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,

Eric S. Reitz
Associate Director of Enrollment + Financial Aid
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 $40 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 $40 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 or IELTS 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.

Important Dates and Deadlines

Deadlines for Submission of Materials for Fall Semester

Dec 1 Early Action 1 Deadline
Jan 15 Early Action 2 Deadline
Mar 1 Regular Decision Deadline—First-Time Freshmen
Mar 15 Priority Deadline for Need-Based Financial Aid Applications
May 1 Tuition Deposit Deadline
Jun 1 Transfer Applicant Deadline for Fall semester

The Regular Decision Deadline for transfer students applying for the spring semester is November 15, after which applications will be considered on a space-available basis.

The Cleveland Institute of Art considers applications for admission on a “rolling basis.” Applications can be submitted at any time before the first day of classes and will be considered as long as space is available. However, candidates are encouraged to follow the deadlines noted above to ensure admission to CIA and eligibility for Merit Scholarships and institutional financial aid.

Applications are welcome from all qualified students. The Admissions Committee bases its decisions on a careful review of all credentials submitted by the applicant. Acceptance decisions are made without regard to race, color, sex, marital status, age, ethnic or national origin, religion, creed, veteran status, sexual orientation, or physical or mental disability in accordance with federal, state, and local laws.

Return application packet to:
Cleveland Institute of Art
Office of Admissions
11610 Euclid Avenue
Cleveland OH 44106

or fax to:
216.754.3634.

Once submitted, you will receive login details to track the status of your application.

[cia.edu/admissions] Phone 216.421.7418 Toll-free 800.223.4700 Fax 216.754.3634 admissions@cia.edu
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>
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</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>First-Time Freshman</td>
<td>Fall (August)</td>
<td>20</td>
</tr>
<tr>
<td>Part-Time</td>
<td>Transfer*</td>
<td>Fall (August)</td>
<td>20</td>
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<tr>
<td></td>
<td>Freshman (1st year)</td>
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<td>Sophomore (2nd year)</td>
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<td>Junior (3rd year)</td>
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*Transfer applicants must indicate in which year of study you are requesting to be placed:

- Freshman
- Sophomore
- Junior
- 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 (Given) Name</th>
<th>Middle Name</th>
<th>Last (Family) Name</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:

If you are here on a visa, what type of visa is it?

Permanent Mailing Address

Address/Street

City  State  Zip  County (Ohio only)

Country  Telephone  (    )

Preferred Mailing Address (if different than above)

Address/Street

City  State  Zip  County (Ohio only)

Country  Telephone  (    )

Gender  Ethnic Identification  Check all that apply:

- Female
- Male
- Transgender
- American Indian or Alaska Native
- Asian
- Black or African-American
- Hispanic or Latino
- Native Hawaiian or Pacific Islander
- White or Caucasian
- Other

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

Military Service

United States Veteran?  □ Yes  □ No

Are you receiving Veteran’s benefits?  □ Yes  □ No

Are you currently on active duty?  □ Yes  □ No

For what branch?
3 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.

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<th>High School</th>
<th>City/State</th>
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<tr>
<th>Graduation Date</th>
<th>Degree/Diploma</th>
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<tr>
<th>Do you have a GED?</th>
<th>Yes</th>
<th>No</th>
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<td>Date of High School Equivalency Exam (GED)</td>
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<th>College/University</th>
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<th>Dates Attended</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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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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

4 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  ☐ Advertising  ☐ Were you previously enrolled for credit OR continuing education at CIA?
☐ CIA Alumnus  ☐ 2D3D Competition  ☐ Yes  ☐ No
☐ CIA Student  ☐ College Fair  ☐ Portfolio Day
☐ CIA Promotional Material  ☐ Guidance Counselor
☐ International Recruitment  ☐ Teacher
☐ Web Search  ☐ Other (please explain):

Will you be requesting financial aid?
☐ Yes  ☐ No

5 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.
6 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 Date

A $40 application fee must accompany this application.

Return to: Office of Admissions
Cleveland Institute of Art
11610 Euclid Avenue
Cleveland OH 44106
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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<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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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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<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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</table>

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

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
11610 Euclid Avenue
Cleveland OH 44106
Cleveland Institute of Art Application Checklist

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
- $40 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 5 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 your Portfolio on next page)

**Transfer Students**
Applicants who have attended another college or university
- A signed Application for Admission
- $40 Application fee (payable to the Cleveland Institute of Art)
- Official High School Transcripts (waived if you 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 5 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 your Portfolio on next page)

**Test Scores**
- Official SAT scores—CIA code number 1152; or official ACT scores—CIA code number 3243; or TOEFL/IELTS for International applicants
- AP test results (optional)

**International Students**
If you are an international applicant, please submit the items listed above (either first-time freshmen or transfer student) in addition to:
- International Supplemental Application
- Certification of Finances

Both can be found at cia.edu/admissions/forms-resources

**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

Your portfolio is the cornerstone of your application, and 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
As part of the application process, 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 evaluation, 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
Your portfolio should include between 12 and 20 pieces. This number will give us enough information to make an accurate assessment of your abilities. At least four of those pieces must be drawings (observational drawings are highly recommended; sketchbook work is also encouraged).

We encourage you to feature your strongest pieces created in your junior or senior years (in or outside of school). In addition to the drawings, the remaining portfolio pieces can take many forms including (but not limited to): paintings, prints, photographs, sculpture, animations, illustrations, computer-generated works, and clay, metal, or glass objects.

Make an effort not to include work copied from photographs or other published works. Try not to copy work of other artists—we want to see your thinking.

Organizing your portfolio
Approach your portfolio like you’re creating a visual narrative about yourself. 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.

Submit your portfolio
When you’re ready to send us your portfolio, submit online (preferred) or on a CD or DVD.

If online, go to cia.slideroom.com after you submit your application to us.

We do not accept actual artwork of any kind. Consult the Portfolio Submission Procedure section below for details on our submission requirements.

Portfolio submission procedure
Should you choose to submit your portfolio on CD or DVD instead of online, please follow these instructions

- 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), Windows Media Video (.wmv), or Audio Video Interleave (.avi) formats.
- It is preferable that images be assembled and presented in a slide show format, using PowerPoint, Acrobat, Keynote, or another slide show application.
- Please submit a numbered list in a Microsoft Word or pdf, and include file on the disc with the title, size, medium, and a brief description of each piece.
- Please do not stick any labels to the front of the disc; mark directly on disc with a permanent marker.
- Place your name and address on CD or DVD sleeve.

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.

Incoming freshmen

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

Transfer students

These preferred elements are only for transfer students wishing to be placed in the sophomore year or beyond, and seeking studio art credit to replace freshmen-level Foundation courses

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.

☐ 2–3 examples of 2D work
☐ 2–3 examples of 3D work
☐ 3–4 examples of digital work
   (using Freehand, Illustrator, InDesign, or Photoshop)
☐ 4–6 examples of work pertaining to the major you wish to enter
☐ Submit online (preferred) or on CD/DVD
The application to your future.