

# THE NEW SCHOOL FOR DRAMA

## MFA 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/drama/gr/](http://www.newschool.edu/admission/coversheet/drama/gr/). All supporting materials must be received before your application can be reviewed.
- Applications to The New School for Drama MFA are only accepted for the Fall term. All classes are offered in a studio environment, in pursuit of the Master of Fine Arts degree. The program does not offer part-time, evening, or Summer classes.
- See below for additional information regarding submission of transcripts and recommendations.
- Some of your required materials will be submitted through Acceptd:
  - Begin The New School for Drama MFA online application and save your personal information.
  - Log on to the New School Performing Arts Acceptd portal found at [www.getacceptd.com/newschoolfordrama](http://www.getacceptd.com/newschoolfordrama). There is a small charge for Acceptd.
  - Complete and submit your Acceptd submission.
  - Then enter the Acceptd confirmation code into your New School for Drama MFA online application.

### REQUIRED APPLICATION MATERIALS

- Application
- Application Fee
- Official Transcripts
- Recommendation Letters
- Acceptd Submissions
- Actors Auditions
- Test Scores (see below for requirements)

### APPLICATION

Complete the online application found at [www.newschool.edu/application/drama](http://www.newschool.edu/application/drama).

### APPLICATION FEE

A non-refundable \$50 application fee paid as part of the online application.

### OFFICIAL TRANSCRIPTS

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.

**Transfer Applicants:** The New School for Drama MFA does not accept transfer credit. MFA students complete a full course of study together in order to develop a common vocabulary and strong ensemble.

**By Mail:** 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. See "Mailing Address for Supplemental Materials" for mailing address.

**Electronic Transcripts (U.S./Domestic Institutions only):** The New School accepts electronic transcripts only from our approved vendors. The New School's approved vendors in order of preference are:

- Parchment Exchange
- Naviance by Hobsons
- SCRIP-SAFE International
- National Student Clearinghouse

We do not accept electronic transcripts sent directly by a student or school offices. **Note:** All

### IMPORTANT DATES AND DEADLINES

- Fall Term Applicants: January 10

### MAILING ADDRESS FOR SUPPLEMENTAL MATERIALS

The New School for Drama  
Office of Admission (DR 300)  
79 Fifth Avenue, 5th Floor  
New York, NY 10003

All mailed materials should include an Application Materials Cover Sheet, found at:  
[www.newschool.edu/admission/coversheet/drama/gr/](http://www.newschool.edu/admission/coversheet/drama/gr/)

### TEST SCORE CODES

TOEFL: The institution code is 2385.

### 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: [dramaadmissions@newschool.edu](mailto:dramaadmissions@newschool.edu)  
Phone: 212.229.5150 x2613 or 800.292.3040  
Website: [www.newschool.edu/drama](http://www.newschool.edu/drama)

### 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](http://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

The New School's federal school code is 002780.

international academic credentials must be submitted as indicated in the International Academic Credentials sections below.

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

**International Academic 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](http://www.wes.org) for instructions and to begin the application process. The “Required Documents” section will explain what to send. If you request your report online, search for “New School Drama” 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.

### RECOMMENDATION LETTERS

Two letters of recommendation are required. 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.

### ACCEPTD SUBMISSIONS

These elements of the application will be submitted directly through Acceptd. CDs, DVDs, slides, original work, PowerPoint presentations, binders, and flash drives are not accepted.

#### Directors, Playwrights, and Actors

**Statement of Purpose:** Please include an essay with a maximum of 500 words. The essay should be a reflection of your personality and interests, but there are some topics you might want to consider addressing. These include:

- The ways in which your academic and/or professional experiences have led you to apply to a graduate program in theater.
- The reasons why this decision has led you to The New School for Drama.
- What, in your opinion, makes you an appropriate candidate for this program, and—equally important—what makes this program the right training for you.
- What you expect to achieve at this school, and what you expect to achieve with your master’s degree after graduation.

These ideas are meant to serve as guideposts, not rules, as you write; our hope is that this essay will give us a brief, but accurate, glimpse of you as a person and an artist—information that will be just as valuable as the transcripts and recommendations we receive.

#### Directors

**Artistic Résumé:** Please include a document that contains a standard director’s résumé listing work developed, production history, and theatrical and directing training. Professional résumés not related to the theater are not required. Please upload in PDF format.

**Photograph:** We ask that all applicants upload a photograph. The picture need not be an actor’s head shot (though it may be, if you have one); a simple photograph of you will be fine.

**Production Portfolio:** The director’s portfolio should include a range of production information. Reviews and production photographs should be included, if available; but what will be more helpful in evaluating your application will be materials that show us your process as a director. These materials might include excerpts from your director’s notebook or promptbook, script notes or thematic essays, blocking ideas, design sketches, scheduling and administrative materials, and research.

#### Playwrights

**Artistic Résumé:** Please include a document that contains a standard playwright’s résumé listing works written, production history, and theatrical and writing training. Professional résumés not related to the theater are not required. Please upload in PDF format.

**Photograph:** We ask that all applicants upload a photograph to include with their file. The picture need not be an actor's head shot (though it may be, if you have one); a simple photograph of you will be fine.

**Writing Sample:** Required submission—One original full-length play. Optional additional submission—One original one-act play. All pages should be numbered on the top right and be uploaded in PDF format. Formatting should be in standard Broadway style, with character names above the dialogue, font style 12 point Courier or Times New Roman. Submissions may not be adapted from another writer's source material.

### Actors

**Artistic Résumé:** Please include a standard actor's résumé listing acting experience and theatrical training. Professional résumés not related to the theater are not required. Please upload in PDF format.

**Photograph:** We ask that all applicants upload a standard actor's 8 x 10 headshot.

**Video:** Applicants must upload a video of themselves performing a 1-minute classical monologue. Videos do not need to be of high quality as long as the applicant's face, voice, and performance are clear.

### ACTORS AUDITIONS

Actors who are invited to audition for the program have the option of auditioning in one of several cities in the United States. Auditions will be held beginning in late January, continuing through February and early March. Actors are asked to prepare a one-minute contemporary monologue, a one-minute classical monologue, and a two-minute contemporary scene for their audition. For the scene, applicants must provide a partner, or work with another applicant if possible. Auditioners who are successful at the initial auditions will be invited to a Call Back Weekend in New York City in late March. Please see our website at [www.newschool.edu/drama](http://www.newschool.edu/drama) for information about specific dates and locations. We strongly encourage acting applicants wishing to audition at our earliest dates to complete the application well before the January 10 deadline. We begin scheduling auditions on a rolling basis at the end of November and will contact the applicant directly.

### TEST SCORES

**TOEFL, IELTS, and PTE:** All applicants whose first language is not English must submit valid TOEFL, IELTS, or PTE scores. The minimum score required for TOEFL (IB) is 100, for IELTS is 7.0, and for PTE is 68. Our TOEFL institution code is 2385.

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, South Africa, or Common Wealth Caribbean (Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, St. Kitts and Nevis, St. Lucia, St. Vincent and Grenadines, and Trinidad and Tobago).

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](http://www.ets.org/toefl), IELTS at [www.ielts.org](http://www.ielts.org), or PTE at [www.pearsonpte.com](http://www.pearsonpte.com).

### 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.