MANNES COLLEGE THE NEW SCHOOL FOR MUSIC
APPLICATION INSTRUCTIONS

INSTRUCTIONS

- All applicants are required to apply online. Save your work frequently and print a copy for your records. You must complete all required fields and uploads prior to submission.
- Any additional supporting documents that need to be sent by mail must include an Application Materials Cover Sheet, which can be found at www.newschool.edu/admission/coversheet/mannes/. All supporting materials must be received before your application can be reviewed.
- Applicants for the Master of Music degree must have completed a bachelor's degree or its equivalent upon enrollment. Professional Studies Diploma applicants must have completed a bachelor's degree or conservatory diploma; however, a master's degree is recommended.
- See below for additional information regarding submission of transcripts and recommendations.

REQUIRED APPLICATION MATERIALS

- ❒ Application
- ❒ Application Fee
- ❒ Official Transcripts
- ❒ Recommendation Letters
- ❒ Personal Statement
- ❒ Prescreening (If applicable)
- ❒ Live Auditions
- ❒ English Placement Exam
- ❒ Test Scores (see below for requirements)

APPLICATION

Complete the online application found at www.newschool.edu/application/mannes.

APPLICATION FEE

A non-refundable $100 application fee paid as part of the online application. Applicants who wish to audition for two concentrations must pay a second $100 application fee.

OFFICIAL TRANSCRIPTS

Undergraduates: All applicants must provide official high school and/or college transcripts. If you are currently in school, submit transcripts for all coursework taken to date. Applicants who have attended multiple high schools may submit only the graduating school's official transcript as long as all prior coursework is reflected on that transcript.

Graduates: Official Transcripts must be provided for every undergraduate or graduate institution attended for course credit. We will expect an official transcript from each institution listed in the Academic History section of the application.

Although not required, an unofficial copy of your transcript(s) may be uploaded with your application.

All applicants: Official transcripts should have an original signature or a raised university seal, and must be in a sealed envelope that has been signed or stamped by the issuing university's registrar or records office. Applicants may send official transcripts with an Application Materials Cover Sheet, or applicants can request that institutions send transcripts directly to The New School at the Mailing Address for Supplemental Materials.

Transfer Applicants: Transfer applicants who have completed fewer than 24 college credits (on a semester system) must submit high school transcript(s) in addition to college transcripts. Credits for music courses taken elsewhere are not automatically transferable, though credit may be given towards a Mannes degree pending the results of the entrance test, interview, and transcript evaluation.

Foreign Credentials: All transcripts not written in English must be accompanied by a certified English translation.

Foreign Credentials with Transfer Credits: Applicants who would like to transfer academic credits earned at non-U.S. institutions are required to have their transcript(s) evaluated by World Education Services (WES), our preferred provider, or by another member of the National Association of Credit Evaluation Services (NACES). A course-by-course evaluation must be prepared for each transcript.

If using WES, visit www.wes.org for instructions and to begin the application process. The "Required

IMPORTANT DATES AND DEADLINES

- Fall Term Applicants: December 1; after December 1 applications are considered on a rolling basis
- Spring Term Applicants (Graduate and Transfer Applicants only): November 1

MAILING ADDRESS FOR SUPPLEMENTAL MATERIALS

Mannes College The New School for Music
Office of Admission (MC 100)
150 West 85th Street
New York, NY 10024

All mailed materials should include an Application Materials Cover Sheet, found at:
www.newschool.edu/admission/coversheet/mannes/

TEST SCORE CODES

TOEFL: The institution code is 2398.

APPLICATION STATUS

Applications become complete and ready for review once all required items have been received by the Office of Admission. You may check your application status online at the Admission Hub.

Allow at least 14 days from the date you submitted your application for items to be matched and shown as received on the Hub. Applicants are responsible for following up with schools and recommenders to confirm that items have been sent.

The Office of Admission will periodically notify applicants by email if their file is missing any documents and again when their file is complete for review. These notifications are sent to the email address provided in the online application.

ADDITIONAL CONTACT INFORMATION

Email: mannesadmissions@newschool.edu
Phone: 212.229.5150 or 800.292.3040
Website: www.newschool.edu/mannes

APPLYING FOR FINANCIAL AID OR SCHOLARSHIP

All applicants admissible into our program are considered for a merit scholarship award that is determined by the strength of their application. Scholarship award notification is communicated at the same time as the admission decision. International Students are only eligible for merit scholarships. If you are a U.S. Citizen, or eligible non-citizen, we encourage you to complete the Free Application for Federal Student Aid (FAFSA) which can be found on the web at www.fafsa.gov. The FAFSA is available each year on January 1. You do not need to wait for an admission decision to apply for federal aid; we recommend submitting by our FAFSA priority deadlines:

Fall: March 1
Spring: November 1

Documents" section will explain what to send. If you request your report online, search for "New School Mannes" when selecting our institution. WES will send your completed evaluation directly to The New School.

If using another NACES provider, follow instructions for that provider. Mailed evaluations and translations should be sent to the mailing address provided for supporting materials. Applicants forwarding these sealed documents should include an Application Materials Cover Sheet.

Electronic Transcripts: The New School will accept electronic transcripts sent from the following approved vendors:

- National Student Clearinghouse
- Naviance by Hobsons
- Parchment, which includes Avow Systems Inc. and Docufide Inc.
- SCRIP-SAFE International

We do not accept electronic transcripts sent directly by a student or school offices as official transcripts. This policy does not apply to international documents. All international academic credentials must be translated and evaluated by either WES or another NACES provider.

Undergraduate Applicants with GED and Home Schooling Courses: For GED, send official GED test results; for Home Schooling, send a transcript from the sponsoring high school.

RECOMMENDATION LETTERS

Two letters of recommendation are required. The first should be written by a recent music teacher or professional musician and should focus on the applicant's talent and performance ability. The second should be written by a teacher or guidance counselor who is familiar with the applicant's academic aptitude. Recommenders may submit recommendations online, and instructions are included with the online application. If preferred, the recommendation form may instead be sent by mail in a signed, sealed envelope. To send by mail, download the PDF recommendation form found in the online application, complete personal information, save the form, and forward to recommender for completion and submission. Applicants may also send signed and sealed recommendations to the Office of Admission using an Application Materials Cover Sheet.

PERSONAL STATEMENT

In prose form and in 200-500 words, please choose one of the following questions to answer. Please do not input resume or curriculum vitae in this area:
Choice 1: Describe the biggest risk you've ever taken.
Choice 2: Why did you decide to pursue music as a career?
Choice 3: If you had to pick the perfect admission essay question, what would it be, and how would you answer it?
Choice 4: Please describe in detail your interest in music improvisation, new music technologies, music entrepreneurship and/or public engagement. Please also describe how you feel music education can help you pursue your career goals in these areas.

PRESCREENING (if applicable)

In order to be considered for a live audition, applicants for piano, violin, cello, flute, and voice concentrations must submit a prescreening recording. Applicants for the composition concentration must submit scores for review. Please see the "Auditions" page at www.newschool.edu/mannes for details. You must submit prescreening materials electronically using Acceptd at https://app.getacceptd.com/mannes when you apply online. Prescreening recordings must be submitted with the application by the November 1 Spring term application deadline or the December 1 Fall term application deadline. Mannes College Division and Mannes Preparatory Honors program students are exempt from the prescreening requirement. Current Mannes students in all divisions applying for a new or different program will have the application fee waived if they contact the Office of Admission before December 1.

LIVE AUDITIONS

A live audition at Mannes is required of all applicants for undergraduate degrees and diplomas, for all master of music applicants, and for most professional studies diploma (PDPL) applicants (international applicants for the PDPL are allowed to audition by DVD for all majors except cello, piano, voice, violin, flute, composition, theory, collaborative piano, and conducting). Once application materials have been received and reviewed, the Mannes Office of Admission will assign a date for an in-person audition. Applicants are notified by email and mail at least one month before the audition and examination dates with details of their visit to Mannes. All Mannes students currently enrolled in the college division who apply for a new program are required to perform a live audition for that program.

The New School's federal school code is 002780.

ENGLISH PLACEMENT EXAM

All applicants whose first language is not English are required to take the Mannes English Placement Test, which assesses an applicant's reading comprehension, writing ability, and verbal communication skills.

TEST SCORES

TOEFL, IELTS, and PTE: All applicants whose first language is not English must submit valid TOEFL, IELTS, or PTE scores. Our TOEFL institution code is 2398.

The TOEFL/IELTS/PTE requirement may be waived for applicants who have earned a 4-year degree from a U.S. College or University, or for citizens of the following countries whose native language is also English: England, Scotland, Wales, Ireland, Australia, New Zealand, Canada, or South Africa.

Arrange for the testing service to send your test scores directly to The New School using the institution codes listed above. We accept scores taken within the past two years. If your scores are older, you must retake the test.

For more information, visit TOEFL at www.ets.org/toefl, IELTS at www.ielts.org, or PTE at www.pearsonpte.com.

Current Mannes students whose first language is not English; who are enrolled in the Extension Division diploma program, the professional studies diploma program, or the undergraduate diploma program; and who are applying for admission to the bachelor of music, bachelor of science, or master of music degree program are required to submit TOEFL, IELTS, or PTE scores and take the Mannes English Placement Exam.

Current Mannes students enrolled in the bachelor of music, bachelor of science, or master of music programs who apply for a new program are not required to submit TOEFL, IELTS, or PTE scores nor take the Mannes English Placement Exam.

ADDITIONAL INFORMATION AND INSTRUCTIONS

APPLYING TO MORE THAN ONE PROGRAM

In any given term, a student may apply to only ONE department or program within The New School. Applicants who file more than one application in a given semester will be required to withdraw one of the applications, and application fees will NOT be refunded.

APPLICATION MATERIALS

All materials submitted in association with The New School application become the property of The New School and cannot be returned to you or transmitted to a third party.

ADVANCED LEVEL CREDIT

Undergraduate AP, IB, and A-Level Courses: Accepted applicants will receive further instructions later in the process regarding AP, IB, and A-Level scores.