



**Cornell University**  
**College of Architecture, Art, and Planning**

**Department of Art**

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Dear prospective M.F.A. student,

Thank you for your interest in the M.F.A. program in the College of Architecture, Art, and Planning at Cornell University. Please review the instructions below for applying to the M.F.A. program (we no longer send catalogs by mail). Our graduate program offers Fall semester admission only.

The Department of Art offers areas of concentration in: painting, photography, printmaking, and sculpture. An undergraduate degree in any discipline is a pre-requisite for the M.F.A. program (it does *not* need to be a B.F.A.). GRE scores are not required for admission to our program. However, if you wish to be considered for fellowships other than what is awarded by the Department of Art, you should submit GRE general test scores to the Graduate School before the January 15 department application deadline. (For more information on the GRE, contact: Graduate Record Examinations, ETS, P.O. Box 6000, Princeton, NJ 08541-6000, (609) 771-7670, [www.gre.org](http://www.gre.org). Our Graduate School code number is 2098.)

Students accepted for Fall 2008 received full tuition in the amount of \$29,500 and a stipend as remuneration for working as a teaching assistant, which is required as part of the M.F.A. program. Since both tuition and payment for graduate assistantships can vary from year to year, the exact amount of yearly academic support cannot be determined at the time of application.

The programs of the Department Art at Cornell couple the focus and solidarity of a small program with the intellectual and disciplinary breadth and depth of a prestigious research university. The work that you present for review by the M.F.A. Graduate Admissions Committee should represent and communicate the conceptual, critical, and technical dimensions of your current practice and offer (through your letter of intent ) an indication of developing and prospective intellectual, aesthetic, and research interests that you may choose to pursue in the M.F.A. program at Cornell. The entire admissions committee reviews all applicants and seeks to accept a group of first year M.F.A. students who demonstrate accomplished work, an ongoing commitment to an art practice, and the potential for continued independent inquiry and creative work.

Thanks again for your interest in our program.

Jolene Rickard  
Interim Chair, Department of Art

Potential applicants to the program are welcome to contact our faculty and current M.F.A. students to make arrangements to meet with them to discuss the M.F.A. program. (Please be aware that if you are selected as a short-list candidate you may be asked to come to campus for an in-person portfolio interview.)

Michael Ashkin  
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Jean Locey  
Area Head, Professor (Photography)  
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Todd McGrain  
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Elisabeth Meyer (Printmaking)  
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The facilities of the Department of Art are open for tours Monday through Friday from 9:00am until 3:00pm. If you do plan on a visit, please contact Maria Brown in the department office to schedule an appointment.

**Note:** Proficiency in English is required of all applicants. Those whose native language is not English must take the Test of English as a Foreign Language (TOEFL). *Only students who have studied full-time for two or more years at a college or university where English is the language of instruction, located in a country where English is the native language, are exempt from the TOEFL.* (For more information on the TOEFL, contact: Educational Testing Service, Princeton, NJ 08541, (609) 921-9000, [www.toefl.org](http://www.toefl.org). Cornell's Institutional Code Number is 2098.)

### **Instructions for completing the online M.F.A. application**

Applying to the M.F.A. program at Cornell involves completing an online application process AND submitting hard copies of other required materials directly to the Department of Art.

To read the *Graduate School Online Application Guidelines* and access the required application form, visit the Graduate School website: <http://www.apply.gradschool.cornell.edu>. Applicants must complete the online form found at this site (click on "Forms" for the

application). **The Graduate School will NOT accept materials submitted by mail, courier services such as FedEx or DHL, or fax!**

The online application process requires applicants to: 1.) submit an online Graduate Application form, 2.) submit the Statement of Purpose (your letter of intent), 3.) submit *three* recommendations, and 4.) pay the application fee (which may also be done online).

The three recommendations may be submitted in one of two ways. If you choose to use the online “Embark” method, the recommender automatically receives an e-mail with directions for completing and submitting the recommendation directly. If you prefer, however, you may print out the recommendation form (which may be found as a pdf file on the “Forms” page of the Graduate School website), send it to your recommender, and have her or him write a letter, complete the form, and then mail them c/o Maria Brown at the Olive Tjaden Hall address shown below. The choice of which method to use is entirely the applicant’s.

**You must also submit the following application materials directly to Maria Brown at the Olive Tjaden Hall address shown below:**

- Resume
- Three Recommendations (see instructions above)
- Official transcripts from each college or university previously attended
- Documentation Portfolio (see instructions below).

### **Documentation Guidelines**

Each applicant is required to submit twenty (20) representative files of documentation of their work including any combination of the following:

- A.) Still images
- B.) Videos
- C.) URLs
- D.) Sound-based work, and/or
- E.) Other work.

#### **A. Still Images (if appropriate)**

1. Still images should be on a Mac and Windows readable standard-sized CD-R (no 3 disks). Before submitting be sure to test your disk on several computers, not just the computer on which the disc was burned. All disks should have your name written on them with permanent marker (no adhesive labels). Unreadable or incorrectly formatted disks will not be considered.
2. Still images must be in JPEG or TIFF format files, with maximum dimensions of 1280 x 1024 at 72 dpi resolution. No image may exceed 1024 pixels in height (including portrait images) and no image may exceed 1280 images in width (including panoramic images). File sizes larger than 4 MB will neither be opened nor reviewed.

3. Each file must be named using your last and first name according to the following convention:

Duchamp\_Marcel\_01.jpg (or .tif) for first image  
Duchamp\_Marcel\_02.jpg (or .tif) for second image, etc.

4. Do not combine several views (or stills) of one work into one composite image. Do not format images in any presentation program (e.g., PowerPoint, Keynote, iView, or PDF).
5. On their CD, applicants must include an inventory of the images in an MS Word (.doc), Adobe Acrobat (.pdf), or plaintext (.txt) file. This inventory should include file name, title of work, medium, dimensions, date, and a brief description (up to two sentences). A printed copy of this inventory should also be included in the application.
6. Place all image files in a single folder on the CD. On the disk, the folder and files should appear as follows:

Duchamp\_Marcel\_image\_list.doc  
Duchamp\_Marcel\_images (folder)  
    Duchamp\_Marcel\_01.jpg  
    Duchamp\_Marcel\_02.jpg  
    ...  
    Duchamp\_Marcel\_20.jpg

7. Applicants must also provide a printed version of still-image submissions on high-quality ink jet photo paper (no more than five (5) pages maximum.) All printed images should include file names for reference.

## **B. Videos (if appropriate)**

1. Video, video installation, performance, kinetic sculpture, and/or gaming/interactive work, should be submitted on a separate DVD of videos in QuickTime format (no VHS tapes). Each video included on your DVD should be five (5) minutes or less in length. Please note that each individual video submitted will be considered as one file toward fulfilling the twenty (20) file portfolio requirement. Videos must be named according to the following convention:

Duchamp\_Marcel\_01.mov

2. If you wish to submit a video longer than five minutes it must be broken into individual segments labeled accordingly:

Duchamp\_Marcel\_01\_A.mov and,  
Duchamp\_Marcel\_01\_B.mov etc.

3. Applicants must include on the DVD an inventory of the videos in an MS Word (.doc), Adobe Acrobat (.pdf), or plaintext (.txt) file. This inventory should include file name, title of work, medium, length, date, and a brief description (up to two sentences). A printed copy of this inventory should also be included in the application.
4. Place all video files in a single folder on the DVD. The folder and files should appear as follows:

Duchamp\_Marcel\_video\_list.doc  
Duchamp\_Marcel\_videos (folder)  
    Duchamp\_Marcel\_01.mov  
    Duchamp\_Marcel\_02.mov  
    ...  
    Duchamp\_Marcel\_20.mov

#### **C. Web-Based Work (if appropriate)**

1. Web-based work submitted for consideration must be uploaded and operative on the World Wide Web for the duration of the application process (until notified of acceptance or rejection). Please note that each URL provided will be considered one file of the required twenty (20) files of your portfolio.
2. There should be a separate inventory list for the URLs. This list should include date of work and a brief description (up to two sentences).

#### **D. Sound-Based Work (if appropriate)**

1. Sound-based work should be submitted in AIFF or MP3 format, and should be included on the same CD containing your still images. Each audio selection should be restricted to five (5) minutes. Please note that each sound file will be considered as one of the twenty (20) files required for a complete portfolio. The folder and files should appear as follows:

Duchamp\_Marcel\_sound (folder)  
    Duchamp\_Marcel\_01.aiff (or .mp3)  
    Duchamp\_Marcel\_02.aiff  
    ...  
    Duchamp\_Marcel\_03.aiff

2. If you wish to submit a sound piece longer than five minutes it must be broken into individual segments labeled accordingly:

Duchamp\_Marcel\_01\_A.aiff (or .mp3) and,  
Duchamp\_Marcel\_01\_B.aiff etc.

3. The inventory list for the CD should also include sound file names as well as date of work and brief description (up to two sentences).

**E. Other Work (if appropriate)**

For any work that does not fall into the above categories, please contact Maria Brown in the Department of Art at (607) 255-6730 or mpb7@cornell.edu

For further questions about our M.F.A. program or the application process please contact:

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