

For Students:

The Artist's Application

The following guide is intended for seniors who have focused on visual arts during their time at Lawrence Academy. Those of you who have done so are strongly encouraged to create a portfolio of your best work at Lawrence and elsewhere as part of your college application, regardless of whether you intend to pursue your art at college. What you have done to date will set you apart from other applicants, demonstrating an unusual talent and skill. What you show them, if chosen and presented carefully, can only be to your advantage.

PORTFOLIO FORMAT

1. The Dean of Admission of a reputable art school recently noted that technology is changing everything. Many schools require **jpeg files** and some colleges will be looking for a selection of **slides** documenting your work, usually no more than twenty submitted in a slide file page. Be sure to do your research and have a clear idea of what each college requires.
2. Each slide should be labeled with your name and a number that corresponds to a **printed list** accompanying your slides. The list should have a title for each slide, identification of the medium, an indication of size, and a brief description of the project or work.
3. You should also include a brief (half-page, typed) **artist's statement** that describes your interests and investment in the visual arts.
4. Other formats are possible and may in some cases be advisable, depending on the scope and type of your work and the college you are considering. Consult the college counselors, your advisor, your arts teachers, and the admission offices of your target colleges.

COMPILATION PROCEDURE

1. Collect all your work from school and elsewhere, from sketchbooks to finished pieces, even from as early as your freshman year.
2. Ask a member of the arts department (the one who knows your work the best) to serve as your mentor for this process, and arrange to store your work. Review your collected works with that faculty member, considering which pieces may be most important and representative of your achievements. You should select about twice the number of pieces that you may finally include in your portfolio. Note: the photographer will charge either by the slide or by the hour, so the more you ask the photographer to shoot, the more it will cost you. However, it is not always easy to identify which works will look best in slide format, so a few extra dollars may be a wise expense.
3. Through your faculty contact, arrange an appointment with a photographer late in your junior spring or early in your senior fall.
4. It is best if you can arrange to be with the photographer, at least at the beginning of the session, in order to keep clear what you want and possibly to help with the set-up. It is

your responsibility to be sure the portfolio is accessible to the photographer and is clearly defined as to what you want included. The photographer will arrange to obtain and process the film, and can shoot one set of slides or multiple sets. It may be cheaper to have extra sets made later; ask the photographer.

5. Payment must be arranged directly with the photographer before he or she has photographed your work. After the photographer has billed you for the total, he or she must receive full payment before the slides are given to you.
6. Once you have received the slides, arrange to meet with your faculty mentor once again, review the work, and make a selection of what seems most appropriate. The final selection should be your choice, but take into account the suggestions offered by the faculty member, as they will help you present your talents most effectively.
7. Prepare your slides, the list, and the artist's statement.
8. If you are submitting a portfolio to more than one college, you will need to have duplicates made, which should be done once you have made your final selection. The duplicates can be made at most photo processing firms.

FINAL NOTES

- If you are not applying early, you can delay the process somewhat, especially if you are currently enrolled in a class and producing work. The work you have finished should be photographed as soon as you can arrange it – avoid the last-minute rush whenever possible. If you have a significant body of work by the spring of your junior year, you could consider having it photographed at that time.
- Each fall there is a portfolio review session at the School of the Museum of Fine Arts in Boston, free for any interested students who want to bring a selection of up to 15 works to be reviewed by representatives from major art and design schools. Why not?