



Audition/Interview Day Scheduling Policies

Because of the large number of applicants who must be scheduled for auditions and interviews, the Eastman School of Music has established certain scheduling policies. While we have several regional audition sites, we are limited to about 20 applicants or less per day at most sites. In Rochester we are able to accommodate 250 to 300 applicants per audition day, and up to about 1000 individual appointments each day. Our scheduling policies are stated clearly here. The School makes every attempt to schedule students for their first choice of audition date when the application and supplemental materials are received on time; however, some audition days fill up even if applications are submitted before the deadline. We strongly recommend the earliest possible submission of a complete application to facilitate the scheduling process. Candidates should be aware, however, that applications are processed according to the priorities established by the Admissions Office. Students whose materials are received late cannot always be accommodated with a personal audition/interview.

- **It is our goal to confirm each applicant for his or her first or second choice audition date at least 21 days in advance.** Applications are generally scheduled as completed files are received and processed. Because of the timing of the application deadline (December 1) and fixed processing timelines, applicants whose majors are prescreened or who are auditioning at a regional audition site in early January will generally be processed before candidates coming to a Rochester audition. However, it is possible that all appointments on some dates and at some audition sites will be filled by the time we receive your application, **even if it is submitted prior to the application deadline.** Therefore, we *strongly encourage* early submission of application materials. In particular, the earliest possible submission of your online application data will greatly facilitate the creation of your file. Applicants who cannot be accommodated at live auditions will be asked to submit self-prepared audition recordings. We will make every effort to efficiently schedule all degree candidates.
- **We cannot accommodate requests for specific audition times because of the nature of our audition process. Applicants should not make any confirmed travel plans until a confirmation of their prescreened decision (if applicable) and/or their audition/interview date has been received.** We believe very strongly in the purpose of our audition days, which is to provide us a comprehensive picture of each applicant. This allows us to make an informed admission decision, and to provide applicants with information about Eastman's philosophy, curricula, facilities and environment. Thus, we require applicants at Rochester auditions to be available for the full day (from 9 a.m. to 6 p.m.), and applicants at regional audition centers to be available for at least half a day (audition hours vary by city). **Because of scheduling arrangements, applicants in Piano Performance who are invited to audition in Rochester will need to be available from 9am until as late as 10pm on their audition day. Graduate applicants in Piano Performance will be required to be present for two days to facilitate the scheduling of all the required interviews and auditions normally held on one day – practice facilities will be available during each audition day.**
- Incomplete applications may delay or prevent the confirmation of an audition date. Non-native speakers of English **must** submit a valid TOEFL score that reaches a minimum level to be eligible for a live audition in Rochester (see TOEFL form).
- **Applicants who do not notify the Admissions Office that they cannot attend their audition in advance prevent their audition time from being used by another candidate and thus will not be rescheduled.** Once an audition/interview date is confirmed, it is expected that the applicant will keep the scheduled appointment. We request that applicants who wish to terminate and withdraw their applications notify the Admissions Office so that we may use the scheduled date for another applicant.
- **ALL REQUESTS FOR SCHEDULE CHANGES MUST BE MADE IN WRITING TO THE ADMISSIONS OFFICE.** We realize that applicants often are trying to arrange auditions at several schools. While the Eastman School wishes to be accommodating, it is not always possible to change confirmed audition/interview dates because of the large number of applicants. A **\$50 change fee** must accompany the written **request** before a **scheduled** audition date can be **considered** for change. Change requests will generally be processed only after all other 'first-choice' requests of all candidates have been processed. If we cannot change a scheduled date, the \$50 fee will not be processed. We cannot guarantee that a change of scheduled date will be possible, or that a candidate will be able to be rescheduled for all appointments.
- We cannot accept requests to change audition dates after February 1, except in **extreme** circumstances. Such requests will be approved solely at the discretion of the Director of Admissions. If a change request cannot be accommodated, applicants to the BM and MM degrees may audition by self-prepared recording. **Eastman faculty cannot confirm or change audition/interview dates. Do not contact them with rescheduling requests.**
- Candidates should refer to the application for specific audition day restrictions, and to the relevant supplemental forms for program requirements. MA candidates in Ethnomusicology, and PhD candidates in Musicology and in Music Theory are expected to be present for two days on the first audition weekend.