Instructions for Submitting Supporting Materials

Admission to the Film and Television Major for Fall 2011

**Deadline: April 15, 2011**

Please follow these instructions carefully. Every year, applicants are disqualified because of incomplete application packages and missing materials.

The package of supporting materials must contain the following items, and must be submitted in the following order. Please follow the guidelines for page length and font size or your application will not be read.

1) **A Petition for Change of Major.** This must be filled out completely and accurately or your application will not be reviewed. **DO NOT** separate the yellow and green copies. **At the bottom, put the address where you will be living in July.**

2) **Questionnaire for Applicants.** This must be filled out completely and accurately. Applications without a completed Questionnaire will not be considered.

3) **A copy of your UCLA Degree Progress Report.**

4) **A personal essay** (2 pages maximum, double-spaced, 12-point font). Do not staple the pages together; on the first page, put your name and the words “Personal Essay.”

5) **Two letters of recommendation** (these may be in sealed envelopes if you waived your access to them) and the Waiver of Access forms. These may also be sent to us directly from the writer.

6) **A critical essay** (3 pages maximum, double-spaced, 12-point font). Put your name and the words “Critical Essay” on the first page.

7) **A creative writing sample** (5 pages maximum, double-spaced, 12-point font). Put your name and the words “Creative Writing” on the first page.

Use a large clip in the upper left hand corner to join all the Supporting Materials together. Submit the completed package by **Friday, April 15th, 2011** to: Erica A. Flener, School of Theater, Film and Television, UCLA 103 East Melnitz.

**Information on the Supporting Materials**

**Questionnaire for Applicants**

All applicants are expected to meet the department’s minimum academic requirements for admission: at least a 3.0 GPA at the time of application; and by the time of entrance, completion of all general education requirements and a minimum total of 90 quarter units. The Questionnaire is your self-reported academic record, verified by the transcripts you submit, of your college academic record to date and the work in progress you will complete to satisfy these requirements. **A Questionnaire that is incomplete, incorrect, or indicates that you do not understand or will not have met these minimum requirements will result in disqualification of your application from the admissions review process.**

The following written Supporting Materials must be typed and double-spaced on 8 ½ by 11 paper with at least a 12-point font. **The lengths indicated are the maximum lengths allowed.** If you do not follow these guidelines, your application will not be considered.
PERSONAL ESSAY

The personal essay should include a summary of your background, creative interests, academic and professional goals. It may include unusual life experiences you have had, important influences in your life, your motivation for wanting to study film and television, and the kind of creative work you want to do. Do not use the personal essay to flatter us; use these few pages to create a very personal and vivid picture of yourself, what is most important to you, and your creative and professional goals. (Two pages maximum)

CRITICAL ESSAY

The critical essay is your analysis of a film or major television program. It is not a review. You should assume the reader has seen the work you are discussing; do not include a plot summary. This essay is similar to what you would write in an English literature or film history course. It is your analysis of any aspect(s) of the work you have selected: e.g., social observation or commentary; moral or philosophical elements; psychological aspects and relationships of the characters; dramatic structure; how design, composition, color, lighting, sound are used; etc. (Three pages maximum)

CREATIVE WRITING

You may submit any kind of creative writing: a short story, a treatment for a film, a script or play excerpt (which must be typed in standard script format and include a short synopsis of the complete script), a storyboard, poetry (those submitting poetry must submit one other kind of creative work as well), or any combination. You may also include photographs and drawings (no larger than 8 ½ x 11) with your creative writing up to the 5-page maximum. No preference is given to one type of creative work over another. (Five pages maximum) Do not submit tapes, CDs, or DVDs.

LETTERS OF RECOMMENDATION

Letters should be from individuals who know you well: a teacher, an employer, or someone in a position of leadership or responsibility with substantial knowledge of your personal qualities and capabilities. Avoid asking old family friends and/or prominent public figures who may not know you as well as a teacher or employer to write your letters. You want to find those who can honestly tell us what is unusual, remarkable, and admirable about you and your abilities, based upon their personal experience. Do not submit more than two letters of recommendation.

Taken together, all the Supporting Materials should give the admissions committee members a very clear and compelling picture of who you are, your significant life experiences, your most important personal traits and greatest personal strengths, your special creative talents, your values and goals in life, and your vision for the kind of work you want to do.

THE APPLICATION REVIEW PROCESS

- After the deadline, all applications are reviewed to determine if each applicant meets the minimum academic requirements established by the department. Those not meeting these requirements are disqualified.
- Each application is then reviewed and evaluated by at least two different Film and Television faculty members on the admissions committee.
- A group of semi-finalists is selected. These applications may receive additional review(s) by the faculty.
- A group of 30 finalists is selected. These finalists are then interviewed by one or more faculty members. (Finalists are contacted by the department regarding interview arrangements.) Note: Please make sure the University and the Department have your current address and telephone number.
- Based upon the interviews, 15 new students are selected for admission. These applicants are then screened by the Student Services Office of the School of Theater, Film, and Television after the end of Spring Quarter to confirm they have completed Spring Quarter satisfactorily and are in good academic standing.
- All applicants are notified by the School of Theater, Film, and Television by July. Please do not call the department to check on the status of your application, as we cannot give out information by telephone. Application status may be checked by looking at “My Petitions” on MYUCLA.

We do not accept films, DVDs, or videotapes. Prior experience in film and television is not required. Through the supporting materials, an applicant should demonstrate a strong liberal arts and humanistic education, exceptional literacy, outstanding communication skills, and unique creative ability.

All applications are reviewed by the department's Undergraduate Committee, which is composed of faculty members with many years of teaching and professional experience. Committee members evaluate all applicants by the same criteria—academic preparation, the letters of recommendation, and the written Supporting Materials. The written materials submitted by the applicant are the most important part of the application.
NAME
(Please print) First M.I. Last

Current telephone number: _____________________ E-mail address: ______________________________

Please check your area of interest: ___ Film Prod. ___ Documentary ___ Screenwriting ___ Animation
___ Digital Media ___ Cinema and Media Studies

This form must be filled out completely and accurately or your application will not be reviewed.
Applicants must achieve junior standing and complete their General Education (GE) requirements prior to entry. Check the General Education plan you will have completed:

The GE plan for the UCLA School of Theater, Film, and Television (listed on the back) □
The GE plan of another school or college at UCLA □
The IGETC at a California community college □
The GE plan at another University of California campus where you were a student □

List the specific GE requirements of the plan you checked above, the courses you have completed and/or will complete to satisfy these requirements, and where and when taken. Do not list all courses taken, only those satisfying GE requirements.

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<thead>
<tr>
<th>REQUIREMENT</th>
<th>COURSE TAKEN</th>
<th>WHERE</th>
<th>WHEN</th>
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<tbody>
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<td>Example:</td>
<td></td>
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<tr>
<td>English Comp &amp; Rhet</td>
<td>English 3</td>
<td>UCLA</td>
<td>F-03</td>
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Paperclip your UCLA Degree Progress Report and an unofficial copy of your transcript behind this questionnaire. The admissions committee will not review incomplete applications.
English Composition and Rhetoric (one course)

Critical Reading and Writing (one course)

Foundations of the Arts and Humanities
Five 5-unit courses, one from each subgroup:
- Literary and Cultural Analysis
- Philosophical and Linguistic Analysis
- Visual and Performance Arts Analysis and Practice

Foundations of Society and Culture
Three 5-unit courses, one from each subgroup and one from either sub-group:
- Historical Analysis
- Social Analysis

Foundations of Scientific Inquiry
Two courses (8 units minimum), one from each subgroup:
- Life Sciences
- Physical Sciences

For more specific information on these requirements, see the UCLA General Catalog or visit the School’s Student Services Office in 103 East Melnitz.

The California Privacy Act requires the University to list the following information for individuals who are asked to provide information about their self.

1. The principal purpose for requesting this information is to consider your application for admission to the UCLA Department of Film, Television, and Digital Media.

2. This information is solicited in accordance with University policy, adopted pursuant to Article IX, Section 9 of the California Constitution.

3. Failure to furnish each item of information will delay or may prevent completion of the purpose for which this questionnaire is intended.

4. Information furnished in this questionnaire may be used by various University departments and may be transmitted to State and Federal government agencies if required by law.

5. The Student Services Office of the Department of Film, Television, and Digital Media maintains this questionnaire.
DEPARTMENT OF FILM, TELEVISION, AND DIGITAL MEDIA  
University of California, Los Angeles

WAIVER OF ACCESS RIGHTS  
TO LETTER OF RECOMMENDATION

Applicant’s Name

Last
First
M.I.

Address

Street
City
State
Zip

This Waiver of Access Rights form is for use by applicants for admission for Fall Quarter 2009 to the undergraduate degree program in Film and Television at UCLA.

Under the federal law entitled the Family Educational Rights and Privacy Act of 1974, students are given the right to inspect their educational records, including letters of recommendation. However, students may waive this right if they choose to.

Name of Recommender (please print)

Relationship
(Teacher, employer, counselor, etc)

☐ I hereby expressly waive any and all rights of access I might have to the letter written by the above named individual under the Family Educational Rights and Privacy Act of 1974, and any other laws, regulations, or policies.

☐ I do not agree to waive access to the letter written by the above named individual.

Applicant’s Signature

Date

Complete and then give this form to the person writing a letter of recommendation on your behalf. This form must be returned with the letter of recommendation no later than Friday April 15, 2011 to:

Erica A. Flener  
UCLA School of Theater, Film and Television  
103 East Melnitz  
Box 951622  
Los Angeles, CA 90095-1622
DEPARTMENT OF FILM, TELEVISION, AND DIGITAL MEDIA  
University of California, Los Angeles  

WAIVER OF ACCESS RIGHTS  
TO LETTER OF RECOMMENDATION  

Applicant’s Name  

Last  
First  
M.I.  

Address  
Street  
City  
State  
Zip  

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