

## APPLICATION PROCESS

The first step is to complete the **Montgomery College Online Application**. You can find the application and instructions for applying to Montgomery College at [www.montgomerycollege.edu/admissions-registration](http://www.montgomerycollege.edu/admissions-registration).

Next, submit the completed **School of Art + Design (SA+D) Application** to the School of Art + Design coordinator. The application can be mailed or delivered to the address below.

School of Art + Design Coordinator  
The Morris and Gwendolyn Cafritz Foundation Arts Center, CF120  
Montgomery College  
7600 Takoma Avenue  
Takoma Park, MD 20912

When your application form is received by the SA+D Coordinator, a confirmation note and an invitation to schedule a portfolio review will be sent via e-mail.

In addition to the SA+D application form, applicants are required to submit the following:

### Transcripts

Official high school or college transcripts must arrive in a sealed envelope from the school's registrar. They can be sent directly to the SA+D Coordinator or submitted by the applicant in a sealed and signed envelope.

### Letter of Recommendation

This letter should come from an art teacher, counselor, employer or art professional who is not a relative. It can be sent directly to the SA+D Coordinator or submitted by the applicant in a sealed and signed envelope.

A portfolio. (See Portfolio Review below.)

### Portfolio Review

The portfolio is one of the most important factors in the our admissions decision. Portfolios may be submitted digitally or reviewed in person.

*In-Person Portfolio Review:* Contact Kevin Bowman, SA+D Coordinator, by e-mail at [kevin.bowman@montgomerycollege.edu](mailto:kevin.bowman@montgomerycollege.edu) to arrange for a portfolio review and interview. You will meet with a faculty member to review your portfolio. In-person reviews are ideal for applicants to get a sense of the facilities, visit classes and critiques, and develop a rapport with the personnel in the program.

*Digital Portfolio Review:* If you opt to submit your portfolio digitally, you may submit a CD or DVD with digital images. Your portfolio should include 8 -20 high-quality images of your work in JPEG format as well as an accompanying slide list. Please number your image files (file name format - "01\_First Name Last Name") and identify each image on the slide list (indicating title, medium, date, and size of the work).

Each prospective student's portfolio is evaluated by the SA+D Admissions Review Committee. The SA+D Admissions Office considers the applicant's educational background and experience. Evidence of strong personal motivation, academic achievement, and strength of portfolio are all important factors in the School's admissions decision. We work with all applicants to help prepare them to attend the SA+D degree program. Therefore, applicants who are not admitted during the first portfolio review may elect to work on improving their portfolios to apply for a second portfolio review.

## Portfolio Guidelines

Your portfolio should include:

- At least 8 works, including some from direct observation (still life, portraits, landscapes, interior spaces, figures, etc.)
- A variety of media recommended including, but not limited to pencil, ink, charcoal, painting, printmaking, photography, ceramics, sculpture, fibers, etc.
- Compositions using foreground, middle ground, and background with a good range of value.
- Current work (no older than 2 years). Limited fan art examples.
- A sketchbook is recommended. These are reviewed for insight into a student's ideas and process, not for finished drawings.

Artwork does not need to be matted or framed, but does need to be neatly presented; no folded, torn, or stained work.

Regardless of your focus or interest in art, your portfolio should show a variety of art skills. The majority of your portfolio may reflect your area of interest but drawings and sketches are required as well.

## ADDITIONAL INFORMATION

### International Students

In addition to the requirements for admission, international students should follow the instructions at [montgomerycollege.edu/admissions/120](http://montgomerycollege.edu/admissions/120)

### Paying For College

There are many scholarship, grant, student loan and work study opportunities available to help you cover the costs of your education at Montgomery College. To learn more about the tuition rates, as well as the various forms of financial aid you for which you may be eligible, visit [montgomerycollege.edu/paying-for-college](http://montgomerycollege.edu/paying-for-college).

### School of Art + Design Scholarship Opportunities

The School of Art + Design is fortunate to provide several scholarship opportunities to applicants and currently enrolled students. These scholarships include:

- Sophie Danish Scholarship
- Gudelsky Scholarship
- Maggie Noss Memorial Scholarship

## QUESTIONS?

If you have any questions about the application process, contact:

Kevin Bowman, SA+D Coordinator  
kevin.bowman@montgomerycollege.edu  
240-567-1375

Norberto Gomez, Chair of Visual and Performing Arts  
norberto.gomez@montgomerycollege.edu  
240-567-5502

**APPLICATION FOR ADMISSION**

The School of Art + Design is a cohort program within the Department of Visual and Performing Arts at Montgomery College. The first step in the application process is to complete the online Montgomery College Admissions Application, [www.montgomerycollege.edu/admissions-registration](http://www.montgomerycollege.edu/admissions-registration).

After submitting the MC online application and application fee, submit this form to the School of Art + Design coordinator.

Mail or deliver application to: School of Art + Design Coordinator  
 The Morris and Gwendolyn Cafritz Foundation Arts Center, CF120  
 Montgomery College  
 7600 Takoma Avenue  
 Takoma Park, MD 20912

**PERSONAL INFORMATION**

Name \_\_\_\_\_  
Last name First name Middle Initial

Current Address \_\_\_\_\_  
Street Address Apt. #  
 \_\_\_\_\_  
City State Zip code  
 \_\_\_\_\_  
County of Residence

Telephone \_\_\_\_\_  
Home (Include area code) Work Cell

E-Mail \_\_\_\_\_

Emergency Contact \_\_\_\_\_  
Last name First name Relationship  
 \_\_\_\_\_  
Phone Email

**PREVIOUS EDUCATION**

High School \_\_\_\_\_  
Name of School  
 \_\_\_\_\_  
City State

Dates Attended From \_\_\_\_\_ to \_\_\_\_\_ Graduation \_\_\_\_\_  
Year Year Expected/actual date of graduation or GED

College attended \_\_\_\_\_  
Name of School  
 \_\_\_\_\_  
City State

Dates Attended From \_\_\_\_\_ to \_\_\_\_\_ Credits/Degrees completed \_\_\_\_\_  
Year Year Number of credits or degree received

Have you ever taken credit or noncredit courses at MC?  Yes  No Have you previously applied to MC?  Yes  No

Provide your M number if you already have one \_\_\_\_\_

All high school graduates/GED recipients who are new to college must provide a copy of their final high school transcript or GED diploma before attending class. Transfer students and students who have previously completed a college degree must submit their college transcripts to receive an exemption from placement tests and credit for previously completed courses.

**APPLICATION QUESTIONS**

When do you hope to begin the School of Art + Design Program? YEAR \_\_\_\_\_ SEMESTER  Fall  Spring  Summer

Why do you want to attend an art school?

Why do you wish to attend the School of Art + Design at Montgomery College?

After attending the School of Art + Design at Montgomery College, what are your goals or plans?

What are your special interests and hobbies?

How did you first hear about the School of Art + Design at Montgomery College?

In addition to the School of Art + Design, what other colleges are you currently applying to?

SIGNATURE I certify that the information on this application is correct and complete; I understand that falsification may result in dismissal and/or retroactive adjustment of tuition and fees. I certify that I am aware of Montgomery College's (MC) policy on drug and alcohol abuse prevention, and that MC is a tobacco-free institution and thus prohibits the use of tobacco products on all MC-owned property. If admitted, I agree to abide by policies and procedures of MC (<http://cms.montgomerycollege.edu/pnp>). Additionally, I understand that I am responsible for all costs including collection costs to satisfy my debts to MC. Upon request by a designated MC official, I agree to provide evidence of the information on this application for verification.

Applicant Signature

Date