

THE NEW SCHOOL FOR JAZZ AND CONTEMPORARY 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/jazz/. All supporting materials must be received before your application can be reviewed.
- See below for additional information regarding submission of transcripts and recommendations.

REQUIRED APPLICATION MATERIALS

- Application
- Application Fee
- Official Transcripts
- Essays
- Recommendation Letters
- Audition
- Test Scores (see below for requirements)

APPLICATION

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

APPLICATION FEE

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

OFFICIAL TRANSCRIPTS

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.

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. Transfer students must complete at least two years of study in our program.

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

High School Equivalency: For GED, TASC, and HiSET, send official test score results via postal mail.

Home Schooling: Home school applicants must provide the equivalent of a high school transcript with course or subject titles, duration of study for each title, content of study for each tile, and an assessment of performance or "grade." Preferably, the courses completed at home are part of a curriculum developed and evaluated by a nationally recognized diploma granting organization or agency. If not connected with such an organization, home school applicants must obtain and submit a GED as confirmation of completing a generally acceptable secondary school curriculum. If an official transcript from a state home school association or sponsoring public high school is not available, home school students must submit an equivalency or GED, TASC, or HiSET exam results. Individual home school transcripts with date of completion do not suffice as official proof of

IMPORTANT DATES AND DEADLINES

FALL 2015

- Priority Deadline for Application: January 1, 2015
- Supporting Credentials (Recommendation Letters, Transcripts, and TOEFL Score): February 1, 2015
- Audition Recording: February 27, 2015
- Live Auditions: February and March 2015
- Decision and Merit Scholarship Notification: April 1, 2015
- Deadline to Accept/Deposit Deadline: May 1, 2015
- Late Application and Supporting Credential Deadline: April 1, 2015
- Late Audition Recording Deadline: April 15, 2015
- Late Auditions: April 2015
- Late Auditions Decision Notification: May 15, 2015

The New School for Jazz and Contemporary Music will hold a late round of auditions in April. The Office of Admission will only accept applications for remaining openings in the program, and as such may NOT allow certain instruments to audition. It is highly recommended, therefore, that all applicants interested in the Fall 2014 semester apply by the priority deadline.

SPRING 2015

- Priority Deadline for Application: October 1, 2014
- Supporting Credentials (Recommendation Letters, Transcripts, and TOEFL Score): November 1, 2014
- Audition Recording: November 1, 2014
- Live Auditions: November 6, 7, and 8, 2014
- Decision and Merit Scholarship Notification: December 5, 2014
- Deadline to Accept/Deposit Deadline: December 23, 2014
- Late Auditions: N/A

MAILING ADDRESS FOR SUPPLEMENTAL MATERIALS

The New School for Jazz and Contemporary Music
Office of Admission (JZ 100)
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/jazz/

TEST SCORE CODES

TOEFL: The institution code is 2572.

AP and SAT (not required): The institution code is 6153.

ACT: The institution code is 2828.

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graduation.

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 attended post secondary institutions outside of the US 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. In the absence of an evaluation, the Admissions Committee will do their best to render a decision. Please note, in some cases a review cannot be made without an evaluation and a committee decision will be delayed.

If using WES, visit 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 Jazz" 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.

PERSONAL STATEMENT

Applicants will submit their personal statement as a required portion of the Online Application. Your personal statement should be one page, 500-550 words, single spaced, and should be a response to the following prompt: "Describe your personal definition of success in today's music scene, what you feel you will need to do to build a career, earn a living, and make a difference. Tell us how you feel The New School for Jazz and Contemporary Music will help you achieve these goals."

RECOMMENDATION LETTERS

Two letters of recommendation are required. One should be from a music teacher, and one from a counselor or academic teacher. 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.

AUDITION

We encourage all applicants to audition live, but understand that this may not be possible. Vocalists living in North America are required to attend a live audition. Applicants attending a live audition will receive scheduling instructions by email after their application has been submitted. Applicants that are not able to audition live must submit an audition recording online. Review the Important Dates and Deadlines section for submission deadlines.

TEST SCORES

SAT and ACT: Although not required, freshmen and transfer applicants may submit SAT or ACT results. The institution code for the SAT is 6153. The institution code for the ACT is 2828. Home school applicants must submit standardized test scores from either the SAT or ACT. Home school applicants may submit two standardized subject test results in lieu of the SAT.

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 79, for IELTS is 6.5, and for PTE is 53. Our TOEFL institution code is 2572.

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, IELTS at www.ielts.org, or PTE at www.pearsonpte.com.

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: jazzadm@newschool.edu
Phone: 212.229.5150 x4589 or 800.292.3040
Fax: 212.229.8936
Website: www.newschool.edu/jazz

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

The New School's federal school code is 002780.

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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

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

HOME SCHOOL APPLICANTS

The New School welcomes applications from home schooled students. The Admission Committee does not require advanced preparation in every academic area, but applicants should demonstrate substantial work in English, history, social studies, foreign language, mathematics, and science.