The Philippine Women's University
School of Fine Arts and Design
Graduate Program

APPLICATION CHECKLIST

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THE PWU School of Fine Arts and Design welcomes graduate studies applications from individuals interested in obtaining an MA in Fine Arts and Design degree. Applications will be accepted from individuals who have successfully completed a bachelor's degree from a Department of Education / Commission on Higher Education accredited institution, and who possess highly developed, proven skills in visual studies or studio discipline.

STEPS FOR ADMISSION

Step 1. Accomplish MA Fine Arts and Design application requirements as itemized in this document. Your application will be reviewed by the SFAD Admission Committee and shortlisted applicants and will be advised to proceed to step 2 by the Graduate Program Coordinator [GPC].

Step 2. Accomplish PWU Institutional requirements. Expect an admission/non-acceptance email soon after.

Step 3. When application is successfully approved, accomplish the *MFAD Unit Evaluation Worksheet.* This document will be shared upon official admission.

PWU SFAD GRAD PROG REQUIREMENTS

All required document for submission must be emailed to the SFAD Grad Prog Office: sfadgrad@pwu.edu.ph

Check all items that you have completed/submitted below:
   [ ] Copy of *Application Checklist* in PDF/JPEG (marked and signed by applicant)
   [ ] Official Transcript of Records for Bachelor's degree - digital copy.
   [ ] Statement of purpose for acquiring the MA in Fine Arts and Design degree (1 page document)
   [ ] Statement of plans for a visual art research (2-3 page document in Chicago Manual of Style format);
        OR 2 samples of written critical analysis journals or research work related to visual arts (published or not).
   [ ] Artist Statement. 1 page. PDF
   [ ] MFAD Application Form (Google Form)
   [ ] Three Letters of Recommendation.

      * Letter must be addressed to the SFAD Graduate Program Coordinator, Prof. Mervy Pueblo
      * Emailed directly by the referral person.
      * Sent to sfadgrad@pwu.edu.ph, with subject heading: F.SURNAME (applicants' Firstname initials followed by surname in all caps)_Reference Letter. i.e. J.DELA CRUZ_Reference Letter

   [ ] Comprehensive Curriculum Vitae. MUST BE IN College of Art Association (CAA) format (For reference see: https://www.collegeart.org/standards-and-guidelines/guidelines/visual-art-cv)
   [ ] Portfolio (share access to Google Drive / DropBox link only)

      * Make a Google Slide / PPT / KeyNote, with a maximum of 20 images only (each JPEG must have 120dpi image quality, but file size should not be more than 1.7 MB per image).
      * Video clips *for infographic designers, filmmakers, and animators only short video clips (mpeg, 5 min/video only)
      * Name each artwork per page in this format:

          Title of Work,
          Dimensions (or Duration for video),
          Year
          Names of collaborators for projects done with a team

      * Save file on your Google Drive, and share the link along with the other document for submission.

   [ ] Interview appointment with the SFAD Dean / Graduate Program Coordinator
   [ ] Latest Cambridge/ TOEFL/IELTS exam results. Send PDF/JPEG copy.
      (This applies to non-English speaking foreign student applicants only.)

   Note: Incomplete applications will not be considered. Completion of the ff. requirements does not mean admission to the MAFAD program. The SFAD MAFAD faculty will convene to evaluate the MAFAD applicant's competency based on the submitted application requirements.

After the review of your application by the SFAD Admission Committee, a letter will be emailed to the applicant to announce if s/he is admitted or not accepted to the PWU SFAD M.A. studies.

The PWU SFAD M.A. in Fine Arts and Design program will accept applications starting
January 05, 2021 until May ~~15~~31, 2021 for **SY 2021/22**, via email (sfadgrad@pwu.edu.ph).
We look forward to receiving your application!.

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PWU Admission Checklist
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When successfully accepted to the PWU SFAD M.A. studies,
the applicant <u>will be advised</u> to complete the following:

A.) PWU institutional requirements:

Check all items that you are submitting below:

[ ] PWU Application for Admission Form
[ ] Profiling Exam – Pay at PWU Accounting Office. PWU Testing Office administers the exam
[ ] Certificate of Employment Original with two photocopies (for employed applicants)
[ ] Original true copy of official transcript of record of undergrad degree, plus 2 photo copies
[ ] Latest ID pictures (white background, 1x1) 2 copies
[ ] Marriage Contract (for married individuals)
[ ] Certificate of transfer and other credentials (*For transferee only*)
[ ] Permit to Study (if applicant is a government employee, or is under government study grant) two photocopies

B.) Additional Attachments for Foreign Applicants only:

Check all items that you are submitting below:
[ ] Copy of Valid Passport
[ ] Copy of Valid Student Visa and/or Permit to Study
[ ] Copy of Alien Certificate of Registration for Philippine born Aliens or Permanent Residents

I, _____, a student applicant for the MFAD degree for SY 2021/22, have completed
requirements from A to B/C in this MFAD Application Checklist.

Signature over printed name and date

DO NOT WRITE BELOW THIS LINE FOR PWUSFAD MAFAD USE ONLY

	Received by:
❑ Complete MFAD Application Requirements	Received by:
❑ Complete PWU Admission Requirements	Received by:
❑ Complete Additional Attachments for Foreign Applicants	Received by:

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