

Department of Music

Music Performance

Supplemental Application Worksheet

Fall 2019

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

Access to the supplemental application is granted on a rolling basis to all applicants who have completed the UC Undergraduate Application between November 1 and November 30 and have selected Music Performance as their first choice major to UCLA.

Tip: Applicants must select Music Performance as their first choice major to be eligible for review. If you would like to change your major, you must make your request by November 30 (11:59pm PST).

Approximately 1-5 business days after submitting your UC Undergraduate Application, you will receive an email notifying you that you are now able to access your department supplemental application at <https://supplemental.schoolofmusic.ucla.edu>. To log in, you will need your UC Application ID.

Tip: Turn off your email spam filter and/or include "schoolofmusic.ucla.edu," "arts.ucla.edu," and "ucla.edu" as accepted recipients.

There will be a \$85.00 non-refundable processing fee associated with this supplemental application. You will see a payment prompt when you sign in to the online upload system, and this fee is payable by credit card or e-check. If you have received a UC fee waiver, you will not be responsible for this additional fee and will not see the payment prompt.

Supplemental material must be uploaded to the supplemental application website by **Wednesday, December 12, 2018 (11:59pm PST)**.

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

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.

You will receive an email confirmation within 24 hours after you have submitted your supplemental application.

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 4 of worksheet]
- Awards/Honors/Internships/Activities/Experience [see page 5 of worksheet]

2. Unofficial Transcripts (in PDF format)

If you are a freshman applicant, upload a PDF copy of your current high school transcript.

If you are a transfer applicant, upload PDF copies of all colleges you have attended since high school.

Do not mail your transcripts. The University of California only requests hard copy transcripts from students who have been admitted and matriculated to a campus.

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. Pre-Screening Audition

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

Repertoire requirements are available at:

<https://www.schoolofmusic.ucla.edu/admissions/undergraduate/music-performance/> 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.

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 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

Non-Pre-Screening Instructions:

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

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 that 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)

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. [see page 6 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 11, 2019 (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.

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 (mm/yyyy)	Date (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/Internships/Activities/Experience

List any applicable awards, honors, internships, activities, 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.

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.

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 11, 2019 (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 _____
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 NAME OF INSTITUTION OR BUSINESS _____
 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.