

Department of Music Supplemental Application Worksheet For UCLA Change of Major Applicants Fall 2018

Use this worksheet to help prepare your materials for electronic submission via the UCLA Herb Alpert School of Music Supplemental Application website.

Current UCLA students applying for a change of major to the Department of Music must meet with Departmental Advisor Brenda Galvez by **Friday, December 1, 2017**. Contact Brenda Galvez at brenda.galvez@schoolofmusic.ucla.edu to schedule an appointment. Students must bring a completed Change of Major Petition and course planning guide to the appointment. Be sure to make a PDF copy of your signed petition form; you will need to upload the PDF to the Supplemental Application online registration. Download the forms here: <https://www.schoolofmusic.ucla.edu/double-majors-adding-minors>

Beginning November 1, applicants who have completed the UCLA Undergraduate Petition for Change of Major can access the departmental supplemental application. In order to access the supplemental application, you must register at <https://supplemental.schoolofmusic.ucla.edu/changeofmajor/> and upload a PDF copy of your petition.

Immediately after you register, you can begin filling out the supplement application. Log in at <https://supplemental.schoolofmusic.ucla.edu> using the exact same information you supplied in the online registration.

Make sure you review all categories before you submit your supplemental application. You may log in/log out of the system as many times as needed during the filing period, but once the application is submitted, you will not be able to make ANY corrections or additions. If you have questions, please email admissions@schoolofmusic.ucla.edu.

Supplemental material must be uploaded to the supplemental application website by **Wednesday, December 13, 2017 (11:59pm PST)**. The supplemental application deadline is strict. Plan ahead to avoid any unexpected technical delays at the last minute.

The supplemental application process must be fully completed and submitted before your application will be reviewed. Late, incomplete, or hard-copy application material will not be considered

You will receive an email confirmation within 24 hours after you have submitted your supplemental application. Any updates to your academic record (i.e. grade changes, removal of incompletes, etc.) that occur after you submit your application must be promptly reported to the department by emailing admissions@schoolofmusic.ucla.edu.

Applicants are considered on a competitive basis. Admission into the Music major is contingent upon enrollment availability in our major, as well as satisfactory completion of university and department requirements.

Music Supplemental Application – Required Material

1. Questionnaire for Undergraduate Applicants

- Confirm Contact Information
- Survey Question: *How did you learn about the Department of Music at UCLA?*
- Academic History [see page 7 of worksheet]
- Awards/Honors/Exhibitions/Internships/Experience [see page 8 of worksheet]
- Relevant Extracurricular Activities [see page 8 of worksheet]

2. Unofficial Transcripts (in PDF format)

Please upload a copy of your most current UCLA Degree Audit Report. If this is your first quarter at UCLA, an unofficial copy of your last college or high school transcript is also required.

All unofficial transcripts MUST be generated from their respective institutions and must include the name of the institution as well as the student's full name. Please redact/black out your Social Security number.

3. Personal Statement

Please provide a concise statement that describes why you wish to study music at UCLA. In your statement, and in no particular order, please discuss the following elements:

- Your goals for studying music at UCLA
- Your musical interests, experiences, and influences
- Your professional/career objectives
- Your extracurricular activities

You will have 3500 characters (including spaces) / approximately 500 words. It is recommended that you write your statement in a separate word processing program, then cut and paste it into the web application.

4. Audition

Applicants must audition either in person or by video/audio recording. Should you have any questions about the repertoire or audition prior to submitting your application, the area faculty encourage you to be in touch with them directly. Faculty contact information is listed at <https://www.music.ucla.edu/department-of-music-faculty>.

For students applying in a pre-screening area [see pages 4-5 of worksheet], appointments will be assigned after the pre-screening material has been reviewed. Students in non-pre-screened areas will be assigned appointments after the completed supplemental application has been submitted.

All students will be notified of their appointment assignment by **December 22, 2017 at 7:00pm PST**.

5. Performance Resume (Optional)

List major experiences in music as a performer, composer/arranger, conductor, teacher, etc. (type of activity & role). List a few representative works which indicate your level of proficiency and versatility as a musician.

Format Guidelines:

File type accepted: PDF

Four (4) pages maximum

Page size: 8.5"x11"

Maximum file size: 20MB

6. Letters of Recommendation (Electronic)

Minimum two (2) and maximum of three (3) Letters of Recommendation are required for **Cello, Viola, Violin,** and **Voice** applicants. Letters of Recommendation are optional for all other instruments and Composition. [see page 9 of worksheet]

Letters of Recommendation are to be submitted electronically through the online supplemental application. The department does not accept hard copy letters.

Recommenders must submit their electronic letters by **Friday, January 12, 2018 (11:59pm PST).**

You will list your recommenders in the online supplemental application. A recommendation request will be sent by email to each of your recommenders. The email will provide a link where recommenders may upload their letters electronically. The request can be sent at any time provided you meet department deadlines. You can change recommenders or send a reminder through your application.

Contact your recommenders ahead of time, so they can expect your request for recommendation.

Music Performance and Music Education

Repertoire requirements are available at: <http://www.music.ucla.edu/repertoires>

Music Performance: Please follow all audition guidelines for your instrument, including pre-screening activities if applicable.

Music Education: Please follow all audition guidelines for your instrument, including pre-screening activities if applicable. Please note that some instruments/areas list different auditions requirements for Music Education applicants than for Music Performance applicants. Be sure to read the repertoire requirements for your instrument/area carefully. If you are granted an audition, you will also interview with the Music Education faculty.

Pre-Screening Instructions:

Applicants for **Cello, Clarinet, Flute, French Horn, Piano, Saxophone, String Bass, Trombone, Trumpet, Voice, Viola,** and **Violin** are required to submit a pre-screening audition recording along with your supplemental application. Once your pre-screening audition is reviewed, you will be notified if you have been selected for an on-campus audition.

The repertoire for your pre-screening audition and in-person audition can be the same, unless otherwise noted in your instrument/area's repertoire requirements. Students selected for an on-campus audition who are unable to attend will have their pre-screening audition recording used for a final decision.

Non-Pre-Screening Instructions:

Applicants for all other instruments will be emailed an audition time or may submit a video/audio recording within the supplemental application if unable to attend the on-campus audition. Applicants may submit a video/audio audition within the supplemental application or email video/audio files or a YouTube link to admissions@schoolofmusic.ucla.edu.

Format Guidelines:

Video is highly preferred for all pre-screening and final audition submissions. Unless otherwise noted in your instrument/area's repertoire requirements, a minimum of one audition selection **MUST** be submitted in video, and all subsequent selections may be in video or audio format.

There is no formal time or file size limit set for the media files. However, smaller file sizes (less than 720p) may yield faster and easier upload times from most home Internet connections and will be of sufficient quality for the faculty review.

File types accepted:

Mpeg-4 and QuickTime Formats (MP4, MOV, QT, and M4V), Flash Video (FLV and F4V), Microsoft Windows Formats (AVI, ASF, WMV and WMA), MPEG-1/2 (MPG, M1V, M2V, MP3), WAV, Matroska (MKV), OGG OGM & OGV, WEBM, 3GP, RM, Webex (ARF), MXF

Music Composition

Applicants to the Composition concentration are required to submit a composition portfolio for pre-screening.

Portfolio Instructions:

Portfolios must consist of three to five scores utilizing different instrumentations and/or media (not just piano) that demonstrate breadth of experience, technical mastery, and awareness of 20th/21st century styles. Recordings can be submitted in addition to composition scores, but not in lieu of them.

For electronic music that does not have a notated score, applicants may upload a detailed explanation in place of the PDF score to correspond to the audio file.

The Department of Music's composition faculty will review all portfolios and eligible applicants will be selected for a campus interview/audition appointment. If selected, you will receive an email notification of your appointment. This meeting will consist of an interview, testing on basic musicianship and keyboard skills, and an audition on your chosen instrument. There are no repertoire requirements for this audition. You should prepare to perform 4-5 minutes of music that will demonstrate your proficiency on your chosen instrument.

Format Guidelines:

Required – Composition Portfolio

Portfolios must consist of three to five (3-5) scores utilizing different instrumentations and/or media (not just piano) that demonstrate breadth of experience, technical mastery, and awareness of 20th/21st century styles.

File type accepted: PDF

Maximum file size: 100MB

Optional – Composition Multimedia

Corresponding video and/or audio media recordings of your submitted compositions can be included in your application.

There is no formal time or file size limit set for the media files. However, smaller file sizes (less than 720p) may yield faster and easier upload times from most home Internet connections, and will be of sufficient quality for the faculty review.

File types accepted:

Mpeg-4 and QuickTime Formats (MP4, MOV, QT, and M4V), Flash Video (FLV and F4V), Microsoft Windows Formats (AVI, ASF, WMV and WMA), MPEG-1/2 (MPG, M1V, M2V, MP3), WAV, Matroska (MKV), OGG OGM & OGV, WEBM, 3GP, RM, Webex (ARF), MXF

2018 Audition Dates

On-campus auditions are scheduled on weekends (Friday – Saturday) from late January through mid-February. **For updates on audition dates by area (available in late Fall), please visit www.music.ucla.edu/auditions.**

Audition appointments are assigned in December. For students applying in a pre-screened area, appointments will be assigned after pre-screening review. Students applying in non-pre-screened areas will be assigned appointments after the completed supplemental application has been submitted. If you are unable to keep your appointment, please notify us immediately at admissions@schoolofmusic.ucla.edu. *Please note that it is extremely difficult to reschedule an audition.*

Be sure to read the repertoire requirements (<http://www.music.ucla.edu/repertoires>) for your instrument/area carefully.

Accompaniment

Students applying to Vocal Performance/Education will be provided accompaniment. For all other areas, accompaniment is not automatically arranged. When students are sent their audition appointment notifications, the Music Department will provide information on accompaniment options, including a list of excellent local accompanists whom students may contact to make private arrangements.

Academic History

Schools Attended

List, in chronological order, all the schools (high school and colleges) that you have attended (start with high school):

School Name	City	State	Date to	Date
			(mm/yyyy)	(mm/yyyy)
<i>Example: Bruin High School</i>	<i>Los Angeles</i>	<i>CA</i>	<i>09/2013</i>	<i>06/2017</i>

Current Coursework

List all courses currently in progress:

School Name	Course #	Subject and/or Course Title	Units
<i>Example: College of California</i>	<i>10A</i>	<i>Introduction to Psychology</i>	<i>2.0</i>

Future Coursework

List all courses planned for winter, spring, and summer of this upcoming year:

School Name	Course	Subject and/or Course Title	Units
<i>Example: College of California</i>	<i>10B</i>	<i>Advanced Topics in Performance</i>	<i>2.0</i>

Awards/Honors/Exhibitions/Internships/Experience

List any applicable awards, honors, exhibitions, internships and/or relevant experience:

Type	Title/Description	Date (yyyy)
<i>Example: Award</i>	<i>1st Place: County Competition</i>	<i>2014</i>

Note: The online system will allow for unlimited entries in this category.

Relevant Extracurricular Activities

List any relevant extracurricular activities, community service, and/or employment commitments, if applicable:

Description	Date to Date (mm/yyyy) (mm/yyyy)	
<i>Example: Customer Service Representative for Apparel Retailer</i>	<i>03/2013</i>	<i>12/2015</i>

Note: The online system will allow for unlimited entries in this category.

Letters of Recommendation

A minimum of two (2) and maximum of three (3) Letters of Recommendation are required for **Cello, Viola, Violin,** and **Voice** applicants. Letters of Recommendation are optional for all other instruments and Composition.

Letters of Recommendation are to be uploaded to the online supplemental application. No hard copy letters are accepted. Please use this area to list your recommenders in advance of entering their information on the supplemental application.

Recommenders must submit their electronic letters by **Friday, January 12, 2018 (11:59pm PST).**

NAME _____
 POSITION OR TITLE _____
 NAME OF INSTITUTION OR BUSINESS _____
 ADDRESS _____
 PHONE _____
 EMAIL _____
 RELATIONSHIP TO STUDENT _____

NAME _____
 POSITION OR TITLE _____
 NAME OF INSTITUTION OR BUSINESS _____
 ADDRESS _____
 PHONE _____
 EMAIL _____
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 ADDRESS _____
 PHONE _____
 EMAIL _____
 RELATIONSHIP TO STUDENT _____

PRIVACY NOTICE: The California Information Privacy Act requires the University to list the following information for individuals who are asked to provide information about themselves.

1. The principal purpose for requesting the enclosed information is to consider your application for admission to the UCLA Department of Music.
2. This information is solicited in accordance with University policy, adopted pursuant to Article IX, Section 9 of the California Constitution.
3. Failure to furnish each item of information will delay or may prevent completion of the purpose for which this questionnaire is intended.
4. Information furnished in this questionnaire may be used by various University departments and may be transmitted to State and Federal government agencies if required by law.
5. This questionnaire is maintained by the Office of Student Services and Enrollment Management of the UCLA Herb Alpert School of Music, Schoenberg Music Building, Los Angeles, CA 90095-1616.