cleveland institute of art
application for admission

We are delighted that you are considering applying for admission to the Cleveland Institute of Art.

Enclosed is our application packet, which contains the application and reference letter forms you will need, as well as instructions on how to apply to CIA and how to assemble and submit your portfolio. You can also apply online at: cia.edu/apply.

Please contact me directly if I can assist you with the application process or with any questions you may have about the Cleveland Institute of Art. We look forward to receiving your application for admission.

Sincerely,
Joanne Landers
Director of Admissions
Applying to the Cleveland Institute of Art

First-Time Freshmen

The Cleveland Institute of Art admits first-time freshmen into degree-seeking status for the fall semester only.

To be considered for admission, a first-time freshman candidate must submit: a signed application for admission, including a personal statement; a $30 application fee; official high school transcripts; official SAT or ACT test scores; a written recommendation (preferably from an art teacher); and a portfolio of artwork.

All applicants are automatically considered for Merit Scholarships, as long as their application materials have been submitted by March 1 (prior to the fall semester of entry). Applications received after March 1 may be considered for Merit Scholarships, depending on availability of scholarship funds.

Transfer Students

Transfer candidates may apply to enter either for fall or spring (mid-year) semester, and are accepted based upon available space. Transfer students who apply for the spring semester must qualify for advanced standing with at least nine college studio credits. Transfer students who meet eligibility requirements and intend to transfer directly into a major should note that many of CIA’s most popular majors may fill as early as April 15 prior to the fall semester.

To be considered for admission, a transfer candidate must submit: a signed application for admission, including a personal statement; a $30 application fee; official transcripts from all colleges, universities, and post-secondary schools attended; a written recommendation (preferably from an art teacher); and a portfolio of artwork. In addition, a transfer candidate will need to submit official high school transcripts, if he or she has completed fewer than 24 college credits; and SAT or ACT scores, if he or she has completed fewer than 12 college credits.

International Students

International students follow the same procedures as first-year or transfer applicants. However, in place of the SAT or ACT test scores, international candidates whose first language is not English must submit TOEFL test scores (internet-based, computer-based, or paper-based test results are all acceptable; internet-based is preferred).

Part-Time Admission

Admission procedures and criteria are also applicable to those intending to pursue the BFA degree on a part-time basis.
# 1 Enrollment Information

**Term and Status of Enrollment**

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Application Type</th>
<th>Term (When you want to start)</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Full-Time</td>
<td>☐ First-Time Freshman</td>
<td>☐ Fall (August)</td>
<td>20___</td>
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<tr>
<td>☐ Part-Time</td>
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<tr>
<td>☐ Transfer*</td>
<td>☐ Fall (August)</td>
<td>☐ Spring (January)</td>
<td>20___</td>
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</tbody>
</table>

*Transfer applicants must indicate in which year of study you are requesting to be placed:

☐ Freshman  ☐ Junior  ☐ Sophomore  ☐ Other

Note: Our Admissions Committee will determine your appropriate placement level after a thorough review of your transcripts and portfolio.

# 2 Applicant Information

**Contact Information, Permanent and Preferred Mailing Addresses**

<table>
<thead>
<tr>
<th>First</th>
<th>Middle</th>
<th>Last</th>
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</table>

**Social Security Number (requested for identification only)**

**Date of Birth (mm/dd/yy)**

**Cell Phone** (    )

**Email**

☐ I wish to communicate via text

**Country of Citizenship**

☐ U.S. Citizen  ☐ Permanent Resident  ☐ Other/Country:

**Permanent Mailing Address**

<table>
<thead>
<tr>
<th>Address/Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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**Telephone** (    )

**Preferred Mailing Address (if different than above)**

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<tr>
<th>Address/Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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**Telephone** (    )

**Ethnic Identification**

Check all that apply:

☐ American Indian or Alaska Native  ☐ Hispanic or Latino
☐ Asian  ☐ Native Hawaiian or Pacific Islander
☐ Black or African-American  ☐ White or Caucasian
☐ Other ____________________________

**Gender**

☐ Male  ☐ Female

**Cuyahoga County (Ohio) residents only**

All first-year students are required to live in the CIA Residence Hall unless they are local (Cuyahoga County) residents. Please check one of the following:

☐ I plan to live in the CIA Residence Hall
☐ I plan to request to be a commuter student and live at home

# 3 Family Information

**Contact Information**

cia.edu/admissions / Phone 216.421.7418 / Toll-free 800.223.4700 / Fax 216.754.3634 / admissions@cia.edu
# Education Information

Important: Please provide for EVERY educational institution you have attended, including the school at which you are currently or most recently enrolled. This information is required for both financial aid and academic purposes.

### High School

<table>
<thead>
<tr>
<th>Dates Attended</th>
<th>Degree/Diploma</th>
<th>Date Awarded</th>
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<tbody>
<tr>
<td>Date of High School Equivalency Exam (GED)</td>
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<td>Score</td>
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### College/University

<table>
<thead>
<tr>
<th>Dates Attended</th>
<th>Major</th>
<th>Degree Earned</th>
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To what other colleges, universities, and schools of art do you intend to apply for admission?

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<th>School Name</th>
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<td>City/State</td>
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<tr>
<td>School Name</td>
<td>City/State</td>
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Have you ever been subjected to disciplinary action by any school, college, or university, or convicted of a violation of any state or federal law, other than a minor traffic violation?  

- [ ] Yes  
- [ ] No

If yes, please explain

---
5 Interest in the Cleveland Institute of Art

Please rank your interest in the academic majors offered by the Cleveland Institute of Art, placing a checkmark in the first column for your first choice; another in the second column for your second choice; and another in the third column for your third choice. If you are undecided as to your major or interested in a major not listed, please indicate that accordingly.

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How did you first hear about the Cleveland Institute of Art?

- □ CIA Admissions Counselor
- □ CIA Alumnus
- □ CIA Student
- □ CIA Promotional Material
- □ Advertising
- □ Web Search
- □ College Fair
- □ Portfolio Day
- □ Guidance counselor
- □ Teacher
- □ Other (please explain):

6 Personal Statement

Please provide a statement that discusses your purpose for attending a college of art and design, what led you to make this decision, and why you have chosen to apply to the Cleveland Institute of Art. Attach additional pages if necessary.
Signature

I certify, to the best of my knowledge, all statements submitted are correct, complete, and my own. I understand that this application and all other records gathered for my admission file are confidential and will be handled in accordance with the Family Education Rights and Privacy Act of 1974.

Signature

A $30 application fee must accompany this application. Return to: Office of Admissions
Cleveland Institute of Art
11141 East Boulevard
Cleveland OH 44106
Cleveland Institute of Art Recommendation Form

To the Student/Applicant
Fill in this section and give this form preferably to an art teacher, guidance counselor, or other person who can speak to your interests and talents as an artist.

First Name Middle Last

☐ I waive the opportunity to review the information on this form. ☐ I retain my right to review the information on this form.

Signature Date

To the Teacher, Counselor, or Recommender
Please provide us with your assessment of the candidate.

How would you rate the candidate compared to other students for:

<table>
<thead>
<tr>
<th></th>
<th>Exceptional</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>No basis for comment</th>
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<tbody>
<tr>
<td>Creativity + Expression</td>
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<td>Academic Abilities</td>
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<td>Intellectual Curiosity</td>
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<td>Self Motivation + Work Ethic</td>
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<tr>
<td>Social Maturity</td>
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</table>

I recommend this candidate for:

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<th>Enthusiastically</th>
<th>Strongly</th>
<th>Moderately</th>
<th>With Reservation</th>
<th>No basis for comment</th>
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</thead>
<tbody>
<tr>
<td>Artistic Promise</td>
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<tr>
<td>Academic Promise</td>
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<tr>
<td>Character + Promise</td>
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First Last

Subject Taught/Title School

Email Telephone (   )

Relationship to the Applicant Length of Acquaintance
Of particular interest to the Cleveland Institute of Art are the student's artistic talents and abilities, interests in and motivations for studying art, abilities to succeed academically and socially in a challenging curriculum, outstanding accomplishments artistically, academically, or personally, or any unusual circumstances which should be considered in determining the qualifications of this student. Use additional sheets if necessary.

Signature

Signature Date

☐ Please check if you wish to discuss this applicant by telephone.

Best time to call:

Day Time

Return to: Office of Admissions
Cleveland Institute of Art
11141 East Boulevard
Cleveland OH 44106
Students applying for admission to an undergraduate program at the Cleveland Institute of Art must submit the following:

### First-Time Freshmen
Applicants with no prior college experience
- A signed Application for Admission
- $30 Application fee (payable to the Cleveland Institute of Art)
- Official High School Transcripts (or official High School Equivalency Examination [GED] test scores)
- Official College Transcripts (for college-level courses taken while in high school)
- A Personal Statement (see Section 6 of the Application for Admission)
- A Recommendation, preferably from an art teacher, or from a counselor or other person who can speak to your interests and talents as an artist
- Portfolio of Artwork (see Directions for Submitting a Portfolio on next page)

### Transfer Students
Applicants who have attended another college or university
- A signed Application for Admission
- $30 Application fee (payable to the Cleveland Institute of Art)
- Official High School Transcripts (waived if successfully completed 24 college credits and attended a regionally accredited college or university full time for a year or more)
- Official College Transcripts (from all colleges attended)
- A Personal Statement (see Section 6 of the Application for Admission)
- A Recommendation from a faculty member, counselor, or other person who can speak to your interests and talents as an artist
- Portfolio of Artwork (see Directions for Submitting a Portfolio on next page)

### Test Scores
- Official SAT scores—CIA code number 1152; or Official ACT scores—CIA code number 3243; or TOEFL for International applicants
- Official SAT scores—CIA code number 1152; or Official ACT scores—CIA code number 3243 (waived if successfully completed 12 college credits); TOEFL for International applicants
- AP test results (optional)

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### Enrolling at the Cleveland Institute of Art

Applicants who are admitted to CIA are required to confirm their intent to enroll by making a non-refundable deposit of $350. This deposit is applied to tuition for the first semester of enrollment for which it is originally submitted. In order to ensure a place in the incoming class and to receive full consideration for Merit Scholarships and other institutional aid, candidates are encouraged to submit a deposit as soon as possible after receiving notification of admission. Students who are required or wish to live in Institute-sponsored housing should apply for housing by May 1. Requests received after that date will be processed based upon space availability.
Directions for submitting your portfolio

As the cornerstone of your application for admission to the Cleveland Institute of Art, your portfolio is a significant part of the admission decision. We also consider your portfolio to be an important asset in the development of your career. It informs us of your artistic experience, education, and talent. You've spent a long time preparing for this moment, and the following guidelines will help you to create a portfolio that best reflects your work.

Ask Us, We’re Here to Help
Our Admissions Committee will evaluate your portfolio and assess your technical abilities, conceptual problem-solving skills, and your use of your chosen mediums. Prior to that review, we recommend that you schedule an appointment with one of our Admissions Counselors for a preliminary portfolio review. A campus visit and an appointment with one of our counselors can provide feedback on your current work and guide you as you work toward your best possible portfolio. You can complete your application without an appointment or visit—just read on to learn how.

Building Your Portfolio
The portfolio you submit to CIA should include no fewer than 12 and no more than 20 pieces of your original artwork. This number will give us enough information to make an accurate assessment of your abilities. Please do not send any more than 20 pieces. At least four of those pieces must be drawings (observational drawings are highly recommended, sketchbook work is encouraged). Observational drawings include still life, gesture, figure drawings, portraits, and landscapes. We encourage you to feature your strongest pieces made in your junior or senior years. Portfolio pieces can take many forms including (but not limited to): drawings, paintings, prints, photographs, sculpture, animations, mixed-media or found-object pieces, illustrations, computer-generated works, and clay, metal, or glass objects.

Determining a Sequence
The order in which you present your work can have a significant effect on your portfolio review, therefore we suggest you end your presentation with your strongest piece. Keep in mind that relationships in color, media, composition, and concept can link one piece to another and help your portfolio flow in a cohesive manner.

Make an effort not to include work copied from photographs or other published works. These generally do not make strong portfolio pieces. If you use source photos, try not to use them as the sole inspiration for your work.

Submit Your Portfolio
When you’re ready to send us your portfolio, submit it online or on a CD or DVD. If online, we will send you online instructions once you start your application process with us.

We do not accept actual artwork of any kind. Other admission requirements, including your academic credentials, personal statement, and letter of recommendation, will be considered upon completion of your application for admission. Consult the CD or DVD Portfolio Procedure section below for details on our submission requirements.

CD or DVD Portfolio Procedure

- Discs should be labeled with the applicant’s full name, home address, phone number, and email address. Please do not stick any labels to the front of the disc; mark directly on disc with a permanent marker.
- Individual files should be in JPEG (.jpg) format with a file size not exceeding 1MB each.
- Animation or video work must be submitted in either QuickTime (.mov) format or Windows Media Video (.wmv) format.
- It is preferable that images be assembled and presented in a slide show format, using PowerPoint, Acrobat, or another slide show application.
- Please submit a numbered list in Microsoft Word on the disc with the title, size, medium, and a brief description of each piece.

Contact a CIA Admissions Counselor at 216.421.7418 or 800.223.4700.
Cleveland Institute of Art Portfolio Checklist

No application items will be returned, and it is recommended you keep an original copy of your submission for your records.

**Freshmen**
- Include at least 12 pieces (and no more than 20)
- Include four drawings
  - observational drawings are highly recommended; sketchbook work is encouraged
- Submit online or on CD/DVD

**Transfer Students**
In addition to the guidelines noted above, also provide these preferred elements to help us determine your placement. If you cannot supply all these elements, please submit what you have so that we can begin reviewing your entire application.
- 4–6 drawings from observation
  (still life, portrait, or landscape)
- 2–3 examples of 2D work
- 2–3 examples of 3D work
- 3–4 examples of digital work (using Freehand, Illustrator, InDesign, and/or Photoshop)
- 4–6 examples of work pertaining to the major you wish to enter

Go to cia.edu/admissions for more information on photographing your work and preparing your portfolio. Or contact an admissions counselor at 800.223.4700.
The application to your future.