

# Wellesley College Art, Music, and Theatre Studies

## Common Application Arts Supplement Guidelines

(revised 11/4/11)

If you would like faculty members to provide the Board of Admission with a formal review of your visual art, music, or theatre work, please submit an Arts Supplement. **An Arts Supplement consists of the Common Application Form AR and your evaluative materials.** Music submissions also require a music resume.

The guidelines are broken down by type of Arts Supplement, but regardless of the type of material, the following rules always apply:

- We highly recommend that you submit your Arts Supplement at least two weeks prior to the admission application deadline to allow time for processing/evaluation.
- **All Arts Supplements must be submitted via email to the appropriate address (see section instructions).** Wellesley College will only accept electronically submitted Arts Supplements. Please do not mail any CDs, DVDs, slides, screenplays, etc. to the office.
- **All emailed Arts Supplements must include Form AR from the Common Application.** Even if you submit Form AR through the Common Application online, you must still send us an electronic copy by email.
  1. Please download the PDF version of Form AR and fill out all requested information. Scan Form AR and attach to an email and submit it to the appropriate address.
- Include your last name and state (or country) in the file name of any attachment you send.
- Include your full legal name, address, high school name, birth date, and your application decision plan in the body of any email you send to us. This will ensure that we match your materials with the correct application.
- Simply filling out Form AR online does NOT constitute as having submitted an Arts Supplement
- Recommendation letters should be mailed separately to the Admission Office address found below.
- Be advised, faculty members will only evaluate music, theatre, and visual art supplements. If you have other items that you wish to add to your file, mail copies directly to the Board of Admission:

Board of Admission  
Wellesley College  
106 Central Street  
Wellesley, MA 02481

Please send copies only, as we are unable to return materials.

## MUSIC SUPPLEMENT GUIDELINES

### Required Materials:

1. Arts Supplement (Form AR) to the Common Application
2. A music resume detailing all related activities, including lessons, ensembles, courses (music history and theory), summer programs, performances, awards
3. A good quality recording with a list of pieces

### Format:

You may save your recording(s) in a common audio file format and attach them to an email. In lieu of attachments, you may upload your recording to a site such as YouTube and list the web address on Form AR or in the body of an email, provided the sound quality remains high. Please do not link to any Facebook pages.

### Recording:

Submissions should consist of 10 minutes of music in total. It is preferable that there be at least two contrasting pieces or excerpts. These can be of any style or genre.

### List of pieces:

A list of the pieces you are submitting, including composer, title of piece, accompanist name (if any), and any other important details must be included with your recording. You may include this information in your recording or submit it as a separate document.

### How to submit:

All materials must be submitted electronically by email. You may attach your recording and resume, or include a link to your recording on Form AR. If attaching, we ask that you limit the size of your files to 25MB total, with no single file exceeding 20MB. Do not send any zipped files. Remember that you must include Form AR as an attachment to your email.

**Email your materials to [WellesleyMusicSupplement@gmail.com](mailto:WellesleyMusicSupplement@gmail.com)**

### Helpful tips:

Choose pieces that show you at your best, while keeping in mind that contrast (different styles, varied tempos, technical variety) is important  
Sound quality must be good to excellent for our faculty to properly assess your work  
Be sure to test your files/links before submitting  
Do not use sites that require a password or account login

### What not to send:

Please do **not** send:  
Recordings of ensembles of which you are a member  
Recordings of instruments that Wellesley does not teach (e.g., erhu)

### Questions:

If you have any questions about the Wellesley College Common Application Arts Supplement, please contact:  
Youlim Yai '04  
Assistant Director of Admission  
[yyai@wellesley.edu](mailto:yyai@wellesley.edu) 781-283-2268

# VISUAL ART SUPPLEMENT GUIDELINES

## Required Materials:

1. Arts Supplement (Form AR) to the Common Application
2. A visual arts portfolio
3. A document containing a list of work

## Recommended Materials:

4. An arts resume detailing all related activities, such as lessons, classes, workshops, shows or exhibitions, and honors or awards won

## Format:

Wellesley only accepts electronic portfolios. Please save your artwork as a single portfolio pdf file. All artwork should be labeled with title, medium, and dimensions. We are unable to accept individual image files. Alternatively, you may upload your portfolio to Flickr. If you will be submitting any video or moving images, please upload these files to Vimeo. YouTube submissions will **NOT** be reviewed. Please do not link to any Facebook pages.

## Number of images:

Your visual arts portfolio should consist of 10 to 20 images, which may include some detail views. Please do not send a visual arts portfolio if you have fewer than 10 works to show us. Short (3 minute) animation or video projects may also be included in the portfolio.

## List of work:

Provide a separate list of the submitted work including title, medium, and dimensions (height x width x depth). Please also indicate whether the work was made as part of a class assignment or under the direction of a particular teacher. Also, please indicate if the work was collaborative or if it was installed within a particular context. Save this document as a .docx, .pdf, or other common file format.

## How to submit:

All materials must be submitted electronically by email. You may attach your materials (portfolio, list of work, etc) or include a link to your portfolio on Form AR. If attaching, we ask that you limit the size of your files to 25MB total, with no single file exceeding 20MB. Do not send any zipped files. Remember that you must include Form AR as an attachment to your email.

**Email your materials to [WellesleyArtSupplement@gmail.com](mailto:WellesleyArtSupplement@gmail.com)**

## Helpful tips:

The most useful portfolios include examples of freehand drawing, both as finished works and quick process sketches  
Work completed in the last two years is most relevant to our assessment  
Be sure to test your files/links before submitting  
Do not use sites that require a password or account login

## Questions:

If you have any questions about the Wellesley College Common Application Arts Supplement, please contact:

Youlim Yai '04  
Assistant Director of Admission  
[yyai@wellesley.edu](mailto:yyai@wellesley.edu) 781-283-2268

# THEATRE STUDIES SUPPLEMENT GUIDELINES

## Required Materials:

1. Arts Supplement (Form AR) to the Common Application
2. A video recording of your performance (actors and directors), a short script (playwrights), and/or working drawings and color photographs (set design)

## Recommended Materials:

3. An actor's resume

## Format:

You may save your recording or documents in a common file format and attach them to an email. In lieu of attachments, you may upload your recording to a site such as YouTube and list the web address on Form AR or in the body of an email, provided the quality remains high.

## Materials for review:

*Actors and Directors:* Submissions should consist of approximately 10 minutes of performance. You may submit excerpts from different shows. In order for our faculty to properly evaluate your skills, the recording should be close enough to see detail (i.e., not from the far back of the theater), and the audio must be clear.

*Playwrights:* Submit a written sample of your work, such as an excerpt of a larger production or a one act play. Select a piece, or a portion of a piece, that shows you at your best while keeping your submission to a reasonable length.

*Scenic designers:* Please submit both working drawings and high-quality color photographs of the sets you have designed. Save your materials as a single portfolio in pdf form.

**Submission details:** Details of the performance(s) you are submitting, including your role in the production, date of production, and other relevant information must be included.

**How to submit:** All materials must be submitted electronically by email. You may attach your materials or include a link on Form AR. If attaching, we ask that you limit the size of your files to 25MB total, with no single file exceeding 20MB. Do not send any zipped files. Remember that you must include Form AR as an attachment to your email.

**Email your materials to [WellesleyTheatreSupplement@gmail.com](mailto:WellesleyTheatreSupplement@gmail.com)**

**Helpful tips:** Be sure to test your files/links before submitting  
Do not use sites that require a password or account login

**What not to send:** Recordings where you perform as part of a group—we must be able to see/hear your individual talents

**Questions:** If you have any questions about the Wellesley College Common Application Arts Supplement, please contact:  
Youlim Yai '04  
Assistant Director of Admission  
[yyai@wellesley.edu](mailto:yyai@wellesley.edu) 781-283-2268