NOTE: this document is updated frequently.

LAST UPDATE: November 17, 2015

If you do not see an answer to your question, please contact us and we would be happy to help you.

GETTING STARTED..............................................................................................................................................2
LOGGING IN..........................................................................................................................................................3
DOUBLE MAJORING / MAJOR CHANGES...........................................................................................................4-5
MISSED DEADLINES.............................................................................................................................................6
ACADEMIC HISTORY...........................................................................................................................................7-8
PERSONAL STATEMENTS.....................................................................................................................................9
UNOFFICIAL TRANSCRIPTS.................................................................................................................................10-11
PORTFOLIOS (ART and DESIGN MEDIA ARTS).................................................................................................12-13
ARCHITECTURAL STUDIES.................................................................................................................................14
ETHNOMUSICOLOGY, MUSIC, WORLD ARTS AND CULTURES/DANCE.........................................................15
VIDEO UPLOADS.....................................................................................................................................................16-18
WORLD ARTS AND CULTURES/DANCE ............................................................................................................19-20
LETTERS OF RECOMMENDATION....................................................................................................................21-22
MISCELLANEOUS..................................................................................................................................................23
GETTING STARTED

Dear Prospective Students:

Hello, and welcome to the UCLA Arts Supplemental Application!

In the following pages, you will find information on how to troubleshoot your application. However, we do have a few recommendations for best practices that will allow us to serve you better.

Right at the front, please let us state the #1 Best Practice For A Successful UCLA Arts Application (Or Any Application, For That Matter):

#1: Start Your Application Early – Not At The Last Minute.

If you are having issues with your supplemental application, we are able to help you. However, the closer you get to the deadline, the fewer options you will have. **If anything, log in when you are granted access and take a quick look around to see if there is anything you need to address immediately.**

If you realize that you applied to the wrong major and need to request a change, you will need more time.

If you need to order transcripts and your school takes two weeks to deliver transcripts, you will need more time.

If you need to resize all of your images, reformat your multimedia file, convert your document to PDF, or retype all of your extracurriculars because you forgot to hit “Save” and you lost all of your information, you will need more time.

If your internet connection is not working and you need to find another internet connection so that you can upload, you will need more time.

If it’s Friday and you were planning on going straight home to finish the application before the deadline but then you have an emergency on the way home and have to make an unexpected trip elsewhere in order to attend to that emergency and can’t get home to finish the application, you will need more time.

Please, please, please: plan in advance.

Best wishes for a successful and stress-free application process,

UCLA School of the Arts and Architecture
**LOGGING IN**

If you are having trouble logging in, please confirm the following:

- Ensure that you are entering in your UC Application ID correctly.
- Your Date of Birth should be in 00-00-0000 format.
- If you are using Safari, please try Chrome or Firefox as browsers.
- Ensure that cookies are ON.
- Confirm your first choice major to UCLA... only students who listed our arts majors as their first choice, get the instructions for the supplement.

If you have done all these things and still can’t log in, email supplemental@arts.ucla.edu.

**Cookies:**

1. Please make sure cookies are turned ON.
2. Clear your cache.
3. Clear your cookies.
4. Type out your login information (do not cut and paste).

**Safari Browser Users:**

1. In Safari you will need to Always accept cookies. Please see image below.

   ![Accept cookies: Always](image)

   2. After you make your changes be sure to clear your cookies.
   3. Click Show Cookies
   4. From the cookie dialog box, Click Remove All
   5. Click Done

**For more information on how to accept cookies:**

[http://support.google.com/accounts/bin/answer.py?hl=en&answer=61416](http://support.google.com/accounts/bin/answer.py?hl=en&answer=61416)

You can also search “how to clear cache in [fill in your browser name here]”, and “how to turn on cookies in [fill in your browser name here]” in your preferred search engine (Google, Yahoo, Bing, etc.).
DOUBLE MAJORING / MAJOR CHANGES

PLEASE NOTE: UCLA only considers your FIRST CHOICE major in the application process; this is a campus-wide policy.

If you want to submit a supplemental application for a UCLA Arts major, you must put the UCLA Arts major as your FIRST CHOICE to UCLA. If you list your UCLA Arts major as your alternate on the UC application, you do not get access to the supplement.

Q: I want to double major in the arts and something else at UCLA. How do I do that?

Most majors at UCLA will allow double majoring provided you are in good academic standing with both departments. If you have a major of interest, you will want to check with UCLA to ensure that double majors will be permitted (ex. the School of Theater, Film and Television does not allow double majoring).

Since the admission process only takes into consideration the first choice major, you will need to decide if you want to submit a supplemental application (audition or portfolio), or if you want to be considered through another program. Here are all of the majors we offer: http://www.admission.ucla.edu/prospect/coll_sch.htm

If you are admitted through a UCLA Arts major by submitting a supplemental application, you are admitted to the campus. Once you matriculate you may follow up with the academic counselors to see about double majoring.

If you are admitted through an academic major (Letters and Science, Engineering, etc.), once you are on campus you may make an appointment with a UCLA Arts department counselor to see about adding a double major in a UCLA Arts area. You will have to complete a supplemental application that involves an audition or a portfolio.

Q: I am a current applicant and I selected the wrong major, can I change it?

If you put the wrong major on the UC application and want to change it, then you must email supplemental@arts.ucla.edu with your request. Please include your full name, UC Application ID, and birthdate.

UCLA Arts typically sets deadlines for change of major requests approximately five days before the supplement for that particular program is due. For instance, if the supplemental deadline is December 12, then major change requests are taken up to December 8. It takes 1-3 days for the major change to update in our mainframe, which is when we can get you access to the supplemental application. Major change deadlines are clearly listed on the supplemental worksheets for that year.
Q: What if it’s after the change deadline and I want to change my major?

If it’s past the change deadline but still before the supplement deadline, we can still request the change of major. However, the change takes anywhere from 1-3 days to become live in our downloads. You still have to meet your supplemental deadline, so by making this request you are taking on assumed risk that you will not be able to submit the supplement for your desired department.

If you want to take this chance, email us at supplemental@arts.ucla.edu to confirm that you want to change your major past the deadline, that you understand that you may not be able to get access to the supplement, and that if you do not get access to the supplement in time you must request another change into a different major.

Q: What if it’s after the supplemental deadline and I want to change my major?

After the supplemental deadline for your major has passed, we can no longer make changes. You have three options at this point:

- Continue with your current arts major. Should you be admitted to UCLA in this major, you can request to change your major once you are at UCLA.

- Change your major to one in Letters and Science to be considered in the general campus review. You will not be able to submit a supplement if you do this. Should you be admitted to UCLA, you can request to change your major once you are at UCLA.

- Withdraw your application to UCLA entirely.

Q: I asked for a change of major from one UCLA Arts major to another, and my supplement is still showing my old major.

It takes 1-3 days for your major to change over from the time you get a confirmation from our office. In the meantime, you still have access to the UCLA Arts supplemental application, and you can fill out your general information: current and future coursework, extracurriculars, honors/awards, employment, and upload your transcripts.

For Ethnomusicology, Music, and WACDance, you can upload your additional writing statements and upload an optional performance resume. For WAC and Dance majors, you can upload Other Evidence of Creativity.

All of these are common areas for your application that will swap over when your major is changed, so entering this information in now will save you time.
**MISSED DEADLINES**

**Q: I missed the UC application deadline on November 30, what can I do?**

Unfortunately, there is absolutely nothing we can do if you missed the UC application deadline. You will have to apply for the next year.

**Q: I missed my department supplemental deadline, what can I do?**

Our deadlines are strictly enforced due to the fact that our faculty must be allowed enough time to properly evaluate supplemental applications. Students are given the maximum amount of time possible to submit their applications, but we also must respect departmental administrative procedures and remain in compliance with other university deadlines.

If you believe that you missed the deadline due to a technical error directly attributable to the supplemental application, you may mail us at supplemental@arts.ucla.edu with a DETAILED explanation as to why you were not able to submit. Include information such as the first time that you logged into the system, descriptions of technical difficulties (if you see error messages, screenshots are particularly helpful), and any other circumstantial evidence that you believe to be relevant. We will review your file and follow up with you promptly. **LATE ACCESS TO THE SUPPLEMENTAL IS NOT GUARANTEED.**

Any content emailed and/or mailed to the departments outside of the supplemental online system cannot be considered in support of admission to UCLA Arts. The faculty will only review material submitted through online upload, and will only consider completed applications.

If you did not submit in time, you will have two options:

1) **Request that UCLA change your first choice major from UCLA Arts, to the College of Letters & Science.** This action will include you in the general applicant pool to UCLA and you will be evaluated on the basis of your general UC application only, no information from the UCLA Arts supplemental application will be considered. Should you be admitted to UCLA under Letters & Science, you will be welcome to pursue admission to UCLA Arts upon matriculation to campus.

2) **Withdraw your application from UCLA entirely.** If you wish to re-apply to UCLA Arts in the future, you may inquire about the transfer application process.
ACADEMIC HISTORY

SCHOOLS ATTENDED

List all of the high schools and/or colleges/universities that you have attended. Please list in chronological order, beginning with high school.

CURRENT COURSEWORK

- List all of your courses currently in progress, at all academic institutions, and in all subjects.

- Do not list any past coursework in this area of the application; your past coursework is visible on your transcripts.

- If your completed fall classes are listed on your transcript but you do not have grades posted yet, these classes still count as Past Coursework, so you do not need to list them under Current Coursework.

- If you have a class that you have been taking in the fall but has continued over to winter/spring, you may list this as Current Coursework.

- If you do not have a course number and/or unit count associated with your class, you can put “NA”.

FUTURE COURSEWORK

- List all courses you are planning on taking in the winter, spring and/or summer, at all academic institutions, and in all subjects.

- If you do not have a course number and/or unit count associated with your class, you can put “NA”.

- If you are not planning to take any classes prior to attending UCLA, please enter “NA” in the field.

If you are “in between” classes, ex. you are registered but haven’t begun instruction, you can list your coursework in either Current or Future sections.

For example, if you are starting your Spring Quarter a week after the UCLA supplement is due and you know that you are going to be taking classes in the summer, you can put the Spring...
Quarter coursework as Current, and list the summer classes as Future. If you are not taking any summer classes, then you could list Spring Quarter classes as either Current or Future.

Please use your best judgment in these areas. Depending on where you are in your fall semester, what classes are listed on your most current transcript, and any planned coursework for spring and/or summer, your situation is unique. Figure out which arrangement allows you to list all of your information clearly and chronologically, and does not omit any information.

AWARDS/HONORS/EXHIBITIONS/INTERNSHIPS/RELEVANT EXPERIENCE

- List any and all awards, honors, exhibitions, internships and/or relevant experience, both arts- and non-arts-related, if applicable. You have unlimited space in this category.

RELEVANT EXTRACURRICULAR ACTIVITIES

- List any relevant extracurricular activities and/or employment commitments, if applicable. You may list casual activities and/or hobbies in this section. You have unlimited space in this category.
PERSONAL STATEMENTS

Q: Why am I over the character limit? / Why is the system not allowing apostrophes?

Microsoft Word automatically changes straight quotation marks (‘ or ”) to curly (smart or typographer’s) quotes as you type. These smart quotes sometimes convert to extra characters and may put you over the set character limit, not show up at all, or otherwise affect your original text format.

To turn this feature on or off in Word:

1. On the Tools menu, click AutoCorrect Options, and then click the AutoFormat As You Type tab.
2. Under Replace as you type, select or clear the "straight quotes" with "smart quotes" check box.
3. Note You can find and replace all instances of single or double curly quotes with straight quotes in your document. To do this, clear the "straight quotes" with "smart quotes" check box on the AutoFormat As You Type tab. On the Edit menu, click Replace. In both the Find what and Replace with boxes, type ’ or ”, and then click Find Next or Replace All.
4. To replace all straight quotes with curly quotes, select the "straight quotes" with "smart quotes" check box, and repeat the find and replace procedure.

Q: My UC application essay is written about my artistic practice. Can I submit that for the essay that is required in the supplement?

Your audience for your UC essays are “general UC readers”, and your audience for the UCLA Arts supplemental essays are your department faculty. The department faculty will read the supplemental essays first, and do have access to your UC essays. In the event that the reviewing faculty want more information about an applicant, they may refer to the UC essays. It is in your best interest to make your UC essays distinct from your UCLA Arts supplement essays.
**UNOFFICIAL TRANSCRIPTS**

If you are a freshman applicant, upload a PDF copy of your current high school transcript. If you have taken college coursework (i.e. community college), please upload those transcripts as well.

If you are a transfer applicant, upload PDF copies of all colleges and/or universities you have attended since high school. If you are a sophomore-level transfer, please include your high school transcript(s) as well.

Most schools will make available your unofficial transcripts via download from the institutional website, or will provide a printed copy that you can scan.

You can use free Adobe Acrobat Reader software to convert transcript files, in either JPG or Word format, to PDF.

**Get Adobe Reader:**

http://www.adobe.com/products/reader/

**Q: Can I upload my transcript as a .jpeg or .doc file?**

No; all transcripts must be formatted as a PDF. Some schools will provide you with PDF files, or you can scan hard copies as a PDF or take them to a copy center (i.e. Kinko’s) and have them scanned and converted. If you have a .jpeg or .doc file, you can make PDFs from these files.

PDFs from documents: http://www.wikihow.com/Create-PDF-Files

If you have jpegs, drag and drop them into a document file, and then follow the directions to create a PDF from a document.

**Q: I only have an official transcript, may I send that to you directly?**

No; everything must be uploaded. You may open your official transcript, thereby making it unofficial, and scan that document.

**Q: I have finished my fall semester classes but don’t have grades listed yet, is that okay?**

Yes. Please submit the most recent transcripts you have available.
Q: Through an agreement with my high school, I am taking community college coursework which counts for both high school and college credits. Which transcript should I send in?

If your college coursework shows on your high school transcript, please submit the high school transcript. If your college coursework is on a separate transcript, please submit that document. You may wish to include a short note that explains that the coursework counts for both high school and college credits.

Q: I am a sophomore-level transfer and do not have my first semester transcripts from my college yet. What do I do?

Please submit your most recent transcripts (which in this case would be high school). If you know your college course grades, type them onto a separate sheet with a note explaining that the documents have not been published.

Q: I was supposed to receive my transcripts from my school, but there was a problem and I won’t get them until past the deadline. What do I do?

Please email supplemental@arts.ucla.edu with your full name, major, application ID, and birthdate, and include a detailed explanation as to why your transcript is going to be late.
JPEG IMAGE UPLOAD

- Images can be no greater than 3 MB.
- Maximum file dimensions are 1920 horizontal x 1200 vertical.
- Only JPEG images will be accepted.

Q: Why can't I upload a 1200 x 1920 image?
Your image will then exceed the maximum height requirement of 1200. Maximum dimensions are 1920 horizontal on the X axis, and 1200 vertical on the Y axis.

Q: Why are the maximum dimensions 1920 horizontal x 1200 vertical? What if my image is portrait?
This is a standard high definition resolution for most monitors and projectors. To prevent distortions when viewing your image it is best that you ensure your image fits within a 1920X x 1200Y resolution display.

Q: My image is 1200 x 1920; what should I resize it to?
In this case, 750 x 1200. Most image editing programs will automatically resize proportionally.

Q: My image is of a different size and does not fit, what should I resize it to?
With your image editing software you can resize your image proportionally to fit within the maximum dimensions of 1920X x 1200Y.

Q: Can I put descriptions of each piece with each image?
No. If you would like to discuss conceptual and/or technical aspects of your work, this should be included in the Personal Statement where applicable.

Q: Why are my images showing up fuzzy/dull/low-resolution?
On the student viewing end, the images will display at low resolution to save on bandwidth and ensure that your files upload quickly and easily. On the faculty viewing end, the images display at full resolution.

Q: I’ve uploaded my image and it is not showing up on the viewer, all I see is a red “X” icon indicating a broken image. What do I do?
Please email supplemental@arts.ucla.edu with your full name, application ID number and department to which you are applying.

**Q: How recent do the portfolio works have to be?**

The faculty wishes to see your best, complete work. There is no cutoff date in terms of when the work was generated.

**FORMATTING**

You may use any photo editing software at your disposal to format your images.

If you are using Windows and need software to resize your images, you can download Irfanview, which is free for non-commercial use.


**Q: How can I submit my website?**

Interactive projects such as web sites can be submitted in the optional URL category for Design | Media Arts, or as still screen shots (.jpeg), or video/audio media.
ARCHITECTURAL STUDIES

Q: I’m a freshman and I cannot select Architectural Studies as a major. What do I do?

The Architectural Studies major only accepts junior-level applicants. Freshmen interested in Architectural Studies must apply through any other major that accepts freshmen. Once on campus, you can inquire about the process of applying to Architectural Studies.

PORTFOLIOS

Q: What should I put into my portfolio?

There is a prepared document for prospective transfer students available at this link, which talks about the portfolio expectations for the visual arts programs:

http://www.arts.ucla.edu/supplemental-info
PRO TIP for these majors: turn in your UC application sooner rather than later.

When you submit your UC application, your confirmation record is forwarded to UCLA Arts. Once we receive your record, we grant you access to your department supplement.

This confirmation record can take anywhere from 1-5 business days to process from the UC mainframe, which processes for all nine undergraduate UC campuses. As the November 30 deadline approaches, the confirmations tend to lag more because most students—upwards of 80%—submit at the last minute. Additionally, processing is usually delayed by the Thanksgiving holiday, because applications are not downloaded on holidays.

If you submit on November 30, it might take until December 5 for your confirmation to come through, depending on holiday/weekend timing. Turning in the UC application sooner will give you more time to work on the supplemental application.

MUSIC

For Pre-Screening applicants, turning in your UC application sooner is particularly relevant, as the faculty review pre-screening material on a rolling basis from early November. If you submit your UC application early, you can submit your supplement—and pre-screening—early, and possibly receive an earlier pre-screening response.

For information about the audition and review process, you may also refer to the Music Department Undergraduate Admission FAQ at http://www.music.ucla.edu/undergraduate-admissions-faqs, or contact supplemental@arts.ucla.edu.

ETHNOMUSICOLOGY

For information about the audition and review process, you may also refer to the Ethnomusicology Department Undergraduate Admission FAQ at www.ethnomusic.ucla.edu/ethnomusicology-undergraduate-frequently-asked-questions, or contact supplemental@arts.ucla.edu.
ETHNOMUSICOLOGY, MUSIC, WORLD ARTS AND CULTURES/DANCE

Uploading Video to UCLA Arts Supplemental

1. Click "+ Add Audition..."

   Required - Audition Multimedia
   At least one audition piece/selection MUST be submitted in video.
   All other subsequent media may be in video and/or audio.
   Please upload your video first, and then follow with any subsequent multimedia material.
   For your convenience, please upload one multimedia at a time.

   + Add Audition...

2. Select video file to upload
3. Click "Upload"

4. Enter a description (if asked for) and click the "Save" button. It may be necessary to scroll down to see the Save button.
5. "Preparing file for playback. Please continue and review uploaded files at end of your application" should appear in the upload section. The server will take 5-10 minutes to convert your video. You may upload additional files (if required) or move on to the rest of the supplemental application.

**Q: I’m trying to upload files and they won’t save.**

If your files won’t save and/or the program is kicking you back to the login page, please ensure that your cookies are ON. Also, if you are on Safari, try Chrome or Firefox browsers.

**Q: I’m getting an error message, “exceeded the maximum files to upload”. What is this?**

Try uploading and saving each file one at a time. Depending on your home internet connection, uploading one at a time and waiting until one is fully uploaded (when you get the "preparing file for playback" message is okay) before you start the next one usually works.

**Q: I’m trying to delete files and the system won’t let me.**

Please contact supplemental@arts.ucla.edu.
Q: I haven’t written a research paper, what do I do?
For the research paper sample, the admissions committee is most interested in getting a sense of your academic writing, generation and presentation of original thought, a strong thesis statement supported by critical analysis, and proper citation of sources. You may write on any and all subject matter.

Here are some links that describe the definitions of different types of research papers, as well as help on how to write one. You may choose to write a new paper to fulfill this assignment, or you may find that something you have already written falls under these guidelines.

http://www.ipl.org/div/aplus/linkscommon.htm
http://www.personal-writer.com/blog/7-most-popular-types-of-research-papers
http://www.personal-writer.com/blog/research-papers-what-you-really-should-know-about-it
http://www.infoplease.com/homework/t1termpaper1.html
http://www.roanestate.edu/owl/Research.html
http://www.wikihow.com/Write-a-Research-Paper
http://www.wikihow.com/Avoid-Plagiarism

Q: My research paper is longer than 12 pages.
You may edit down the paper to fit 12 pages, or you may include an excerpt. If you submit an excerpt, you may include a short note explaining that your submission is part of a longer paper.

Q: My research paper is shorter than 6 pages.
You will have to add content to your research paper until the paper is six pages long.

Please note that a cover page, and a reference list DO count towards the total 6-12 pages.
**Personal Statement**

**Q: Can I use one of my UC essays for the department supplemental prompt that responds to the department mission statement?**

Your audience for your UC essays are “general UC readers”, and your audience for the UCLA Arts supplemental essays are your department faculty. The department faculty will read the supplemental essays first, and do have access to your UC essays. In the event that the reviewing faculty want more information about an applicant, they may refer to the UC essays. It is in your best interest to make your UC essays distinct from your UCLA Arts supplement essays.
LETTERS OF RECOMMENDATION

Q: Where do I send Letters of Recommendation?

For the majors of Dance, Music, and World Arts and Cultures, Letters of Recommendation are uploaded through the Supplemental Application System. While the supplemental application is usually due in December, the letters are due in January. Hard copy Letters of Recommendation are not requested.

Reference letters **DO NOT** have to be submitted prior to submission of the online application. You can change/edit your Letter of Recommendation information all the way up through the January deadline.

Q: My recommender submitted their letter, but then I deleted their file. If I make a new request file for them, can you attach the old letter?

Unfortunately, you will have to request that your recommender re-submit their letter. Each recommender has a unique security tracking code on the back end, and if you delete their whole file, all of their information—including their letter—is deleted also. Please make a new recommender request, and have your recommender re-submit their letter so that your request file and their letter are in correspondence.

Q: I entered in my recommender’s contact information incorrectly, and can’t update it. What do I do?

When you create a recommender request, a unique identification code is created for that recommender that ties them to your application. As a security measure, we do not allow edits to the recommenders after requests have been sent out. You will have to delete the old record, create a new one, and send out a new request.

Q: My recommender didn’t get the email I sent.

You can log into the supplemental application and resend a request link to your registered recommender. You can send a reminder once a day.

Check CAREFULLY to see if you have entered in your recommender’s email address correctly (ex. not “sboglobal.net”).

Ask that your recommender check their Spam and Trash filters for the email. Some institutional business email addresses have very strong spam filters, and sometimes will auto-delete emails that resemble spam. Your recommender should place their settings to allow for any emails coming from and containing content about UCLA.
Your recommender can also provide you with an alternate email address. In that case, you will have to delete their first record, create a new one, and send a new request.

You may also have you recommender contact supplemental@arts.ucla.edu to request a direct link.

**Q: When I enter in my recommender’s email address, it says “bounced”.**

Some institutional business email addresses have very strong spam filters, and sometimes will auto-delete emails that resemble spam. Your recommender should place their settings to allow for any emails coming from and containing content about UCLA.

Your recommender can also provide you with an alternate email address. In that case, you will have to delete their first record, create a new one, and send a new request.

You may also have you recommender contact supplemental@arts.ucla.edu to request a direct link.

**Q: Do I need to submit a Letter of Recommendation if I am applying to Architectural Studies, Art, Design Media Arts, or Ethnomusicology?**

The departments of Architecture and Urban Design, Art, Design|Media Arts, or Ethnomusicology do not require, nor request, Letters of Recommendation.

**Q: Can my recommenders send hard-copy letters?**

Department faculty only consider information sent through the online supplement. Please do not submit hard-copy material.
MISCELLANEOUS

Q: When I cut and paste text into the supplement, the characters change (ex. “?????”). What is happening?

Please check to see if your keyboard is set to United States English. Entering English/Roman Letters with a non-US Keyboard layout (Korean, Chinese, Japanese, Hindi, etc.) doesn’t transmit to us as Roman characters.