**Undergraduate Application Guidelines**

Undergraduate application to the University of Michigan School of Art & Design is a two-part process. Prospective students submit an application to the University Office of Undergraduate Admissions and submit a portfolio to the School of Art & Design for review. After the Admissions Office processes the application and the School of Art & Design reviews the portfolio, the Office of Undergraduate Admissions notifies students regarding the admission decision. Prospective students who have questions may call 734.764.0397 or email a&d@umich.edu. Prospective students are also encouraged to visit our North Campus facilities. Please call 734.764.0397 for an appointment.

**University Office of Undergraduate Admissions Application:**
An online application is available. For information, see the Office of Undergraduate Admissions web site. The deadline for applications is February 1, 2008.

**School of Art & Design Portfolio Review Policy and Procedure:**
The deadline for portfolio reviews is February 1st. Applicants may submit portfolios in one of three ways:

1. **In person** by attending a Saturday Portfolio Day on campus. Portfolio Days include an information session, tours of the A&D facilities, and a personal interview and portfolio review with faculty.
   
   Portfolio Days scheduled for Fall 2008 admission are:
   
   - October 6 & 20, 2007
   - November 3 & 10, 2007
   - December 1, 8 & 15, 2007
   - January 12, 19, & 26, 2008

   Call 734.764.0397 for more information and/or to make a Portfolio Day reservation.

2. **Electronically** by e-mailing the url for a web site. Send e-mail to a&d@umich.edu.

3. **By mail** with slides, photographs, and/or electronic media. Send a mail portfolio to Undergraduate Admissions Committee, School of Art & Design Academic Services Office, 2038 Art & Architecture Building, 2000 Bonisteel Boulevard, Ann Arbor, MI 48109-2069.

   For a mail portfolio of digital images, follow these requirements:
   
   - Format images as jpeg (.jpg) files.
   - Save no larger than 1000 pixels wide x 800 pixels high. Larger images will not be reviewed.
   - Save images on a regular CD-ROM (not CD-RW, VCD, mixed media, Audio CD, or DVD).
   - Include a typed, numbered list that identifies each image by title, date, medium, size, and other appropriate information.

**General portfolio guidelines:**

- Include 15 to 20 items representing work completed both in and outside of art classes.
- For a portfolio review by mail, include a reference sheet with your name, address, and social security number. Include media, size, and date. Number your entries to correspond to the reference sheet. Work in a digital format must be stand-alone work that does not require installation of your software on a School of Art & Design computer. Video work must be original video work or documentation of performance art, not documentation of static work such as painting and sculpture. Include a self-addressed mailer with postage if you want your portfolio returned.
- For transfer students, advanced standing will be dependent upon evaluation of your college-level studio courses.

**What type of work should I submit for a portfolio review?**
Include representative work in a variety of media to indicate your range of experiences. Include only your best work, work that demonstrates media skills as well as evidence of creativity, imagination, and risk-taking. Every portfolio varies; however, the following are expected in a competitive portfolio:

- **Drawings** from direct observation. If you have in the past copied from photographs or other flat copy, you can improve your portfolio with drawings from observation. Include a sketchbook or individual sketches along with finished drawings.
Works that convey your strengths and interests in other **2-D media** (for example: fibers, painting, photography, printmaking, and mixed media), **3-D media** (for example: ceramics, metalwork, sculpture and installations), **electronic media** (for example: computer, video, sound, and audio). And **performance, conceptual or other work not easy to categorize**.