **March 19**; Post-Baccalaureate candidates on **March 26**. Applicants for spring entrance will be notified on **December 1**.

CANDIDATE REPLY DATE

Admitted students are required to submit a **\$450 tuition deposit** within two (2) weeks of notification to reserve their space in the graduate or post-baccalaureate program.

FINANCIAL AID & SCHOLARSHIPS

All students applying for admission are automatically considered for merit scholarships, so no separate application is required. A complete application packet for need-based financial aid is automatically mailed to all students who apply for graduate admission. These packets become available in early January for the next academic year. MICA processes financial aid applications only for students who have been accepted for admission; however, you should not wait for an admission decision before beginning the financial aid process. Priority funding consideration is given to students who submit all required financial aid forms by **March 1**.

- 1. Application for admission**—complete and submit your Graduate Admission Application Form to the Office of Graduate Admission—which can be downloaded from www.mica.edu/gradforms.
- 2. Free Application for Federal Student Aid (FAFSA)**—this form is available online at www.fafsa.ed.gov. MICA's Federal School Code is 002080.
- 3. MICA Graduate Financial Aid Application**—complete and mail the MICA Graduate Financial Aid Application, which will be mailed upon receipt of your admission application and can be downloaded, when it becomes available, at www.mica.edu/gradforms.
- 4. Income tax forms**—mail a signed copy of your Federal Income Tax Return and W-2 Statements.

MAIL ALL GRADUATE ADMISSION APPLICATION MATERIALS TO:

Office of Graduate Admission
Maryland Institute College of Art
1300 W. Mount Royal Avenue
Baltimore, MD 21217-4191 USA
t 410-225-2256 f 410-225-5275

MAIL ALL FINANCIAL AID APPLICATION MATERIALS TO:

Office of Financial Aid
Maryland Institute College of Art
1300 W. Mount Royal Avenue
Baltimore, MD 21217-4191 USA
t 410-225-2285 f 410-225-2558

ADMISSION PROCEDURES FOR ALL PROGRAMS

You may apply to more than one MICA graduate program with a single Graduate Admission Application Form; however, applicants must upload a separate portfolio of artwork for each program. The Office of Graduate Admission strongly recommends that applicants gather all transcripts, recommendations and other materials and send them in a single package along with the completed application form. A complete application must include the following materials:

- 1. Completed, signed, and dated Graduate Admission Application Form**—you can submit a single application form when applying to more than one program.
- 2. Curriculum vitae/résumé.**
- 3. Statement of purpose/artist statement**—a written statement (500-700 words) outlining your interest in graduate or post-baccalaureate study. Please note that applicants are asked to submit two copies of their written statement: one uploaded to mica.slideroom.com with the portfolio of artwork (see #6 below) and a hard copy of the statement mailed with the application form. Applicants to the MAT, MA in Art Education, and MA in Community Arts programs: please review each program's specific requirements for this written statement, detailed at right. If you are applying to multiple programs, please ensure that you meet the requirements for the statement of purpose/artist statement for each program to which you are applying.
- 4. Three (3) letters of recommendation/reference.**
- 5. Proof of degree or equivalent**—send transcripts from ALL post-secondary schools attended.
- 6. Portfolio of artwork**—The portfolio of artwork required for each program to which you are applying must be submitted online via mica.slideroom.com. You will find information about Slide Room, as well as links to program-specific portfolio requirements, at www.mica.edu/gradprocedures. If you apply to more than one program, you must submit a separate portfolio for each program. Because portfolio requirements vary by program, please make sure that each portfolio meets the specific requirements for the program to which you are applying. Visit mica.slideroom.com for uploading instructions.
- 7. \$60 application fee**—Please make all checks (which must be in U.S. dollars drawn from U.S. banks) and money orders payable to the Maryland Institute College of Art. For wire transfer or credit card payment information, please contact the Office of Student Accounts at 410.225-2356.

ADDITIONAL REQUIREMENTS FOR APPLICANTS TO:

MA in Teaching (MAT)

In lieu of #3 at left, submit, in hard copy and via mica.slideroom.com, an essay discussing the development of your interest in teaching art. Also, provide a writing sample (copy of a graded paper written for a course in art history, criticism, aesthetics, or anthropology).

MA in Art Education

In lieu of #3 at left, submit, in hard copy and via mica.slideroom.com, an essay in which you:

- Describe your preparation and experience as an art teacher. Upload 10–20 images of your students' work to mica.slideroom.com with an attached description of the art problems and assignments used to generate the work. Identify any goals you have as an art teacher that you believe will be met through this program.*
- Describe your preparation and experience in art. Upload 10–20 images of your own work to mica.slideroom.com and refer to them in your essay.*
- Identify a question related to student learning in art or in instructional practices in art education that you believe needs to be more carefully examined by art educators in today's schools.*

MA Community Arts (MACA)

In lieu of #3 at left, submit, in hard copy and via mica.slideroom.com, an essay that explains why you are interested in entering the field of community arts:

- Detail the experience and preparation you have had which leads to you conclude that this is a field you would like to enter.*
- Detail your preparation and development as an artist.*
- Analyze/explain ways in which your preparation as an artist informs and influences your interest in community-based work.*

Additionally, MACA applicants are required to upload two portfolios of artwork to mica.slideroom.com:

- Visual Art Portfolio—10–20 digital images offering an overview of your work as a visual artist.*
- Community Art Portfolio—10–20 digital images documenting your educational, professional, or volunteer experiences in community development, youth development, teaching, or related subject areas. For each image uploaded, please use the note field at mica.slideroom.com to describe each project or event and the art-related or other problems the participants addressed in the work represented. If these images are not available, other materials may be accepted in lieu of the second portfolio.*

ADDITIONAL ADMISSION REQUIREMENTS FOR INTERNATIONAL APPLICANTS

- 1. Proof of English language proficiency**—if your native language is not English, you must demonstrate proof of English language proficiency to gain full admission. MICA requires a score result on the Test of English as a Foreign Language (TOEFL) of at least 550 PBT (paper based test), or equivalent 213 CBT (computer-based test), or 80 IBT (internet based test). MICA also accepts a band score of at least 6.0 on the International English Language Testing System (IELTS). MICA's institution code is 5399.
- 2. Certified translations of all documents**—diplomas, transcripts, financial statements, and letters of recommendation must be submitted with certified English translations.
- 3. VISA requirements and procedures**—complete and submit the following forms, which are available online at www.mica.edu/gradforms:
 - *Immigration Information Form*—required of all international applicants.
 - *Financial statement for international students*—for this form to be completed, an official bank statement must be included.
 - *1-20 Transfer Form and instructions*—if you currently have an F1 Visa issued by a U.S. institution, please complete this form. If you do not currently hold an F1 Visa, you do not need to complete this form.

All application materials must be clearly labeled with your name, address, and telephone number. We strongly recommend that all items be mailed in the same package with the Application for Graduate Admission Form. Official transcripts and letters of recommendation that are sent directly from the source will be accepted, but please allow two full weeks for processing.

PERSONAL DATA

* Questions noted with an asterisk are there to help us collect statistical data regarding our applicants. Questions regarding country of birth, citizenship, resident alien status, and gender are required to complete appropriate immigration processes and advise as to scholarships and other special services that may be available.

(PLEASE PRINT OR TYPE)

Last (Family) Name

First (Legal) Name

First (Preferred) Name

Middle Name

Marital Status*

Social Security # / National ID

Gender*

Male / Female (circle one)

Maiden Name

Country of Citizenship*

Country of Birth*

Date of Birth* (month / day / year)

IF YOU ARE NOT A CITIZEN OF THE UNITED STATES:

Are you a lawful permanent resident (LPR) of the U.S.? Yes No
If yes, please send a photocopy (front and back) of your Permanent Resident Card, Form I-551 (Green Card).

Are you in the process of applying for lawful permanent residency?

Yes No Date Applied ____ / ____ / ____

Are you currently a U.S. Visa holder? Yes No

If yes, what type?

F1 Student Visa Other (specify type) _____

Visa expiration date ____ / ____ / ____

Is English your native language? Yes No

If no, the TOEFL is required, and an official TOEFL report must be submitted as part of this application.

Date of test ____ / ____ / ____

RACE & ETHNICITY*

Ethnicity*

Hispanic or Latino

Race (non-Hispanic)*

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

Multi-race/Ethnicity*

Please list the race/ethnicity of each parent:

Prefer not to respond

CONTACT INFORMATION:

Email address (please print legibly)

PERMANENT ADDRESS / LEGAL RESIDENCE:

Number and Street

City / State / Country

Zip (postal code)

Area Code (or country & city code) and Telephone Number

CURRENT ADDRESS:

Number and Street

This Address Valid Until (month / day / year)

City / State / Country

Zip (postal code)

Area Code (or country & city code) and Telephone Number

Area Code and Cell Phone Number

ADMISSION DATA

Date of Application ____ / ____ / ____

Desired Entrance Date: Fall 20____ Spring 20____ Summer 20____

ACADEMIC PLAN

You may apply to more than one program with a single application form. However, applicants must upload one complete portfolio of artwork for each program indicated.

MFA Degree Programs:

- ____ Graphic Design (MFA)
- ____ Hoffberger School of Painting (MFA)
- ____ Mount Royal School of Art (Multidisciplinary MFA)
- ____ Photographic and Electronic Media (MFA)
- ____ Rinehart School of Sculpture (MFA)
- ____ Studio Art (Summer Low-Residency MFA)

MA Degree Programs:

- ____ Art Education (Summer Low-Residency MA)
- ____ Community Arts (MA)
- ____ Teaching (MAT)

Certificate Program:

- ____ Post-Baccalaureate Certificate in Fine Arts

COLLEGE HISTORY

LAST COLLEGE ATTENDED:

_____ Name of Institution		_____ Dates Attended (from/to)	
_____ City / State / Country		_____ Zip (postal code)	
Type: ____ Art College ____ Liberal Arts College/University ____ Two-Year College			
_____ Degree or Number of Credits Earned		_____ Area of Study	

OTHER COLLEGE ATTENDED:

_____ Name of Institution		_____ Dates Attended (from/to)	
_____ City / State / Country		_____ Zip (postal code)	
Type: ____ Art College ____ Liberal Arts College/University ____ Two-Year College			
_____ Degree or Number of Credits Earned		_____ Area of Study	

OTHER COLLEGE ATTENDED:

_____ Name of Institution		_____ Dates Attended (from/to)	
_____ City / State / Country		_____ Zip (postal code)	
Type: ____ Art College ____ Liberal Arts College/University ____ Two-Year College			
_____ Degree or Number of Credits Earned		_____ Area of Study	

REFERENCES

List the names, addresses, and daytime phone numbers and/or email addresses of the three references who will be submitting written letters of recommendation:

- _____
Name, Title, and Affiliation

City / State / Country

Telephone Number Email Address
- _____
Name, Title, and Affiliation

City / State / Country

Telephone Number Email Address
- _____
Name, Title, and Affiliation

City / State / Country

Telephone Number Email Address

FINANCIAL AID

Are you planning to apply for financial aid? ____ Yes ____ No

MISCELLANEOUS

Have you previously applied to MICA? ____ Yes ____ No

If yes, date of application: ____ / ____ / ____

Have you previously attended MICA? ____ Yes ____ No

If yes, name of program attended: _____

If yes, list credits/certificates/degrees earned at MICA:

List all other colleges to which you are applying for graduate admission:

How did you learn about graduate study at MICA?

- ____ MICA's reputation
- ____ U.S. News and World Report
- ____ Magazine advertisements
- ____ MICA faculty member
- ____ Professor at another college/university
- ____ MICA alumni/students
- ____ Internet Research
- ____ gradschools.com/petersons.com
- ____ Other: _____

I certify that the information in this application is true and complete to the best of my knowledge.

Applicant's Signature

Date (month / day / year)

**NOTE TO COLLEGE
PLACEMENT OFFICES**

If your office maintains a confidential file for students and alumni, such files may be forwarded directly to the Office of Graduate Admission at MICA. Please attach this form to the file.

**STEP 1:
TO BE
COMPLETED
BY THE
APPLICANT**

INSTRUCTIONS FOR THE APPLICANT

Photocopy this form, fill in the information, and give copies to three individuals who will write letters of recommendation on your behalf. To ensure that all application materials arrive at the same time, we prefer that letters of recommendation be submitted with the application.

Instruct the recommender to complete this form and place it with the letter of recommendation in an envelope, seal it, and sign it across the seal. The recommender may also mail the letter of recommendation and this form directly to the MICA Office of Graduate Admission.

**STEP 2:
TO BE
COMPLETED
BY THE
RECOMMENDER**

INSTRUCTIONS FOR THE RECOMMENDER

**If the student is submitting this recommendation
with other application materials:**

Complete this form and attach your letter of recommendation. Seal both in an envelope, sign across the seal, and give it to the applicant so that it may be submitted by the appropriate application deadline.

If you are submitting this letter directly to MICA:

Complete this form, attach your letter of recommendation, and mail both to the Office of Graduate Admission at the address below right. Please mail the recommendation to arrive by **January 15**.

**STEP 3:
SIGNATURE OF
RECOMMENDER**

___ My letter of recommendation is attached.

Last (Family) Name of Applicant First Middle

MICA program/s to which you are applying

In accordance with provisions of the Federal Education Right to Privacy Act (FERPA) of 1974, enrolled students have the right to see their Letters of Recommendation unless they explicitly waive that right.

___ Waive my right of access to this recommendation.

___ Do not waive my right of access to this recommendation.

Applicant Signature Date

Name of Recommender

Position / Title

School or Organization

Street Address

City State Zip

Please attach this form to your letter of recommendation and return both to the applicant as instructed above, or mail directly to MICA:

Office of Graduate Admission
Maryland Institute College of Art
1300 West Mount Royal Avenue
Baltimore, Maryland 21217 USA
t 410.225.2256 f 410.225.5275

Recommender's Signature Date

MAILING ADDRESS

Office of Graduate Admission
Maryland Institute College of Art
1300 West Mount Royal Avenue
Baltimore, Maryland 21217 USA

CONTACT INFORMATION

t 410.225.2256 f 410.225.5275
graduate@mica.edu

Maryland Institute College of Art is committed to its policy of providing equal opportunity regardless of race, color, creed, national origin, religion, gender, sexual orientation, marital status, age, disability, or status as a disabled veteran or vietnam-era veteran. This policy applies to all programs, facilities, and activities provided by Maryland Institute College of Art, including, but not limited to, admissions, educational programs, and employment.

Maryland Institute College of Art is committed to providing individuals with disabilities access and reasonable accommodation to all MICA programs, services, and activities.

For information, or to request disability accommodations, please contact the Learning Resource Center at **410-225-2416** or **lrc@mica.edu**.