

The City College of New York Digital and Interdisciplinary Art Practice MFA [DIAP]

Portfolio and Application Guidelines

APPLY TO BOTH THE PROGRAM AND THE COLLEGE

Applying to City College's [DIAP] MFA program is a dual process. You will need to apply for admission both to the College in general and to the [DIAP] MFA in program particular.

You may start your online application immediately.

<https://app.applyyourself.com/?id=CUNYCCNYG>

CCNY
Art Department
Compton-Goethals Hall
160 Convent Ave.
New York, NY 10031

212 650 7420
City College Info:
212 650 7000

diap@ccny.cuny.edu

APPLYING TO [DIAP] MFA

APPLICATION DEADLINE

For fall registration, March 1st (occasionally the deadline has been extended, so please inquire if you have missed the deadline)

[DIAP] MFA APPLICATION INCLUDES:

- Online Application - supplemental section
- - URL
URL to the site (web site, cloud storage, blog, etc.) where you are hosting your portfolio.
- Curriculum Vitae or Artist's Résumé
Guidelines for artist's résumés can be found on the College Art Association web site.
- - Artists' Statement
- - Digital Portfolio
Each applicant must submit a portfolio of works from one or multiple categories including Still Images, Time-Based work, Interactive work, Computer-Based work, or hybrid works, i.e. installation, sculpture, etc. (see portfolio guidelines).
- Applicants should submit 15–20 still images, 6–10 time-based works, or a combination of the two.

The online application only accepts URL's by which your application materials can be accessed. See the portfolio guidelines section for specific information on the number of works to submit and file formats.

<http://ccny.cuny.edu/diap>

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– – **Image List and Documentation**

For each submitted project provide a description of the work (title, medium, dimensions, date), plus project description and technical specifications.

[DIAP] MFA DIGITAL PORTFOLIO REQUIREMENTS

Please submit work samples from any of the following categories. Note that some media categories have different requirements. If you are submitting work from multiple categories, you can adjust the number of works submitted accordingly.

Still Images

- If your submission is entirely still images, you must submit 15–20 images
- Still images must be either JPEG or TIFF files, maximum dimensions of 1920 x 1080 or 1920 x 1440 and no larger than 2MB file size.
- Images must be correctly rotated for viewing.

Documentation of Still Image work should include:

- Caption including title, medium, date, dimensions.
 - A brief description of the artwork.
 - A technical description of the artwork if applicable.
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Time-Based work

- For time-based and interactive work, submit 6-10 work samples total
- You can submit work in the following formats: QuickTime, MPEG-4.
- For time-based work, give us a cue point; otherwise only the first three minutes will be viewed. A maximum of 15 minutes of video per application will be viewed.

Documentation of Time-Based work should include:

- Caption including the title of the work, and the length and cue point of segments to be viewed.
 - Brief project and technical description (e.g., is this an excerpt or the entire work, is it documenting a work or is the video an artwork in itself, etc.)
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Interactive work or other Computer-Based work

- For time-based and interactive work, submit 6-10 work samples total.
- You can submit work in the following formats: QuickTime, MPEG-4. A maximum of 15 minutes of video per application will be viewed.

Documentation of Interactive work should include:

- Caption including title, medium, date.
 - Brief project and technical description. In your technical description please explain what technologies you used in your project and why, and list your technical specs.
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THE [DIAP] MFA APPLICATION

The [DIAP] MFA Online Application System asks for links to your portfolio, hosted either on your own web site, a cloud storage such as Google or Dropbox, a blog, YouTube or Vimeo. Your work samples are not uploaded to the application system.

Materials are viewed only by DIAP MFA Graduate Committee members and CCNY Admissions. If you have questions about security, please email: diap@ccny.cuny.edu

WHAT TO SUBMIT ONLINE

Be sure to submit your CV, Artist Statement and Image List in PDF format in addition to your online portfolio.

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Creative Portfolio

- Copy and paste your links in the appropriate fields. Be sure to test your links to make sure they work correctly.
- Include any “Directions” for portfolio viewing. This is not required, but you may include special requirements regarding the viewing of your portfolio.

HOW TO SUBMIT YOUR PORTFOLIO ONLINE

We encourage prospective students to generate an online portfolio utilizing one of the free and secure formats listed below. Web sites should contain only work submitted for the application; personal web sites will not be considered.

Application portfolios for [DIAP] can take the form of a PDF, web site, YouTube/ Vimeo link, or a cloud storage URL. Works can not be uploaded to the admission system. Instead, you need to have the work online elsewhere in a blog, web site, cloud storage account or other location, and provide a URL link to that address. If you have questions, please email us.

Web site

- Create a web site that contains only DIAP work submissions.
- Web site should load quickly and easily in all browsers.
- You can use Wix, Wordpress or any other free and secure service.
- If you are submitting via a website, please be sure you give us an index of works submitted with appropriate captions and project or technical description as applicable. This can either be an attached .pdf or on a web page.

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YouTube or Vimeo

- Upload time-based works to YouTube or Vimeo
- Videos can be in HD.
- Videos should be 2GB or smaller.
- Videos shouldn't be any longer than 15 minutes in length.
- When uploading your video in the title box write DIAP submission and number according to the corresponding Image List.
- In the description box indicate the title of your submission as it corresponds to the Image List submitted with your DIAP application.
- Be sure to view your video upload before submitting to the DIAP committee to ensure that the submissions play and are of desired quality.

APPLYING TO CITY COLLEGE

City College utilizes an online application process. The first step will be to create a User Account in the CCNY online application system. Once you create an account, you will be able to log in and out of the system, completing all the required sections of the application at a pace of your choosing. All data is saved so you can complete the application in stages and from wherever you are able to access the Internet.

When you log into the application system, it is important to familiarize yourself with the application instructions. There are several pages of instructions, which pertain to the different sections of the application. If you have further questions, please contact graduateadmissions@ccny.cuny.edu.

SECTIONS OF YOUR APPLICATION DIRECTLY SUBMITTED TO CCNY:

- Personal Statement (uploaded)
- Letters of Recommendation (uploaded or mailed)
- Transcripts (uploaded and mailed)
- TOEFL (mailed by TSE Services)

PERSONAL STATEMENT

A Personal Statement that describes your educational and career objectives should be enclosed with the application. The Personal Statement is your way of introducing yourself to the Admissions Committee and should explain why you chose the DIAP MFA Program at CCNY. The Personal Statement should be no longer than one page in length. The Personal Statement should be uploaded to your online application.

LETTERS OF RECOMMENDATION

Applicants to the College of Liberal Arts and Science must submit two letters of recommendation. The letters of recommendation should come from persons familiar with the applicant's intellectual and design abilities.

Recommendations should be submitted online as part of the online application. Your recommender will complete a brief assessment of your ability to be successful at the graduate level and will also upload a narrative letter in support of your application. Recommendations must be academic or professional.

TRANSCRIPTS

Official transcripts from all institutions previously attended must be included with the application. Transcripts must arrive in the envelope, sealed and stamped by the Registrar's office. If the official transcript does not include the conferral date of baccalaureate degree, please request an official copy of the diploma or provisional certificate as well. Transcripts (and diplomas) not in English must be accompanied by a translation. For questions about transcripts please get in touch with CCNY graduate admissions.

TOEFL (TEST OF ENGLISH AS A FOREIGN LANGUAGE)

All applicants from countries in which the official language is not English are required to submit official TOEFL scores. The TOEFL is not required of students from countries where English is the official language, or by students that have studied full-time at a university for at least two years at an institution in a country where English is the official language. Applicants who attend a university in a foreign country where English is the medium of instruction are NOT waived from the TOEFL.

A minimum paper-based test score of 500 or Internet based of 65 is required for consideration.

TOEFL score reports must come directly from ETS (Educational Testing Service) to be official. TOEFL scores expire after two years. The Institutional Code for City College is 2083. This Institutional Code number will ensure that TOEFL scores are sent to The City College Office of Admissions. TOEFL scores sent directly to any academic department will delay the processing of your application. City College does not use department codes. The Educational Testing Service administers TOEFL. For more information about the TOEFL, contact ETS or visit <http://www.toefl.org>.

TOEFL/TSE Services

PO. Box 6151, Princeton, NJ 08541-6151
t. 609 771 7100 / f 609 771 7500 / toefl@ets.org

FINISHING YOUR APPLICATION

Once you complete all the required sections of the application, including uploading required materials and identifying who your recommenders are, you will be able to submit the application electronically to the Office of Admissions. Upon submission, you will receive a confirmation email informing you of where and what to send to the Office of Admissions. This includes, but is not limited to: application fee, official transcripts, etc. City College might not accept online payments of the application fee. If needed it must be mailed to the graduate admissions office in the form of a check or money order; made payable to The City College of New York for \$125 USD and should include your name and the program to which you are applying to.

When your application materials are processed, you will receive a status email from a graduate admissions processor. If you are missing any materials, these will be identified in the email. Additionally, you can log back into the application system at anytime to see the stage of your application. To receive full consideration, all supporting documents must be received by the application deadline. Materials received after the deadline cannot be guaranteed a review for the semester in which you have applied.

Admissions decisions are posted in the online application system as they are rendered. You will receive an email informing you when a decision has been made

College of Liberal Arts and Science applicants submit to:

The City College of New York
Office of Graduate Admissions
Wille Administration Building, Room A-101
160 Convent Avenue, New York, NY 10031

City College of New York (CUNY)
Digital and Interdisciplinary Art Practice MFA (DIAP)

Portfolio and Application Guidelines
Checklist

DIAP APPLICATION CHECKLIST

- Online Application
- Curriculum Vitae or Artist's Résumé

- Artists' Statement
- Digital Portfolio
- Image List and Documentation

- Personal Statement
- Letters of Recommendation
- Transcripts (mailed to CCNY)
- TOEFL (mailed by TSE Services to CCNY)