



New York University

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Tisch School of the Arts
The Maurice Kanbar Institute of Film and Television
Department of Photography and Imaging

721 Broadway, 8th Floor
New York, NY 10003-6807
Tel: (212) 998-1930
Fax: (212) 995-4068
Email: photo.tsoa@nyu.edu
www.photo.tisch.nyu.edu

SUBMISSION GUIDELINES FOR CREATIVE MATERIALS

Department of Photography & Imaging, Tisch School of the Arts, NYU

1. SHOW US YOUR BEST WORK

Submit up to 20 photo-based images reflecting your strongest work. Up to 5 images may be non photo-based work. Choose one format:

- A. Prints must be 11 x 14 or smaller. Do not send one-of-a-kind prints.
- B. CD-ROMs must be Macintosh compatible. Jpegs or pdfs must be 72dpi, no larger than 1200 x 1000 pixels. Images will be viewed on a Macintosh that is set to automatically order your work. Each file must be named with a 2 digit number from 01 to 20, followed by an underscore and the title so they can be viewed in the order of your slide list. (Example: 01_mybestphoto.jpg).
- C. Slides must be in a clear plastic slide sheet, numbered in the lower left corner. Label each slide, CD or print with your name and include the inventory list, see page 2.

2. LET US GET TO KNOW YOU

In addition to the portfolio, all applicants must complete a questionnaire, see page 3.

3. PACKAGE IT CORRECTLY

Packages must not exceed 12 x 15 x 3 inches. Packages **MUST** be sent *directly to the department* (Do not send them to the main admissions office):

New York University, Tisch School of the Arts
Department of Photography & Imaging
721 Broadway, 8th floor
New York, NY 10003

Include a self-addressed, stamped postcard. We will mail it back to you when we receive your package. It is recommended to purchase a tracking number for your package.

A self-addressed stamped envelope, large enough for your creative materials, with enough postage for the return of your portfolio must be included (see the bottom of page 3). The Department assumes no responsibility for lost or damaged work.

4. DOUBLE-CHECK THE CHECKLIST! Portfolios will not be reviewed until you have submitted all of the necessary credentials and your application for admission is complete.

SLIDELIST / INVENTORY OF IMAGES **NAME:** _____

	TITLE	MEDIUM	SIZE	DATE
01.	_____	_____	_____	_____
02.	_____	_____	_____	_____
03.	_____	_____	_____	_____
04.	_____	_____	_____	_____
05.	_____	_____	_____	_____
06.	_____	_____	_____	_____
07.	_____	_____	_____	_____
08.	_____	_____	_____	_____
09.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____

QUESTIONNAIRE / CHECKLIST NAME: _____

This information gives us a context within which to view your work. Failure to fully complete this form will affect admissions decisions.

Name: Mr. / Ms. _____
Permanent Address: _____
City/State/Zip: _____
Phone: _____ Email: _____

Applying for: (circle one) Early / Regular Decision Fall 200__ (no spring admission)
Indicate your present grade point average and standardized scores: GPA _____
SAT Verbal _____ SAT Math _____ SAT Writing _____ ACT _____

Name of High School: _____
Does your high school offer photography courses? ____ If so, what course(s), if any, did you take? _____

Did you take photography courses outside of your high school? If so, what course(s) did you take and where did you take them? _____

On a separate sheet, please respond. Limit each of the 4 responses to 100 words *maximum*.

1. Introduce yourself.
2. Write a brief artist's statement about your portfolio.
3. Describe a photograph or photographer that you consistently return to view and explain how this photograph or image engages you?
4. In your view, what is photography & imaging?

CHECKLIST

Once your artwork is compiled in the order in which you would like your work to be seen, use this list to complete the portfolio.

- ___ Sequence and label (with your name) all items. Name jpgs/pdfs according to the instructions.
- ___ Fill out and include this page (page 3) and your separate sheet of responses.
- ___ Fill out and include the completed slide list (page 2).
- ___ Include a self-addressed stamped postcard for return receipt.
- ___ Is your package 12 x 15 x 3 inches or less?
- ___ Is the address New York University, Tisch School of the Arts, Department of Photography & Imaging, 721 Broadway, 8th floor, New York, NY 10003.
- ___ (optional) Purchase tracking if it is not already included in your shipping service
- ___ (optional) Include a return envelope and return postage. *NOTE: If you do not include a return envelope with postage, your portfolio will not be returned. If you do, your portfolio will be returned in approximately 2-3 months after the due date of your application. IMPORTANT: If this item is not checked, your portfolio will not be returned!!*