

THE NEW SCHOOL FOR JAZZ AND CONTEMPORARY MUSIC

APPLICATION INSTRUCTIONS

GENERAL INFORMATION

- All applicants are required to apply online. The application, application fee, and most supporting materials are submitted through the online application.
- Plan ahead so that you have enough time to prepare additional supporting materials such as official transcripts, test scores, or other requirements as specified below.
- Mail supplemental application materials in a single packet to the Office of Admission. Include a Materials Cover Sheet, which can be downloaded from the instruction section of the online application or found at www.newschool.edu/admission/coversheet/jazz/.
- Official transcripts and test scores can be sent directly to the admission office.
- ALL supplemental materials are due dates indicated in the following instructions. Your application cannot be reviewed until all necessary items have been received by admissions.

DEADLINE

- Fall Term Applicants: January 1.
- Spring Term Applicants: September 15.

REQUIRED APPLICATION MATERIALS

1. APPLICATION
2. APPLICATION FEE
3. OFFICIAL HIGH SCHOOL TRANSCRIPTS
4. PERSONAL STATEMENT
5. RECOMMENDATION LETTERS
6. PRESCREENING RECORDING (FOR SELECT INSTRUMENTS ONLY)
7. AUDITION

DESCRIPTION OF REQUIRED APPLICATION MATERIALS

1. APPLICATION: All applicants are required to complete and submit an online application to begin the admission process. You can start your application by going to www.newschool.edu/jazz/admission/ and selecting "Apply Online." Our website will guide you through the necessary steps to complete your application. For any questions regarding the online application please contact the Office of Admission at jazzadm@newschool.edu or 212.229.5150.
2. APPLICATION FEE: A non-refundable \$100 application fee, payable as part of the online application.
3. OFFICIAL HIGH SCHOOL TRANSCRIPTS: All applicants will need to submit transcripts as supporting materials for their application. If you are in high school or college and have not yet completed a Bachelor's Degree then you will need to submit transcripts for all high schools and/or colleges you have attended prior to entering The New School. If you are currently enrolled in a program then you will need to have transcripts sent that include your work in progress and upon completion of that program you will need to have the final transcripts sent to us. ANY STUDENTS WHO HAVE ATTENDED SCHOOLS OUTSIDE THE UNITED STATES OF AMERICA PLEASE SEE THE INTERNATIONAL APPLICANTS SECTION FOR INFORMATION REGARDING YOUR TRANSCRIPTS. All transcripts are due by February 4 for fall term applicants and by October 12 for spring term applicants.
4. PERSONAL STATEMENT: Applicants will submit their personal statement as a required portion of the Online Application. Your personal statement should be a minimum of one page in length 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."
5. RECOMMENDATION LETTERS: All applicants must submit two letters of recommendation—one recommendation from a music teacher, and a second recommendation from a counselor or academic teacher. In the online application you will submit your recommenders' contact information and they will receive an email with instructions on how to submit their recommendation online. If your recommender wishes to mail their recommendation letter please provide them with a completed Materials Cover Sheet available at: www.newschool.edu/admission/coversheet/jazz/. Recommendation Letters sent separately of the application are due by February 4 for fall term applicants and by October 12 for spring term applicants.

MAILING ADDRESS FOR SUPPLEMENTAL MATERIALS

The New School for Jazz and Contemporary Music
Office of Admission (JZ 100)
72 Fifth Avenue
New York, NY 10011

All mailed materials should include a Materials Cover Sheet, found at:
www.newschool.edu/admission/coversheet/jazz/

ADDITIONAL CONTACT INFORMATION

The New School for Jazz and Contemporary Music
Office of Admission
55 West 13th Street, 6th Floor
New York, NY 10011
Email: jazzadm@newschool.edu
Phone: 212.229.5150 x4589
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 audition. 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.

INTERNATIONAL APPLICANTS

See additional requirements regarding transcripts and TOEFL.

TRANSFER APPLICANTS

If you have earned university level credits at another institution, you are considered a transfer applicant. In addition to the normal admission requirements, you must also submit official transcripts of the university level courses that you have completed. If you earned credits from an international university, you must provide a course-by-course evaluation. See the International Students section for more information. If you have earned at least 24 college credits at the time you apply you do not need to send in a high school transcript. Transfer students must complete at least two years of study in our program. The transferability of previously earned credits is determined the Office of Admission after an admission decision is made. For more information

THE NEW SCHOOL FOR JAZZ AND CONTEMPORARY MUSIC

APPLICATION INSTRUCTIONS

6. **PRESCREENING RECORDING:** Applicants auditioning on Drums, Guitar, Piano, and Voice are required to submit a prescreen audition. Please visit www.newschool.edu/jazz/admission/auditions/ for complete instructions. All prescreen recordings are due by January 1 for fall term applicants and by September 15 for spring term applicants.

7. **AUDITION:** All applicants must complete an audition either live (in New York City) or by submitting an audition recording. If you are a vocalist living in North America you are required to attend a live audition. We strongly encourage you to audition live in New York City, but we also understand that due to circumstance it is not possible for everyone to travel for a live audition. If you are planning to attend the live audition, you will be sent an email with instructions on scheduling your audition after applying and passing the prescreen evaluation (if applicable). If you are submitting an audition recording, it is due by February 22 for fall term applicants and by October 12 for spring term applicants. For specific details regarding all aspects of our audition process please visit www.newschool.edu/jazz/admission/auditions/.

INTERNATIONAL APPLICANTS OR APPLICANTS WITH FOREIGN CREDENTIALS

INTERNATIONAL TRANSCRIPTS

- All applicants with transcripts from international institutions are required to submit an original transcript from each institution attended outside the United States. Additionally, a certified English language translation must be provided for all official international transcripts that are not written in English.
- Applicants who would like to transfer academic credits earned at non-U.S. institutions are also required to have their transcript(s) evaluated by World Education Services (WES) at www.wes.org, our preferred provider, or by another member of the National Association of Credit Evaluation Services (NACES). A course-by-course evaluation report must be prepared for each transcript. Please start the evaluation process as early as possible, including the submission of all required documents to WES (or another provider), in order to ensure the timely completion of the evaluation report. In addition, an admission counselor may require a transcript evaluation by WES or an NACES-approved evaluator if it is deemed a necessary part of the admission decision process, even when applicants do not want transfer credits applied to a program of interest. Instruct the provider to send the report to

The New School for Jazz and Contemporary Music (JZ 100)
Office of Admission
72 Fifth Avenue
New York, NY 10011

- If you request your report online, search for "New School Jazz" when selecting our institution. If your provider is unable to send the evaluation report directly to the school, please obtain the report and send it to Jazz, along with a Materials Cover Sheet, found at www.newschool.edu/admission/coversheet/jazz/.

ENGLISH LANGUAGE PROFICIENCY

- English is the language of instruction at The New School. You must be able to understand English well and express yourself clearly in speech and writing.
- TOEFL or IELTS is not required if you are a citizen of any of the following countries and your native language is English: England, Wales, Scotland, Ireland, Australia, New Zealand, Canada, or South Africa. TOEFL or IELTS is not required if you have earned a 4 year degree from a U.S. College/University.

Minimum Scores Required:

TOEFL Internet-based test: 79
IELTS: 7.0

- The TOEFL score report must be submitted directly to The New School by the Educational Testing Service (ETS). Information on taking the TOEFL can be found online at www.ets.org/toefl. Contact the office of admission if you have questions on comparison scores for other forms of the TOEFL (e.g. paper-based). The New School for Jazz's TOEFL code is 2572. TOEFL Scores are due by February 4 for fall term applicants and by October 12 for spring term applicants. For more information about international students visit www.newschool.edu/jazz/admission/international/.
- Additional information for the IELTS can be found on their website at www.ielts.org.

ADDITIONAL INFORMATION

- 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.
- Students wishing to apply to more than one academic program must contact the office of admission to

about transferring credits visit
www.newschool.edu/jazz/admission/transfer/.

TEST SCORE CODES

TOEFL: The institution code for The New School is 2572.

IMPORTANT DATES AND DEADLINES

FALL 2013

- Priority Deadline for Application and Prescreen Recording: January 1, 2013
- Supporting Credentials (Recommendation Letters, Transcripts, and TOEFL Score): February 4, 2013
- Audition Recording: February 22, 2013
- Live Auditions: February and March 2013
- Decision and Merit Scholarship Notification: April 1, 2013
- Deadline to Accept: May 3, 2013
- Late Application and Supporting Credential Deadline: April 2, 2013
- Late Auditions: April 2013
- Late Auditions Decision Notification: May 15, 2013

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 2013 semester apply by the priority deadline.

SPRING 2013

- Priority Deadline for Application and Prescreen Recording: September 15, 2012
- Supporting Credentials (Recommendation Letters, Transcripts, and TOEFL Score): October 12, 2012
- Audition Recording: October 12, 2012
- Live Auditions: October 2012
- Decision and Merit Scholarship Notification: November 15, 2012
- Deadline to Accept: December 15, 2012
- Late Auditions: N/A

THE NEW SCHOOL FOR JAZZ AND CONTEMPORARY MUSIC

APPLICATION INSTRUCTIONS

receive instructions on how to complete a second application. You can reach an admission counselor at 212.229.5150 or toll free at 800.292.3040.

- Students who do apply to multiple programs must submit separate, complete applications (including application fees) for each academic program they apply to.
- When notified of acceptance, applicants will receive complete instructions for additional procedures regarding financial aid, housing, tuition and fees, I-20 visas (for nonresidents of the United States), and other matters. The decision to admit applicants is always contingent upon their successful completion of any current studies and the receipt of their final transcripts by the Admission Committee. All accepted students are required to send their official final transcripts before they begin classes. International applicants, please do not submit bank statements until the visa process.

MAILING ADDRESS FOR SUPPLEMENTAL MATERIALS

The New School for Jazz and Contemporary Music
Office of Admission (JZ 100)
72 Fifth Avenue
New York, NY 10011