

Application to the Bachelor of Fine Arts Degree Program

All serious students with a passion for art are encouraged to apply for admission to Kansas City Art Institute (KCAI). Applicants should take courses in studio art and art history in preparation for admission to KCAI. The criteria for admission require evaluation of the applicant's portfolio, academic transcripts, standardized test scores, a statement of purpose, two letters of recommendation and other indicators of potential success as a professional artist. The application is available in paper form or on the KCAI Web site at www.kcai.edu.

Applicants who are serious, motivated and willing to work hard and to take creative risks will find success at KCAI. Thoughtful review and consideration is provided to each applicant for admission. An interview may be recommended prior to an admissions decision.

Priority Application Filing Dates

- February 1: Freshman first scholarship postmark deadline

- March 1: Transfer applicant first scholarship postmark deadline
Freshman second scholarship postmark deadline

- April 1: Transfer applicant second scholarship postmark deadline
Freshman third scholarship postmark deadline

Please note: Scholarships may be available for applications received after the priority filing dates.

Evaluation Criteria

1. **Academic Performance Review:** Academic performance is evaluated based on the applicant's cumulative grade point average and standardized test scores (ACT, SAT, or TOEFL).

2. **Letters of Recommendation:** Each applicant must provide two letters of recommendation from professional sources who can speak about the quality and level of the applicant's art work, academic preparedness and performance, leadership skills, communication skills, work ethic, and character.

3. **Statement of Purpose:** Each applicant must provide a statement of purpose. The statement of purpose is an opportunity for the applicant to provide information about himself or herself that may not be provided through other documentation. The statement of purpose should describe the applicant's personal experiences, artistic goals, and educational interests.

4. **Portfolio:** The completion of the KCAI portfolio review is a required part of the application process. The portfolio should include a minimum of 15 pieces of recent work. The portfolio can include examples of work demonstrating versatility of media and subject matter. Color, line, value, and form should be evident in the work submitted. The portfolio may be submitted for review in a number of ways: During a visit to KCAI; at a National Portfolio Day event; when a KCAI representative visits your school; by mailing the portfolio via CD, DVD, slides, or photographs; or by e-mailing the portfolio to portfolios@kcai.edu.

Once a portfolio is submitted to the admissions office, the submission becomes a permanent part of the applicant's file and is not returned to the applicant. If you have specific questions concerning portfolio preparation, please call the admissions office or visit www.kcai.edu/admissions.

Application Process

The following items are necessary in order to complete the application process for consideration for acceptance.

1. **Application form and fee:** A non-refundable application fee must be received with this application. (Fall semester: \$35 for applications submitted September 1 through May 1; \$50 for applications submitted May 2 through August 31 [dates are postmark or Eastern Time Zone date- and time-stamps]. Spring semester: The application fee is \$35 throughout the year.) You may submit the fee online, via phone, or by check payable to Kansas City Art Institute.
2. **Portfolio submission:** Submit a portfolio with a minimum of 15 pieces. Portfolios may be submitted electronically at portfolios@kcai.edu. Please include your name on any submitted materials. Portfolios are kept for our records and cannot be returned. Please do not submit original works.
3. **Portfolio review:** Your portfolio will be reviewed by KCAI before an admissions decision is made. An in-person portfolio review is not required.
4. **Two letters of recommendation:** Request letters of recommendation from at least two of your art instructors, high school counselor, or someone who can evaluate your accomplishments. Recommendation forms are available in the online application at www.kcai.edu/admissions.
5. **Transcripts:** Request an official transcript from each high school and college you have attended. The transcripts **must be sent directly from the institution to the KCAI admissions office in a sealed envelope bearing that institution's insignia**. Transcripts **cannot** indicate "Issued to Student" or "Unofficial."
6. **Standardized test scores:** Test scores are required for admission for all first-year students and some transfer students. Applicants are required to submit an official College Score Report from either American College Testing Program (ACT) or Scholastic Aptitude Test (SAT). International students may submit a Test of English as a Foreign Language (TOEFL) score report in lieu of the ACT or SAT.
7. **Statement of Purpose:** The statement of purpose should describe the applicant's personal experiences, artistic goals, and educational interests. Topics to address when writing your statement of purpose should include the following: 1) Your interest in attending KCAI; 2) your long-term goals; and 3) your non-art interests. Your statement may be emailed to admiss@kcai.edu.

For all mailed items, please use the following address:

Kansas City Art Institute
Admissions Office
4415 Warwick Blvd.
Kansas City, MO 64111

If you have questions regarding any of these requirements, please contact the admissions office at 800-522-5224 toll free, or 816-474-5224 locally, or by e-mail at admiss@kcai.edu.

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Please print or type

Personal Information

Enrollment Type Full Time Part Time

How did you first hear about KCAI? Print ad TV ad College fair Friend Portfolio day

School presentation Web site Teacher Other _____

First name _____ Middle name _____ Last name _____

Preferred name _____

Other name(s) under which records could be found _____

Social Security Number (optional) _____

Date of birth _____ / _____ / _____

Ethnicity (optional) Hispanic Non-Hispanic

Race (optional) American Indian or Alaskan Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White Two or more races

Gender (optional) Female Male

Veteran (optional) Yes No

Marital status (optional) Single Married (Applicant's spouse's name _____)

Your permanent address _____

City _____ State _____ ZIP _____ Country _____

Home phone (_____) _____ Cell phone (_____) _____

Best time(s) to be reached _____

Permanent e-mail address _____

Current address (if different from permanent address) _____

City _____ State _____ ZIP _____ Country _____

Current address good until _____

Name of person to contact who will always know how to reach you _____

Relationship to applicant _____

Contact phone number (_____) _____

Citizenship

Are you a U.S. citizen? Yes No

Citizenship status if other than U.S. citizen (check one) International student Permanent resident

Country of citizenship _____

Country of birth if different from country of citizenship _____

Visa number _____ Visa type _____ Alien number **A** _____

International address _____

City _____ Province _____

Country _____ Postal code _____

Financial Aid Information

Will you be applying for Financial Aid? Yes No

Applicant's jobs/employment history _____

Family Information

Father or legal guardian name _____

Father's current address (if different than your permanent address) _____

City _____ State _____ ZIP _____ Country _____

Father's work phone (_____) _____ Father's home phone (_____) _____

Father's cell phone (_____) _____

Father's e-mail address _____

Father's occupation _____

Father's highest level of education (check one) Less than high school diploma
 High school diploma Community college/technical diploma Bachelor's degree
 Master's degree Specialist degree Doctorate

Mother or legal guardian name _____

Mother's current address (if different than your permanent address) _____

City _____ State _____ ZIP _____ Country _____

Mother's work phone (_____) _____ Mother's home phone (_____) _____

Mother's cell phone (_____) _____

Mother's e-mail address _____

Mother's occupation _____

Mother's highest level of education (check one) Less than high school diploma
 High school diploma Community college/technical diploma Bachelor's degree
 Master's degree Specialist degree Doctorate

Applicant's Education

Name of high school _____

City _____ State _____ ZIP _____

Year of high school graduation _____

High school phone (_____) _____

List high school art instructors _____

Briefly describe your high school's art classes and facilities.

Most recent college you attended (whether for credit or not)

College name _____ City/State/ZIP _____

College phone (_____) _____ Beginning date _____ End date _____

Briefly describe your college's art classes and facilities.

College #2 (whether for credit or not)

College name _____ City/State/ZIP _____

College phone (_____) _____ Beginning date _____ End date _____

College #3 (whether for credit or not)

College name _____ City/State/ZIP _____

College phone (_____) _____ Beginning date _____ End date _____

Briefly describe any involvement in community service, clubs, or organizations.

Please list all honors and awards.

Application Program Information

Have you previously applied to KCAI's B.F.A. program?

NO YES If yes, when? _____

Have you previously attended KCAI's B.F.A. program?

NO YES If yes, when? _____

Have you attended the KCAI high school Pre-College ArtLab (PCAL)?

NO YES If yes, when? _____

Have you ever taken a continuing education class at KCAI?

NO YES If yes, when? _____

List summer pre-college art programs you have attended at other colleges and indicate whether these were “for credit” or “not for credit”

KCAI Enrollment Information

Entry term Spring 2010 Fall 2010 Other _____

Applicant status (please check) Traditional Freshman Non-Traditional Freshman Transfer

Primary area of interest (please check one)

Animation Art History Ceramics Creative Writing Digital Filmmaking
 Fiber Illustration Painting Photography Printmaking Sculpture

Graphic Design: Branding & Identity Systems Information & Interaction Systems Communication Design Systems

Digital Media: Electronic Game Design Motion Graphics Special Effects 3D Design & Modeling

Secondary area of interest (please check one)

Animation Art History Ceramics Creative Writing Digital Filmmaking
 Fiber Illustration Painting Photography Printmaking Sculpture

Graphic Design: Branding & Identity Systems Information & Interaction Systems Communication Design Systems

Digital Media: Electronic Game Design Motion Graphics Special Effects 3D Design & Modeling

Please list colleges to which you are applying in order of interest INCLUDING KCAI.

I certify that to the best of my knowledge all statements submitted are correct, complete and my own. I understand that to begin processing my admissions application, the non-refundable application fee must be received with this application. (Fall semester: \$35 for applications submitted September 1 through May 1; \$50 for applications submitted May 2 through August 31 [dates are postmark or Eastern Time Zone date- and time-stamps]. Spring semester: The application fee is \$35 throughout the year.)

I understand that this application and all other records gathered for my admissions file are confidential and will be handled in accordance with the Family Educational Rights and Privacy Act of 1974.

Applicant's signature _____ Date _____

Kansas City Art Institute is committed to a policy of non-discrimination on the basis of race, color, national origin, ancestry, sex, age, creed, religion, disability, marital, parental, or veteran status, or sexual orientation in admissions, educational programs or activities, and employment as required by applicable laws and regulations. Inquiries may be addressed to: Executive Vice President for Administration, Kansas City Art Institute, 4415 Warwick Blvd., Kansas City, MO 64111 or Director of Civil Rights, Department of Education, Washington, D.C. 20201. KCAI reserves the right to change institutional programs, regulations and fees when not otherwise prohibited by statute. KCAI is an E.O.E. Educational Institution.

**KCAI Admissions Office • 4415 Warwick Boulevard • Kansas City, MO 64111
Phone 816-474-5224 or 800-522-5224 • fax 816-802-3309 • e-mail admiss@kcai.edu**

Kansas City Art Institute Admissions Letter of Recommendation Form

APPLICANT: Please give this form to the individuals whom you have selected to recommend you for admission to KCAI. These individuals should preferably be art or academic instructors or other professional references as appropriate. **NOTE:** A minimum of **two letters of recommendation are required** for admission to KCAI. A letter from the reviewer may be submitted in lieu of this form. Letters may be emailed to admiss@kcai.edu or mailed to:

**Kansas City Art Institute
Admissions Office
4415 Warwick Blvd.
Kansas City, MO 64111**

Please print or type

Recommendation for (name of applicant) _____

Address of applicant

REVIEWER: The above-listed student is applying for admission to the Kansas City Art Institute. Your candid evaluation of this student will be helpful in enabling us to choose appropriately qualified candidates. Information contained in this form will be used solely for the purposes of the office of admissions. In accordance with the Family Educational Rights and Privacy Act of 1974, matriculating students do have access to their permanent files which may include forms such as this one. However, we do not provide access to admissions records to those applicants who are not accepted, or those applicants who decline an offer of admission. **We invite you to attach any additional information about this applicant that you consider relevant. Thank you for your time and effort.**

Completed by (name of reviewer) _____ Position _____

Reviewer's place of employment _____

Reviewer's employment address _____

Phone number _____ e-mail address _____

How do you know this applicant?

What artistic involvement do you have with this applicant?

Please describe and rate the applicant's artistic ability (if applicable):

Artistic Ability (if applicable) 1(below average)_____ 2 (average)_____ 3 (above average)_____ 4 (excellent)_____

Please describe and rate the applicant's leadership skills:

Leadership Skills 1(below average)_____ 2 (average)_____ 3 (above average)_____ 4 (excellent)_____

Please describe and rate the applicant's communication skills:

Communication Skills 1(below average)_____ 2 (average)_____ 3 (above average)_____ 4 (excellent)_____

Please describe and rate the applicant's work ethic:

Work Ethic 1(below average)_____ 2 (average)_____ 3 (above average)_____ 4 (excellent)_____

Please indicate your overall summary appraisal of the applicant. We welcome information that will differentiate this individual from others.

Print name of reviewer

Signature of reviewer

Date

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Leadership Skills 1(below average)_____ 2 (average)_____ 3 (above average)_____ 4 (excellent)_____

Please describe and rate the applicant's communication skills:

Communication Skills 1(below average)_____ 2 (average)_____ 3 (above average)_____ 4 (excellent)_____

Please describe and rate the applicant's work ethic:

Work Ethic 1(below average)_____ 2 (average)_____ 3 (above average)_____ 4 (excellent)_____

Please indicate your overall summary appraisal of the applicant. We welcome information that will differentiate this individual from others.

Print name of reviewer

Signature of reviewer

Date

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