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
- ❒ Personal Statement
- ❒ Recommendation Letters
- ❒ Prescreening Recording (for select applicants only)
- ❒ 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.

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

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 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.

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.

IMPORTANT DATES AND DEADLINES

FALL 2014

- Priority Deadline for Application and Prescreen Recording: January 1, 2014
- Supporting Credentials (Recommendation Letters, Transcripts, and TOEFL Score): February 4, 2014
- Audition Recording: February 22, 2014
- Live Auditions: February and March 2014
- Decision and Merit Scholarship Notification: April 1, 2014
- Deadline to Accept: May 3, 2014
- Late Application and Supporting Credential Deadline: April 2, 2014
- Late Auditions: April 2014
- Late Auditions Decision Notification: May 15, 2014

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 2014

- Priority Deadline for Application and Prescreen Recording: October 1, 2013
- Supporting Credentials (Recommendation Letters, Transcripts, and TOEFL Score): November 1, 2013
- Recorded Audition Deadline: November 1, 2013
- Live Auditions: November 8 and 9, 2013
- Decision and Merit Scholarship Notification: December 2, 2013
- Deposit Deadline: December 23, 2013
- Late Auditions: N/A

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 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.

• 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.

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

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.

PRESCREENING RECORDING

Applicants auditioning on Drums, Guitar, Piano, and Voice are required to submit a prescreen audition. Visit www.newschool.edu/jazz/auditions/ for complete instructions and submission deadlines.

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. The instructions will be sent after applying and after passing the pre-screen evaluation (if applicable). Review the Important Dates and Deadlines section for submission deadlines.

TEST SCORES

SAT: Though SAT test scores are NOT required for admission, we will accept them as a supplementary credential. The institution code for these tests is 6153.

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, 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.

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.

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.

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.