

## DIGITAL SUBMISSIONS

Digital portfolios can be submitted on USB flash drive along with a corresponding numbered Image List. Submissions on CD/DVD are also acceptable. Please ensure your portfolio is easy to navigate and that your files are kept to a manageable size. Avoid Powerpoint presentations since these take too long to load and can be distracting when viewing your portfolio.

File size is different than image size. Still images should be submitted as JPEG files with a resolution size around 1024x768, 72dpi. Each image should not exceed 3MB. Video and sound files should not exceed 60 MB each, the maximum running time is 10 minutes total.

Label each file numerically to correspond to your image list. For example: 01\_LastName\_FirstName, 02\_LastName\_FirstName, etc.

Rename your USB flash drive with your full name. If you are submitting a CD or DVD, write your name and Student ID number on the actual disc (not on the case) using permanent marker. Don't attach any type of adhesive labels to your disc since these can fall off, jam up disc drives or make the disc unreadable.

## GENERAL PORTFOLIO TIPS

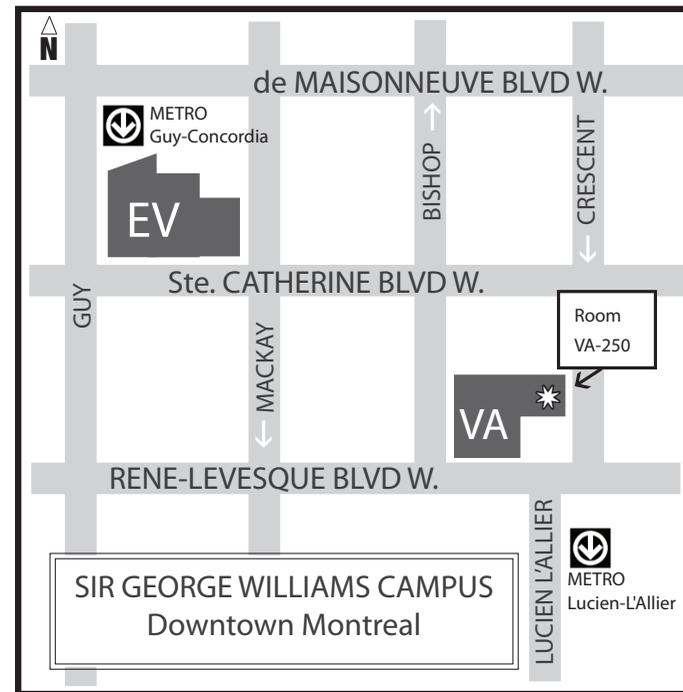
- Your portfolio should be presented with care but the presentation should not distract from the work itself.
- If you're submitting digital images, take the time to document your work properly. Your images should be high quality, in focus, well-lit and indicate scale when necessary.
- Don't include anything that is breakable, sharp, or framed.
- Don't glue or tape your required documents (Portfolio Information form, letter of intent, transcript, etc.) to your portfolio. These documents should be easily located at the front of your portfolio.
- Don't include copies of your birth certificate, Canadian citizenship, or official transcripts in your portfolio – these documents should be sent directly to Admissions.
- It's not necessary to label every individual piece - your Image List should contain all relevant information related to your work.
- For feedback on your portfolio, it is possible to meet with faculty members on scheduled Portfolio Days. For more information, please visit: [concordia.ca/portfolioday](http://concordia.ca/portfolioday)

## WHERE TO SUBMIT YOUR PORTFOLIO

Portfolios can be mailed to:  
The Department of Studio Arts  
Concordia University, VA-250  
1455 De Maisonneuve Blvd. W.  
Montreal, QC H3G 1M8  
Canada

Portfolios can also be dropped off in person at the following address:  
The Department of Studio Arts Main Office  
VA Building, Room 250  
1395 René Lévesque Blvd. West.

(Corner of Crescent and Rene-Levesque Boulevard, a two-minute walk from Metro station Lucien-L'Allier on the orange line)



The Studio Arts Office can be reached at:  
(514) 848-2424 ext 4262 or 4263  
[studioarts@concordia.ca](mailto:studioarts@concordia.ca)

For more information, please visit our website:  
**New URL TBC!** [www.concordia.ca/finearts/studio-arts](http://www.concordia.ca/finearts/studio-arts) or [studioarts](http://studioarts.concordia.ca) or [concordia.ca/studioarts](http://concordia.ca/studioarts)

## PORTFOLIO SUBMISSIONS

**What is a portfolio?** A portfolio of artwork for admissions to a Studio Arts program should be a collection of your best and most recent work in visual arts. It should represent your individual interests, abilities and explorations. Your artwork can be submitted in folders, binders, zippered nylon portfolios, on USB, disc or a combination thereof. You can include original work or digital documentation of work in two and/or three dimensions and time-based formats. Consider visual, conceptual, and technical proficiency in making your selections. Sketchbook works can be included as an addition to your selected body of work.

Separate portfolios are required for application to Photography, IMCA or Studio Arts (Studio Arts this includes the following programs: Ceramics, Fibres, Sculpture, Painting & Drawing, Print Media, Studio Art and Art History & Studio Art). If you indicated in your application that you wish to be considered for any of these major or minor programs (as either a 1st, 2nd or 3rd choice), you must submit the appropriate portfolio(s) for each program. Please see the specific portfolio requirements on reverse.

In addition to artwork, the Department of Studio Arts also requires the inclusion of a PORTFOLIO INFORMATION FORM, LETTER OF INTENT, COPY OF MOST RECENT TRANSCRIPT and a NUMBERED IMAGE LIST in your portfolio. Each of these items is further described on the reverse.

**Ready to Submit?** Once you have assembled your portfolio, label the outside with the program to which you are applying, your full name and student ID number. Portfolios may be submitted in person or mailed in.

**Important:** If you are applying to another Fine Arts program for which a portfolio is required, you must submit a separate portfolio. Portfolios are not transferred between departments.

**What happens once a portfolio is submitted to the Department of Studio Arts?** All portfolios will be registered and assigned a portfolio number. Once the registration process is complete, portfolios are evaluated by a committee of Studio Arts faculty members. The evaluation results are forwarded to Concordia Admissions who will make the final assessment of your full application. As soon as you receive a response from Admissions, you may pick up your portfolio from the Studio Arts Office (VA-250). If you made arrangements to have your portfolio mailed back to you, it will be sent out at this time.

## STUDIO ARTS

Ceramics (Major), Fibres and Material Practices (Major), Painting and Drawing (Major), Print Media (Major, Minor), Sculpture (Major), Studio Art (Major), Art History and Studio Art (Major)

The following items must appear in your portfolio in the order specified:

### PORTFOLIO INFORMATION FORM

Please download, print and fill out the Portfolio Information Form available on the Studio Arts website ([concordia.ca/portfolioform](http://concordia.ca/portfolioform)).

### LETTER OF INTENT

Your letter of intent should be no longer than one page, written in English or French, and address the following:

1. What are your reasons for applying to this program? If you are particularly interested in a specific discipline within Studio Arts, please indicate why.
2. Describe your educational background and any relevant experience.
3. What are your goals and expectations in relation to this program?

### MOST RECENT TRANSCRIPT

Include a printed photocopy of your most recent academic transcript. This can be an unofficial copy or a printed student record.

### NUMBERED IMAGE LIST

The printed one-page image list should correspond numerically to each piece in your portfolio. Specify the medium, dimensions (or duration for audio or moving image work) and date of completion (write WIP if it is a work in progress) for each work submitted.

### ARTWORK

Please include 15-20 works (either recently completed or currently in progress). Include pieces that demonstrate your ability to work in a variety of media, in both two and three dimensions. Examples include drawings, paintings, prints, collage and other mixed media work, sculpture, ceramics, fibres, etc. You may also include photographs, animation, film, video, audio recordings, documentation of performance art, etc. Your work should show evidence of both technical skill and conceptual development. Basic abilities in drawing, composition and colour-use must be demonstrated. Please tailor your portfolio to the specific program to which you are applying.

Acceptable formats: Original work is preferred as long as it is flat, unframed, and measures no more than 24" x 36" (60 x 90cm). Digital submissions on USB flash drives (or CDs/DVDs) also acceptable. Please see Digital Submissions on reverse for formatting guidelines.

### SASE (optional)

A prepaid courier waybill or self-addressed stamped envelope (SASE) for the return of your portfolio. This is not necessary if you plan to pick up your portfolio or if you wish your portfolio to be discarded after evaluation.

## PHOTOGRAPHY

Major in Photography

The following items must appear in your portfolio in the order specified:

### PORTFOLIO INFORMATION FORM

Please download, print and fill out the Portfolio Information Form available on the Studio Arts website ([concordia.ca/portfolioform](http://concordia.ca/portfolioform)).

### LETTER OF INTENT

Your letter of intent should be no longer than one page, written in English or French, and address the following:

1. What are your reasons for applying to this program? Discuss the particular area(s) within the field of photography that interest you.
2. Describe your educational background and any relevant experience. List all courses and workshops you have taken in photography (including where and when).
3. Discuss the conceptual unity of the portfolio contents and the context in which the work was produced (for example, in a course, for a specific event or exhibit, as part of a self-directed study, etc.)
4. What are your aspirations upon receiving your degree?

### MOST RECENT TRANSCRIPT

Include a printed photocopy of your most recent academic transcript. This can be an unofficial copy or a printed student record.

### NUMBERED IMAGE LIST

The printed one-page image list should correspond numerically to each piece in your portfolio. Specify the medium, dimensions (or duration for audio or moving image work) and date of completion (write WIP if it is a work in progress) for each work submitted.

### ARTWORK

Please include 15-20 images consisting of black-and-white and/or colour photographs. Your work should show evidence of both technical skill and conceptual development. The Portfolio Evaluation Committee prefers cohesive, well-edited portfolios that indicate an applicant's specific interests and/or thought process.

Acceptable formats: Prints are preferred to digital images as long as they are flat, unframed and measure no more than 24"x 36" (60 x 90cm). Digital submissions on USB flash drives (or CDs/DVDs) also acceptable. Work in animation, film or video may be submitted as supplementary material. Please see Digital Submissions on reverse for formatting guidelines.

### SASE (optional)

A prepaid courier waybill or self-addressed stamped envelope (SASE) for the return of your portfolio. This is not necessary if you plan to pick up your portfolio or if you wish your portfolio to be discarded after evaluation.

## INTERMEDIA/CYBERARTS

(Video, Performance & Electronic Arts)

Major in Intermedia/Cyberarts

The following items must appear in your portfolio in the order specified:

### PORTFOLIO INFORMATION FORM

Please download, print and fill out the Portfolio Information Form available on the Studio Arts website ([concordia.ca/portfolioform](http://concordia.ca/portfolioform)).

### LETTER OF INTENT

Your letter of intent should be no longer than one page, written in English or French, and address the following:

1. Why have you chosen Intermedia/Cyberarts? Describe your understanding of the program and list the particular media and disciplines you would like to study.
2. Describe your academic and artistic background.
3. What are your particular goals in relation to Intermedia/Cyberarts?

### MOST RECENT TRANSCRIPT

Include a printed photocopy of your most recent academic transcript. This can be an unofficial copy or a printed student record.

### NUMBERED IMAGE LIST

The printed one-page image list should correspond numerically to each piece in your portfolio. Specify the medium, dimensions (or duration for audio or moving image work) and date of completion (write WIP if it is a work in progress) for each work submitted.

### ARTWORK

Please include a maximum of 15 examples of your work that demonstrate your interests and explorations in Video Art, Electronic Arts and Performance Art. You may include photographs, animation, film, video, audio recordings. Documentation of performance art, video or electronic art installations are also encouraged. Ensure your submissions are well organized and easy to navigate.

Acceptable formats include USB flash drives (or CD/DVD's), websites and text. Video or sound work submissions must not exceed 10 minutes running time. You may submit a composite of several videos or sound works as long as it does not exceed the 10 minute maximum. Two-dimensional works that are flat and under 24"x 36" (60 x 90cm) may be submitted in original format. Large and three-dimensional works should be submitted in digital form. Please see Digital Submissions on reverse for formatting guidelines.

### SASE (optional)

A prepaid courier waybill or self-addressed stamped envelope (SASE) for the return of your portfolio. This is not necessary if you plan to pick up your portfolio or if you wish your portfolio to be discarded after evaluation.