

- University of Ulsan, Ulsan, Korea
- Wimbledon School of Art, England

Financial Considerations for Off Campus Study

Financial aid for students participating in full-time Off Campus study is available from the Effie May Ross Scholarship Fund, the Billy Peters Memorial Fund, the William Souter Memorial Fund, the Pattie Snow-Parker Memorial Fund, the Leroy and Marguerite Zwicker Fund and the Roloff Benny Photography Scholarship Fund. The Office of Student and Academic Services administers applications for these funds.

Students expecting to apply for financial assistance through the Canada Study Loan Program or the Quebec Student Loan Program or other provincial loan programs during their period of off campus study should consult the Director of Financial Aid and Student Counselling prior to making a loan application. Some provincial loan agencies recognize exceptional expenses for such programs of study. Other provincial loan agencies will not provide financial assistance to students pursuing programs outside Canada.

Students may wish to consult the Student Union Office about opt-out eligibility during their exchange semester. Contact (902) 494-8127.

Courses at Local Institutions (Letter of Permission)

See section on Letters of Permission

WORLD TRAVEL PROGRAM

The World Travel Program offers students a unique opportunity to study some of the world's most important works of art within the context of their original cultural settings, providing an incomparable hands-on learning experience. During the World Travel Program, students may register for the courses World Travel Studio Project or World Travel Research Project, which will allow them to gain university credit while participating in an organized tour of a specific area of the world. Students will study the visual arts on-site in major cultural centres and can gain either studio credit or liberal art credit, or both, for this period of study.

UNDERGRADUATE ADMISSIONS

Admission to NSCAD University is based on evidence of reasonable maturity, interest in working within the programs of the university, and ability to benefit from the offerings of the university as determined by the Admissions Committee. In making a determination on admission to the university, the Admissions Committee will consider pertinent material that an applicant wishes to submit in addition to those required materials listed in this document. The Admissions Committee is the sole judge of decisions regarding admission.

The university offers full-time programs of study during each of three semesters beginning in September, January and May. Successful first-year applicants who study full-time may begin the Foundation Program in September and a limited number of spaces are available for students who wish to begin in January. Accepted Advanced Standing applicants may begin studies in either the September or January semester. Students may continue their studies during the summer semester. Applicants should note the following application deadlines by which dates all application materials must be received. Applicants are encouraged to apply early.

APPLICATION DEADLINES

September Entry

Foundation Program:

- Early decision/scholarship consideration: March 15
- Final Deadline: May 15

Advanced Standing: February 15

January Entry

Advanced Standing: October 1

Foundation Program (limited): October 15

Applicants should note that if any of the above dates falls on a weekend or holiday, the deadline is considered to be the next business day after the date noted here.

English Language Requirement

Applicants whose language of instruction either in high school or at the post-secondary level is not in English must submit a test of English as a second language. International applicants for whom English is a second language must submit evidence of their ability to carry on studies in English. This evidence must be provided through one of the following:

- Test of English as a Foreign Language (TOEFL): 575 (paper), 233 (computer), or 90-91 (internet) [NSCAD's TOEFL institution code: 3265]
- International English Language Testing System (IELTS): 6.5
- Michigan Examination (MELAB): 80
- CanTEST (Saint Mary's University): 4.5
- Canadian Academic English Language Assessment (CAEL): 70

These test results must be sent directly from the testing service to NSCAD University, Admissions Office, to be considered valid. No offer of admission will be made until such scores are received. The East Coast School of Languages (ECSL) in Halifax has partnered with NSCAD to provide training in English as a second language (ESL) and University Achievement Program (UAP). Applicants may be conditionally accepted to NSCAD degree programs pending successful completion of UAP at ECSL .

Students who successfully complete UAP at ECSL do not have to submit a test of English as a second language to NSCAD for admission to the university.

East Coast School of Languages
1526 Dresden Row
Halifax NS B3J 3K3
902 491 1526 TEL

ecslcanada.com

Those who successfully complete the East Coast School of Languages' (ECSL) University Achievement Program, or Apex Language and Career College's (ALCC) Academic Preparation Program, or Canadian Language Learning College's (CLLC) Academic English Program, or International Language Institute's (ILI) University Preparatory English Program will be granted full admission to NSCAD University without submitting results from one of the above-listed tests.

APPLICATION CATEGORIES

Four application categories are described below. Please apply for the correct category. If you have any questions, please contact Admissions at (902) 494 – 8129, 1 888 444- 5989 (toll free) or admissions@nscad.ca.

1. Foundation Program

Applicants who have completed, or expect to complete high school by year end; or have attended a post-secondary institution or university but have not studied visual arts at the post-secondary level; or have completed less than one full year of visual arts study at the post-secondary level, should apply to the Foundation Program.

2. Advanced Standing in Fine and Media Arts, Craft, and Design

Applicants who have successfully completed at least equivalent to that of the university's Foundation Program at another post-secondary institution course work may apply under this category. An applicant who is currently completing the first year of a visual arts program should apply at the Foundation Program level. The Admissions Committee will determine if advanced standing is appropriate.

3. Visiting or Exchange

Students from other universities or degree granting institutions may apply to take courses at NSCAD for credit at the student's home institution under the Visiting Student category.

Visiting students from universities outside the metropolitan area may apply to take a semester or year of course work at NSCAD for credit at their home institution. These students must apply through the normal application procedures, while also presenting a Letter of Permission from the Registrar, Dean, or program supervisor of the home institution authorizing a particular program of study. Such applicants should consult NSCAD's Director of Admissions and Enrolment Services regarding their proposed course selection. The university will make every reasonable effort to accommodate the course selections of Visiting Students on a Letter of Permission, but in no case can guarantee a particular selection.

Exchange applicants must be registered at an institution with which NSCAD has a formal exchange agreement and must apply through the appropriate official at their home institution. Applicants should consult the timetable for the semester(s) during which they wish to enrol normally available on the university's website at nscad.ca.

4. Non-Degree Students

A Non-Degree Student is an individual who takes a course for credit but who has not been formally admitted to a NSCAD degree program. To be eligible to register as a non degree credit student, an individual must have successfully completed high school or equivalent or qualify for mature student status. Prospective Non-Degree Students should contact the Admissions Office. Such

applicants should consult NSCAD's Director of Admissions and Enrolment Services regarding their proposed course selection.

Mature Applicants

A mature applicant is someone who:

- is at least 22 years of age
- has never been enrolled in a full-time postsecondary institution
- has been out of school for three years or longer
- may or may not have graduated from high school

If reasonably possible, mature applicants are required to submit all official academic records of previous secondary and postsecondary study. Mature applicants must also request that two letters of recommendation be submitted on their behalf.

Mature applicants are considered on a case-by-case basis and may not be held to the exact academic requirements stated in this material. Mature applicants should apply to the Foundation Program.

REQUIRED APPLICATION MATERIALS AND DOCUMENTATION

1. Application Form

An application form must be filled out completely on both sides, signed and dated.

2. Admissions Essay

Applicants are asked to state in a brief essay of one typed page their reasons for wanting to attend NSCAD University. Applicants should discuss the experiences they bring to the university or the reasons that have led them to apply. They may also discuss the skills and information that they hope to gain, and explain their ideas of what an education from NSCAD can offer and to what this education might lead.

3. Academic Record/Transcript

An academic record of current and previous studies is required from all candidates for admission. Students who are currently enrolled in programs should assure that either the transcript indicates courses "in progress", or that they include with their application a copy of their current course enrolment. Mature applicants should provide an academic record or GED results if they are reasonably available.

All transcripts must be official. To be official, a transcript must be received directly from the issuing institution. Transcripts may be faxed by an institution to meet the deadline; however, the original copies must follow by mail.

HIGH SCHOOL APPLICANTS

Applicants currently completing high school must submit a record of all studies from at least Grade 10 onward. These transcripts should include at least mid-term or first semester grades for the graduating year.

All high school applicants must have completed Grade 12 (or the highest grade level required for secondary graduation) with an average of 70% or higher, including a minimum grade of 70% in Grade 12 English. An International Baccalaureate Diploma with a minimum grade of 24 is accepted for admission to NSCAD.

Ontario high school applicants must have completed grade 12 with an overall average of 70% or higher including any combination of 6 OCA, Grade 12 U (university), or 12 M (university/college) courses, including a minimum grade of 70% in a Grade 12 U or OAC English.

Quebec College d'Enseignement General et Professionnel (CEGEP) applicants must have completed at least one full year of a Diplome d'etudes collegiales (DEC) with an overall average of 70% or higher. CEGEP students who have completed a two-year Diplome d'etudes collegiales (DEC) will be considered for up to one full year of transfer credit. Quebec Grade 12 applicants must

have an overall average of 70% or higher including a minimum grade of 70% in Grade 12 English. CEGEP students who have not had English courses at CEGEP must have received a grade of 70% or higher in their final year of high school English.

For those individuals studying toward the General Certificate of Education or the General Certificate of Secondary Education (e.g. in the United Kingdom, West Indies, Bermuda, East and West Africa, Hong Kong), the university requires a minimum of two subjects at the Advanced 'A' Level and three subjects at the Ordinary 'O' Level, with an overall average of "C" and no subject below a "D" grade. Two Advanced Standard (AS) Level courses may be used in place of one Advanced Level course.

POST-SECONDARY APPLICANTS

Applicants who have completed previous postsecondary studies must submit all records of these studies. Applicants currently completing course work should submit transcripts covering all periods of study up to the last completed period. If an applicant is enrolled in course work, but no other final results are available, s/he may submit interim transcripts that include either mid-term results or a listing of the courses in which s/he is enrolled.

Applicants who have been dismissed from NSCAD or another post-secondary institution for academic reasons will not be eligible for admission to NSCAD for a minimum period of 12 months from the date of their Academic Dismissal.

4. Letters Of Recommendation

Letters of recommendation are strongly recommended for Foundation Applicants, but NOT required. They are required for:

- applicants who have been out of school for more than three years.
- mature applicants (as defined under Application Categories)

5. Portfolio

Visual submissions are required for all applicants.

FOUNDATION PORTFOLIO

All applicants must submit a portfolio documenting original and recent work that must include the following:

- at least 20 images (slides or digital files) of work completed that illustrates one's material skills and conceptual development of ideas/themes.
- a sketchbook/journal that was begun at least 3 months prior to the submission of the application. The sketchbook/journal may include sketches, plans, drawings from observation, samples of creative writing, notes/observations made in response to other works (exhibitions, museums, novels, etc.), and explorations of mark-making with varied materials; and should demonstrate a sustained personal involvement in the exploration of ideas and images.

The Foundation program is multi-disciplinary in nature and while applicants may be focused, now, on one specific medium, evidence of a range of media and approaches should be reflected in the portfolio. It is vital that all applicants include some examples of drawing from observation.

ADVANCED STANDING PORTFOLIO

Advanced applicants must submit their work as slides or digital images to a maximum of 20 slides/ files. The work may be of their choice, but must be recent work. The purpose of the portfolio is to illustrate clearly to the Admissions Committee that the applicant has learned specific material and conceptual skills relevant to study at NSCAD.

In particular, show drawing from observation and capacity with materials relevant to one's specific prior studies in areas such as printmaking, painting, textiles, jewellery, film, etc. The portfolio should also illustrate the current direction of your work beyond material capacity alone. The Admissions Committee's goal in looking at transcripts of prior studies combined with portfolio is to make an accurate placement of the applicant in the appropriate

level of study at NSCAD. If there is not sufficient work in the portfolio to make accurate placement, the applicant may be asked to submit additional work, causing delays in assessment.

VISITING/EXCHANGE PORTFOLIO

Visiting/Exchange applicants should follow the portfolio guidelines for Advanced Standing and include in your statement, a list of NSCAD courses that you would like to study at NSCAD. Your portfolio should illustrate competency equivalent to the prerequisites of your course choices.

PORTFOLIO SUBMISSION FORMAT

- All work must be clearly labeled with applicant's name.
- No work should be submitted in its original form; only photographic documentation (digital files or slides) of work should be submitted. The only exception may be submission of the sketchbook/ journal as required in Foundation Portfolio. Documenting such an item can be a challenge, therefore we welcome this piece in its original form or represented in a series of images/slides.
- Each digital image file or slide must be identified with your name and a number that corresponds to a typed list of works that includes your name at the top and, for each slide: Title, Dimensions, Media, Date.
- Slides must be submitted in standard 8.5" × 11" plastic slide sleeves available at most art, photo or stationery supply stores. Do not submit slides in a carousel or box.
- Digital image files may be presented on CD or DVD as individual .JPG files, PowerPoint or Acrobat documents are also acceptable, but discouraged. Keep file sizes small; images should be no larger than 600×800 dpi, resolution should be no greater than 100ppi.
- Time-based pieces (video, audio, interactive applications or film) should be submitted on DVD or CD. Works should not exceed 5 minutes each.
- Submit your work in a format that best represents it. Ensure that computer discs are readable on a variety of computers, check that your photographic documentation is correctly colour-balanced, in focus and clearly represents the original work. It is appropriate to submit more than one view of three-dimensional pieces in order to fully illustrate the work. Also, in the case of larger works, a separate detail image may be submitted.
- Design Portfolios may be submitted as .PDF files of a full portfolio document or multiple slides or digital images on DVD or CD; however the Design Division prefers submissions to be printed.

Please follow the instructions above. The Admission Committee may not be able to review work that does not follow these guidelines.

RETRIEVAL OF PORTFOLIO

The applicant is responsible for the immediate retrieval of submitted visual materials after their review by the admissions committee. If arrangements are not made to retrieve the work immediately after its review, the work will be considered disposable.

Applicants are urged to include stamped and addressed mailing envelopes, prepaid courier invoices, or cheques or money orders to cover postage costs if they wish their work returned immediately after its review. Do not submit metered postage as it has an expiration period of 24 - 48 hours and will not be valid for portfolio return. Although all possible care is exercised in handling application materials, the university does not accept responsibility for the loss or damage of these materials.

6. Application Fee

A non-refundable application fee of \$50.00 is required for all applicants, except non-degree, and must accompany the application. Only cheques or money orders should be submitted. Do not

submit cash. Credit card information may be included for the \$50 charge. Include:

- Cardholder's name as it appears on the card
- Type of card (Visa, Mastercard, or American Express)
- Card number
- Card expiration date

WHEN TO SUBMIT

The application deadlines noted in this publication should be understood as final deadlines by which complete applications must be received. All materials for an application—admissions form, admissions statement, transcripts (final or interim, whichever available), and visual submissions—must be received by that date. Only complete applications will be reviewed by the Admissions Committee. Incomplete submissions will delay review. Applicants are strongly urged to apply early. Reviews are conducted on a first received, first reviewed basis. Because of the often large number of applications submitted, each application is dated when complete and logged for consideration in chronological order. With this in mind, applicants are advised to complete their applications well in advance of the final deadline. With a limited number of spaces and a large number of applicants, all available spaces for a particular entry time may be allotted before the later applicants are considered. Nevertheless, all complete applications received by the deadline will be reviewed, and, if accepted and space is not available for the entry time applied for, will be offered admission to a later entry time.

Applications that are not complete by the deadline will be held for completion and inclusion with those submitted for the next entry time. Applicants with incomplete files or submitting materials too late for the review will be notified by the university.

Application form, admissions essay, and copies of transcripts should be clearly designated and separated from the visual submissions.

PORTFOLIO PREPARATION

In the visual arts, a portfolio is primarily a visual record of an individual's interests and explorations. It may be a collection of original pieces or a documentation of previous work in the form of photographs, photocopies, or slides. Applicants are asked to follow certain guidelines in the presentation of their portfolio. Aside from these guidelines, the means of presentation is at the discretion of the applicant.

The kinds of things selected and how they are presented are of interest to the Admissions Committee. The work submitted should be a thoughtful selection of those pieces that the applicant wishes the Admissions Committee to consider in assessing her/his application to the university. Some applicants will have been developing their portfolios over a number of years; others will be approaching this activity for the first time. In both cases, applicants should take this opportunity, in developing and selecting work, to indicate their understanding of the university's programs, their seriousness in applying to the university, and their level of maturity, self-motivation and commitment to a visual arts education. An applicant's care in the presentation of her/his work should ensure that the presentation will not distract from the work itself. Including a selection of no more than 20 pieces is strongly suggested; an applicant's ability to edit her/his work is an important factor in developing a portfolio.

Applicants are encouraged to draw on personal experience and cultural heritage as possible avenues of exploration for the work submitted for review. Applicants should include work that gives evidence of their ability and willingness to look closely and carefully at a subject. This work may take the form of drawings from observation (do not copy from photographs) or a thoughtful, carefully written short essay. The sustained personal involvement and searching brought about by the projects may tell the Admissions Committee as much as does the finished work. Therefore, the submission of notes and sketches showing the

process and activity generated by the exploration of images and ideas can be an important part of the portfolio.

The work applicants submit should display a wide range of explorations and use of a variety of materials. This shows that an applicant is not afraid to try working with different media in response to her/his observation of a particular situation or subject.

Works can be both two- and/or three-dimensional. Art materials are not necessary for developing visual art ideas. Unusual and nontraditional materials should also be considered. An applicant's surroundings may offer other means and materials with which to explore mark making, building, patterning, composition and colour.

Applicants should consider their everyday surroundings as a source for ideas. These may include studies of organic structures, tools, implements, interior spaces, environmental formations, decorative arrangements and still lifes, to name a few. Applicants may include work completed in school, college or adult education classes, but the Admissions Committee is particularly interested in seeing work that is carried out independently of the classroom and that makes the most of the opportunities available.

The information included about the work (written descriptions, labels, etc.) should be clear in indicating how the work was produced (i.e. whether photographs were printed by the applicant, whether videos were directed by the applicant, whether a poster was designed by the applicant, etc.). Work should be dated.

FOUNDATION TRANSFER CREDITS / WAIVERS

Advanced Placement Admissions

Successful applicants to NSCAD who have achieved a final grade of 4 or better in selected Advanced Placement courses will receive university credits as indicated below:

AP Course	NSCAD Course	Credits
Art History	FNDN 1200 and AHIS 2000 elective	6
Art (Studio) Drawing	FNDN 1100 FNDN 1600	6
Art (Studio) General	FNDN 1010 FNDN 1400 selection	6
English Language & Composition	FNDN 1800; LAS 1000 level credits; and Writing Requirement	6
English Literature and Composition	FNDN 1800; LAS 1000 level credits; and Writing Requirement	6

Courses not listed here may be given additional unassigned (general LAS or Open electives) credit to a maximum of 15 credits.

The maximum transfer credits awarded to an applicant for Advanced Placement is 30 credits. If a student is eligible for transfer credit for an Advanced Placement course, s/he may decline the credit and complete the equivalent NSCAD course.

International Baccalaureate Admissions

An International Baccalaureate Diploma with a minimum grade of 24 is accepted for admission to NSCAD. Successful applicants to the university who have achieved a final grade of 5 or better will receive university credits as indicated below:

IB Course	NSCAD Course	Credits
Visual Arts higher level	FNDN 1010 and FNDN 1400 selection	6
Language (English) A1 higher level	FNDN 1800; credits of LAS 1000 level; and English Requirement	6

Courses not listed here may be given additional unassigned (general LAS or Open electives) credit to a maximum of 15 credits.

The maximum transfer credit awarded to an IB Diploma recipient is 24 credits. If a student is eligible for transfer credit for an International Baccalaureate course, s/he may decline the credit and complete the equivalent NSCAD course.

Advanced Standing and Transfer from other Institutions

Advanced standing may be granted to a student who is able to display by portfolio review and/or transcript that s/he has successfully completed work comparable to the Foundation Program and can transfer at least one full year of art-and/or design-related study from a previous university-level program or from certain college-level programs determined to be transferable to the university's degree programs. Course and program credit is based on demonstration of equivalent academic achievement, knowledge and skills. The university reserves the right to limit entry of transfer students based on the availability of resources. Transfer of credits includes specific equivalence to a given course or category; and/or unassigned (open) credit.

The university accepts transfer credits at par, according to general transfer credit policies, from those public or private universities and colleges that are either members of the Association of Universities and Colleges of Canada, or are chartered or accredited as post-secondary degree-granting bodies by appropriate agencies in other countries. The university does not accept transfer credits from private institutes, schools or unaccredited colleges.

The university will accept as transfer credits those credits earned in Canadian community college programs that are offered as diploma programs at levels comparable to the university's programs. Community college programs in all regions of Canada will be evaluated for credit transfer by the same standards.

Students who present non-standard transcripts to the university must take individual responsibility to provide sufficient information to allow their transfer credits to be evaluated by the university and may be required to contact a transcript evaluation service to translate and evaluate such transcripts.

Students may transfer 30 semester credits per year, or 15 credits per semester, to the maximum allowable non-resident credits. No more than 75 credits will be transferred toward degree programs at the university, within the boundaries of a degree program's residency requirements.

A minimum grade of **60% or C** in a course will be required to transfer credit from a university or community college course.

Applicants expecting to transfer over two years of credit (approximately 60 semester credits) cannot necessarily expect to begin their visual arts or visual culture studies at advanced levels in every case. Determination of the level of entry will be made in consideration of both previous study and slide presentation. It is not the university's intention to make students repeat work they have already completed, but placement in courses must comply with degree requirements, evidence of the student's preparedness for advanced study, and the pedagogical standards practiced at the university. If a student has questions about her/ his placement in a course, s/he should contact the Registrar immediately. Advanced standing applicants will be admitted to "general admissions" entry programs: they may apply for open entry and restricted entry Major programs after completing one semester at the university.

Students who are entering the Foundation Program, but have completed previous university study in fields other than visual arts may transfer some of their previous course work toward the university's degree programs.

In all cases, transfer evaluation is governed by the degree requirements in effect at the university, and some programs may be eligible for fewer transfer credits based on the program require-

ment. Along with other Canadian universities, NSCAD University has agreed to the full transfer of credits earned in the first two years of a university-level program of study in Canada, subject to the university's degree requirements. Applicants are required to provide official records of all prior university or college level study. Art history credits that have been completed more than 20 years previously will be counted as general liberal arts, but will not be counted toward the art history requirements of the University's degree programs.

Consideration of entry transfer credits will not normally be made beyond one year from the date of the student's entry to the university.

Prior Learning Assessment and Recognition (PLAR)

NSCAD University is committed to the concept of Prior Learning Assessment and Recognition as applied to undergraduate programs at the university. An individual accepted to the undergraduate programs of the university may seek assessment for credit of knowledge obtained through work and non-formal learning that is proved to be equivalent to a course or courses offered by the university. Students interested in seeking Prior Learning Assessment and Recognition should consult the Director of Admissions and Enrolment Services or the Registrar immediately after they have been admitted to the university and before they begin classes.

Student Authorization (Visa)

Applicants who are not Canadian citizens, landed immigrants, or a dependant of a diplomat accredited to Canada and plan to study at the university for longer than four months must obtain a student authorization to study in Canada prior to entering the university. An international student will not be permitted to attend classes without an approved authorization to study. The authorization to study must clearly indicate that the student has permission to study either at NSCAD University or at a post-secondary Canadian institution. **International students must present their student visa to the Office of Student and Academic Services for photocopying prior to their entry to classes.**

International students may not transfer from one Canadian institution to another without first obtaining an updated student authorization. Please contact the nearest Canadian Consulate, Embassy or Visa Office, or visit the government website at www.cic.gc.ca.