



Instructions for 2010 Application for Undergraduate Admission (Freshman and Transfer applicants)

Dear Applicant:

Thank you for your interest in the Eastman School of Music. We look forward to the receipt of your completed application and the possibility that you will join the Eastman community. The Eastman School provides the information necessary to complete the application in these instructions, in the Official Viewbook and on our [website](#). If you do not have a Viewbook, we encourage you to request one from the [Admissions Office](#).

The Undergraduate Application is **completed and submitted online**. For Fall 2010 entry, there are two ways to apply to Eastman:

- 1) You may submit your entire electronic application on the main [Eastman Application Website](#) OR
- 2) **Before** you create a USER ID on the main Eastman application, you may submit Part I of your electronic application at a partner website, the Unified Application for Music and Performing Arts Schools www.unifiedapps.org before completing Part II of your application on the Eastman website.

The online application is designed for freshman and transfer applicants who wish to enroll at the Eastman School of Music in fall 2010. Following the completion of your online application, you must download and submit a number of PDF files that you will need to review independently, depending on your major and your degree program. These files **must** be submitted according to the instructions on the forms for your application to be considered **complete**. **All applications submitted online are assigned an online application number (found on page 1 of Eastman's online application)**. Please make a note of this number and clearly mark it on the front of all materials and forms sent into the Admissions Office, to expedite processing (recordings, scores, transcripts, etc.).

You will note that there are many individual forms in our application that may specifically apply to your degree program and major. For example, if you are only applying for a degree in Jazz Studies and Contemporary Media, you will need to submit with your application the Supplemental Application for Jazz Studies, but you will not need to complete the Vocal Accompanist Request Form. Please note that many majors and instruments have prescreening requirements, and that regional audition locations may restrict certain majors and instruments. Audition requirements are posted on [Eastman's Admissions Office website](#).

To help make this process clear, a checklist of all the forms, degree programs, and major requirements is included on Page 2 of these instructions. **Please read the checklist carefully.** Applicants are responsible for complete applications. Materials must be submitted in one package to be received by the application deadline of **December 1**. Applications that are incomplete cannot be processed.

Applicants must follow the mailing directions for submitting materials, found on the last page of these instructions. Send all supporting materials directly to the Admissions Office. **DO NOT send any materials to faculty; this will delay the processing of your file.** We note the arrival of all materials for your file; when it is complete, it can be reviewed by the appropriate faculty members. Please send copies of original scores, arrangements, or papers as required, but not the originals themselves as we do not return submitted materials. However, please **DO** send original transcripts, test scores and other relevant parts of the application. Recommendations are submitted online.

If prescreening materials are required for your degree program, these must be received by December 1. Prescreening review generally occurs in December and early January. **Prescreened applications that are incomplete at the time of prescreening review will result in terminated applications.** Application fees are non-refundable. If you have any questions, please contact us as indicated below. Best wishes for the coming admissions season, and good luck!

The Eastman School of Music Admissions Office.

CONTACT INFORMATION

For further information regarding the admission process: Eastman School of Music Admissions Office 26 Gibbs Street, Rochester, NY 14604-2599 Phone: 585-274-1060 Phone: 1-800-388-9695 e-mail: admissions@esm.rochester.edu http://www.esm.rochester.edu/apply

For further information regarding financial aid: Eastman School of Music Financial Aid Office 26 Gibbs Street, Rochester, NY 14604-2599 Phone: 585-274-1070 e-mail: financialaid@esm.rochester.edu http://www.esm.rochester.edu/financialaid

You should keep these instructions for your records.

UNDERGRADUATE APPLICANT CHECKLIST

FORM / DATA	WHO MUST COMPLETE IT
Application	Must be completed and submitted online by all applicants by December 1. The application requires receipt of the \$100 application fee by December 1. The application must include all <u>official</u> school transcripts and any required prescreening materials.
Audition Repertory Form	All undergraduate applicants must perform an audition regardless of major. All undergraduate applicants must complete this form and <u>bring it to their audition with an updated repertoire list</u> . Do not submit this form with your materials unless you are <u>only</u> 'auditioning by recording'.
Financial Aid Information	Consult this Information Form for details about the Financial Aid process at Eastman.
Prescreening Form and Recording	Required of Applied Piano Performance applicants, and all applicants whose instrument is: Cello, Clarinet, Flute, Organ, Saxophone, Violin or Voice. In addition, Composition and Jazz students must use the relevant department form for prescreening purposes.
Recommendations (3 required)	In Fall 2010, the recommendation process occurs completely ONLINE. Applicants list recommender information in the application. Upon submission of the electronic application data, those recommenders are notified electronically that you have designated them to be a reference for you, and they must submit their recommendation for you online. You may change or update your list at any time prior to a recommendation being submitted, and you will receive an electronic notification when your recommendation has been submitted.
Supplemental forms	Supplemental forms for composition and jazz function as prescreening forms. <ul style="list-style-type: none"> • Composition applicants must complete the supplemental form for composition and submit it with application materials and scores. • Jazz applicants must complete the supplemental form for majors in jazz and contemporary media and submit it with application materials and a preliminary audition recording (and with arrangements, for those concentrating in writing). • Music education applicants must refer to the Supplemental Information for Music Education and upload an essay as part of the online application that demonstrates their specific interest in music education.
Vocal Accompanist Request form	Must be completed by all voice applicants who are requesting an audition date in Rochester. Submit this form by the application deadline.
NASM Release form	Transfer applicants (students currently matriculated in a degree program at an accredited college) must complete this form before an offer of Financial Aid will be made, following admission.
Teacher Preference Form	Applicants who wish to request a specific studio teacher should initially submit this data online in the application and submit any updates on this form before March 1.
Supplemental form for Non-Native English Speakers & <u>Non-U.S. Citizens</u>	All applicants whose <u>native</u> language is not English and <u>all non-US citizens</u> must complete this form and submit it by December 1. A current iBT TOEFL score is required for all Non-Native English speakers, regardless of citizenship or residency status. See form for details.
Credit Card Authorization Form	For payment of fees if applicable (accompanying fee, reschedule fee, enrollment deposit)

BACHELOR OF MUSIC DEGREE PROGRAM SUMMARY

Majors:	Applied Music (classical performance)
	Composition
	Jazz and Contemporary Media (performing or writing concentration)
	Music Education
	Musical Arts (restricted to sophomore- or junior-year transfer applicants)
	Theory
Required of all majors:	Audition, Application and \$100 Application Fee
	Financial Aid intent (gathered in online application)
	Audition Repertory Form (presented to faculty with an updated repertoire list at required audition)
	Interview (required of all majors attending a Rochester audition, either with faculty or administrative staff)
	Personal Statement and Résumé (uploaded online as part of the application)
	Recommendations (3)
Required of some majors:	Transcripts of all High School coursework, or college coursework if applicable. Home-schooled applicants must submit SATs and 2 SAT II scores, or ACT scores; additionally, home-schooled applicants must submit detailed documentation of texts, coursework, experiential learning, college coursework (if applicable) etc.
	Faculty Interview: required of music education applicants, composition applicants who are invited to interview in Rochester, and theory applicants , who must audition and interview in Rochester.
	Prescreening recording: required of piano performance applicants, and all undergraduate applicants whose instrument is Cello, Clarinet, Flute, Organ, Saxophone, Violin or Voice (see prescreening form). Also required of jazz and contemporary media applicants (see the jazz supplemental form)
	Research (term) paper: required of theory applicants . This paper is reviewed for the purpose of evaluating the applicant's writing and research skills; it need not be a <i>music</i> research paper.
	Scores: required of composition applicants, and jazz applicants applying for the writing concentration .

DEADLINES AND FEES

The online application deadline is 11:59PM Pacific Coast Time on the evening of December 1. At that time, the application closes automatically and no further changes can be made. We strongly encourage early application. The normal application fee is \$100. Late applications may be accepted at the sole discretion of the Director of Admissions, based on the timing of the request and the need for further applications in specific areas. If permitted to submit a late application, applicants will be charged \$150 (before December 31) or \$200 (on or after January 1) automatically by the online application at the time of submission. Fee waivers are not granted for late applications. Late applications will be processed after other candidates and scheduled only on a space-available basis. It is the responsibility of each applicant to read all application forms and to submit all required materials. International applicants must allow extra time for mailing materials to the United States. An incomplete application may delay or prevent the scheduling of your audition, the admission decision, or consideration for financial aid.

Notification of decision and financial aid

The Eastman application process includes a thorough review of each applicant's file following his or her audition/interview. The Admissions Committee makes decisions after all applications or the majority of applications in each department have been evaluated. **Notification of decision may occur at any time after the application has been evaluated, with most undergraduate applicants being notified between March 1 and April 10.** There is no early admission program at Eastman. Undergraduate applicants are normally notified of the results of their financial aid and merit-based scholarship application concurrent with the notification of admission.

May 1 reply date

The Eastman School of Music subscribes to and upholds ethical admission practices outlined in the Code of Ethics of the National Association of Schools of Music. Furthermore, as stated by The College Board:

"Subscribing institutions, by common agreement, bind themselves not to require candidates admitted as freshmen to give notice before May 1 of a decision to attend any one of these subscribing institutions or to accept financial aid from it. This policy has been agreed upon so the candidates may be able to give consideration to all opportunities available to them. It should be emphasized, however, that whenever candidates can reach a decision before this date, they are encouraged to notify the institution as soon as that decision has been reached. Even if the decision is to not attend the institution, the candidate should notify the institution."

We provide notification of our decision as soon as possible after the review process is completed. In return, we ask for the courtesy of a response as soon as the student has made a decision, or by May 1. The Eastman School of Music does maintain a wait list in most departments. A prompt **response** from accepted applicants allows us to proceed with final decisions for candidates on our wait list.

AUDITION/INTERVIEW REQUIREMENT

An audition is required of all Bachelor of Music (undergraduate) applicants. Applicants to the major in Jazz Studies and Contemporary Media must perform both a classical and a jazz audition on their major instruments, except in drumset. Admitted drumset majors who wish to participate in classical percussion opportunities may audition/interview with our classical percussion faculty upon enrollment. Specific majors may require a faculty interview as well as an audition. Refer to the [Admissions Office website](#) for audition repertory guidelines.

RETURN OF MATERIALS

Materials are not returned. Do not send originals except for transcripts and test scores. See the supplemental forms for requirements.

PRESCREENING REQUIREMENTS

Applicants to majors in **composition, jazz studies and contemporary media (performance and/or writing concentrations), piano performance, and all undergraduate majors in Cello, Clarinet, Flute, Organ, Saxophone, Violin or Voice are prescreened.** These applicants must submit preliminary materials for review by the faculty. Prescreening review generally begins after the application has closed. Following faculty and committee review, a limited number of applicants will be invited to continue in the audition/interview process. Applicants for Composition and Jazz must attend a Rochester interview/audition to be considered for admission, and will be scheduled for auditions and/or interviews on their audition date.

- **Composition applicants** must submit scores with their application, for prescreening by composition faculty.
- **Jazz studies and contemporary media applicants (performance and/or writing concentrations)** must submit a preliminary audio recording, and scores if applying for the writing concentration.
- **Prescreened applicants who wish to audition live in Rochester or at a regional audition must submit a prescreening recording and a completed prescreening form with their application.** Prescreened recordings for regional applicants are initially reviewed if the number of audition time slots is insufficient at the regional site, and may also be reviewed following the regional audition at the time of admission consideration.
- Pianists who are not applying to the performance major but are instead only applying to majors in composition, theory, music education, jazz studies and contemporary media are NOT required to submit a classical piano prescreening recording.

RECOMMENDATIONS

Recommendations from **three musicians** are required of each applicant. **The first person listed in the application should be the present or most recent teacher of your major instrument/voice, or the person most relevant to your area of concentration.**

AUDITION OPTIONS

For details about Auditions in Rochester and in the United States / Asia, see: <http://www.esm.rochester.edu/apply/dates.php>

At the Rochester auditions, applicants are required to attend for the entire day of their audition, generally from 9am until 6pm. **Because of scheduling requirements, all invited piano performance applicants will need to be available from 9am until approximately 10pm on the day of their audition.** Applicants who have a prescreening requirement will be assigned an audition date (from the available audition dates) upon passing the prescreening requirement. Applicants should read the scheduling policies in this application before choosing their audition preferences. We encourage applicants to apply as early as possible. Do not confirm travel arrangements until an audition date has been confirmed by the Admissions Office. Auditions are performed unaccompanied, except for vocal auditions.

- **Option I: Auditions at the Eastman School of Music**

- This option is required for applicants to majors in composition, jazz studies and contemporary media, and theory.
- **Cello, Clarinet, Flute, Organ, Piano Performance, Saxophone, Violin, or Voice** applicants auditioning in Rochester must submit a prescreening recording, prescreening form and repertory list.
- Harp applicants do not need to bring their own instruments; contact [Professor Kathleen Bride](#) for more information.
- Percussionists should bring their own sticks, mallets, cymbals, etc.; other equipment is provided.
- Voice applicants bring their own accompanist or request the School to assign one (\$25 fee required). Applicants must submit the Vocal Accompanist Request Form by the deadline. If a favorable prescreening result is given, the accompanying fee with the music chosen for the subsequent live audition in Rochester must be sent before the School can assign an accompanist.

- **Option II: Auditions at regional sites**

- Auditions at the regional audition centers generally occur in January or the beginning of February.
- This option is NOT permitted for applicants whose instrument is guitar, harp, organ, or percussion; these applicants must audition in Rochester (Option I), or submit a video recording, as described in Option III and below. Composition, jazz or theory applicants cannot audition at a regional site.
- A member of the Eastman staff will host and record each regional audition. There are generally no faculty members at regional sites; however, all recordings made at regional auditions are subsequently evaluated by the faculty.
- All auditions are performed unaccompanied, with the exception of vocal auditions. Voice applicants must provide their own accompanist at regional audition centers.
- **The following instruments must submit a prescreening recording with the prescreening form found in the application to be considered for a regional audition: Cello, Clarinet, Flute, Piano Performance, Saxophone, Violin and Voice. This recording is reviewed in the event of space restrictions at regional audition sites.**
- To facilitate scheduling of auditions at a regional audition center, applicants choosing this audition option should follow the mailing directions on the last page of these instructions.

- **Option III: Audition by self-prepared recording**

- In many cases, an audition by self-prepared recording is acceptable. Recordings will not be returned.
- Send all recordings directly to the Admissions Office to be catalogued to your file. **Do not send recordings to the faculty.**
- The Eastman faculty members who hear live auditions (Options I and II) also hear all recordings submitted under Option III.
- Applicants in clarinet, flute, guitar, harp, organ, percussion, saxophone or trumpet must submit a DVD recording.
- December 1 is the deadline for receipt of the recording, which should be unaccompanied, except for voice auditions.

SPECIFICATIONS FOR ALL PRESCREENING AND AUDITION RECORDINGS

- **The recording must be submitted (to be received by December 1) with a complete application and all required forms.**
- Recordings must have been made within the past 9 months, and must be 15-45 minutes in length, as required by repertory guidelines.
- A DVD is **required** for clarinet, flute, guitar, harp, organ, percussion, saxophone and trumpet.
- A DVD or CD (clearly marked 'DVD' or 'CD') is required for all other prescreened applicants, or applications 'by recording'. No other media format is permitted.
- Applicants submitting more than one recording for more than one major must clearly designate each recording for each major.
- The applicant's name, instrument and degree program must be on both the recording and the recording container.
- The applicant must submit the prescreening recording with the prescreening form, or the audition recording with the audition form.
- Review recordings for quality. **At the very least, the applicant should make sure that the recording works!**

STATEMENT ON DIVERSITY

The Eastman School of Music and the University of Rochester value diversity <see www.rochester.edu/diversity>, and are committed to equal opportunity for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, or veteran status. Further, the University complies with all applicable nondiscrimination laws in the administration of its policies, programs, and activities. Questions on compliance should be directed to the school or department and/or to the University's Equal Opportunity Coordinator, University of Rochester, PO Box 270039, Rochester, New York 14627-0039. Phone 585-275-9125.

MAILING AND ADDRESS INFORMATION

We encourage you to submit your online application data as early as possible so that your file will be created in advance of the arrival of your materials, and to expedite your file assembly, review and scheduled audition date. Send all materials to the Admissions Office at the Eastman School of Music. Do not send any materials to faculty since this will delay the processing and completion of your file.

We typically receive over 2000 applications per year for all degree programs (including undergraduate and graduate). Most of the applications and their materials are submitted and arrive in our office between November 15 and December 5. If you can submit your application and materials before November 15, you will have applied before the vast majority of applicants and will significantly assist the efforts of the admissions staff to organize your file for review!

We will be able to find and process your file and notify you of your file status or confirmed audition date more efficiently if you correctly address your materials. Once we process your file, your audition status will be confirmed on a timeline reflected by a combination of our processing priorities (prescreened applications must be processed before regional applications, before Rochester auditions, and before recorded auditions) and the submission of your application data and materials.

IMPORTANT: All Prescreened undergraduate applicants (in Composition, Jazz, Theory, Cello, Clarinet, Flute, Organ, Piano Performance, Saxophone, Violin or Voice) **MUST** submit the prescreening form with their recording and repertory list. If not received by December 1 and submitted with this form, the recording may not be reviewed or may arrive too late for review, resulting in the termination of the application. **The application fee is non-refundable once the online application data has been submitted.**

All Candidates Must List All Degree, Major(s) And Instrument(s) On The Top, Left Corner Of Their Mailing Envelope Above Their Address Information. For example:

**BM; MUSIC ED and PERFORMANCE; TRUMPET
JOHN SMITH
123 MAIN STREET
ANYWHERE, NY 12345 USA**

If Any Of Your Degree Programs Or Instruments Has A Prescreening Component, Please Submit Your Online Application Data Early And Send Your Materials To:

**PRESCREENING BOX <List preferred date of audition, ie Feb 6>
ADMISSIONS OFFICE
EASTMAN SCHOOL OF MUSIC
26 GIBBS STREET
ROCHESTER, NY 14604, USA**

If You Intend To Audition At A Regional Audition Center, Please Submit Your Online Application Data Early And Send Your Materials To:

**<name of city (ie Chicago)> REGIONAL BOX
ADMISSIONS OFFICE
EASTMAN SCHOOL OF MUSIC
26 GIBBS STREET
ROCHESTER, NY 14604, USA**

If You Do Not Have A Prescreening Component And You Intend To Audition In Rochester, Please Submit Your Online Application Data Early and Send Your Materials To:

**ROCHESTER AUDITION <List preferred date of audition, ie Feb 6>
ADMISSIONS OFFICE
EASTMAN SCHOOL OF MUSIC
26 GIBBS STREET
ROCHESTER, NY 14604, USA**

If You Are Applying By Recording Only And Do Not Intend To Audition In Rochester Or Regionally, Send Your Materials To:

**APPLYING BY RECORDING
ADMISSIONS OFFICE
EASTMAN SCHOOL OF MUSIC
26 GIBBS STREET
ROCHESTER, NY 14604, USA**

Files are reviewed on a rolling basis and admission decisions will generally be held until live auditions are completed by the beginning of March. GOOD LUCK AND WE LOOK FORWARD TO RECEIVING YOUR APPLICATION!
