

PROCEDURES FOR NEW STUDENTS SUBMITTING PORTFOLIOS:

All portfolios are due March 1.

- 8---10 original images submitted electronically on a CD/DVD formatted as a jpeg no larger than 2mb per image. Formatting instructions are at the end of this document.
- Each image should indicate:
- A **typed** letter of intent explaining your interest in Art and your intentions to continue studying Art at Alma College.
- A typed list of your work using the numerical order placed on each digital piece (see p.4). Each numbered piece should include:
 - "Title"
 - Medium
 - The year the work was completed
 - Dimensions of the actual work (excluding mats)
 - Artist's name



Example: 1. "Bicycle for Two," Pigment Inkjet Print, 2004, 6"x9,"Sandy Lopez---Isnardi. This example is based on the image on p. 4.

- Create an additional piece of art that represents a **self---portrait without showing your face**. Please give yourself time to respond to this creatively and in a unique manner. This piece will be a "live" piece of work that will be mailed in with your CD/DVD. It should also be included digitally in your CD/DVD. This image should be no larger than 20"x24," including the mat board.
- Include two other 2---dimensional "live" works no larger than 20"x24," including the mat board that are part of your CD/DVD portfolio. Be sure to have these nicely matted and presented. Indicate on the back of these works the title, medium, year the work was completed, dimensions, and artist's name
- Please package works *neatly* in a reusable container. Your portfolio will be returned in the container in which it is received. Hand---delivered portfolios are acceptable provided they are picked up by hand as well. While the Department will handle works with all possible care, it cannot assume responsibility for lost or damaged works. Send Portfolios to:
Alma College
Department of Art and Design
614 W. Superior St., Alma, MI 48801

Notes:

- **Currently enrolled art students** who wish to apply for Performance Scholarships must submit their portfolios by **February 15**. (See the renewal requirements for the year for which you are applying.)