
DESIGN ADMISSIONS

Theater MFA Program

About the Program

The Theater MFA in Design for Theater and Entertainment is a three-year program offering advanced professional training in three artistic areas: scenic design, costume design and lighting design. While the development of specific design skills is important, the design faculty believe that a good overall design sense, heightened dramatic sensibilities and critical thinking are the essential qualities a designer must cultivate in order to be prepared for any kind of future creative challenge. The program's goal is to produce artists who know how to think creatively, how to conceptualize, and how to find new ways of designing for the theater.

All MFA programs in Theater are FULL-TIME programs. The Department admits new students only once each year for the Fall Quarter.

Applicants must submit all required application materials to be considered for admission.

ONLINE AND MAILED APPLICATION DEADLINE: DECEMBER 1, 2023

Important Information

The information and supplemental materials must be uploaded and mailed by **Friday, December 1, 2023 (11:59pm PST)**.

Make sure you review all categories before you submit your UCLA Graduate Division Online Application. You may log in/log out of the system as many times as needed during the filing period, but once the application is submitted, you will not be able to make **ANY** corrections or additions.

Payment and final submission of the online application are required for a COMPLETE application.

MFA Applicants

By the time of entrance, **MUST:**

- Have at least a 3.0 GPA.
 - Satisfy the University of California's [Graduate Admission Requirements](#).
 - Complete equivalent to a 4 year US Bachelor's Degree.
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**Please do not contact the department to check on your application, as we cannot update you on its status or materials.

DESIGN APPLICATION WORKSHEET

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APPLICATION CHECKLIST

Use this checklist to help prepare your materials. This information **MUST** be electronically submitted online AND sent by mail as indicated. More detailed information on these materials will be included in the following pages of this document. **This is NOT an application, it is only to be used as a checklist.**

ONLINE

The following materials must be completed online.

Check Once Completed:

- Complete the [UCLA Graduate Division Online Application](#).
 - Complete all required information.
 - Indicate MFA, THEATER, and DESIGN as your program.
 - Indicate either COSTUME, LIGHTING or SCENIC within DESIGN.
 - Upload UNOFFICIAL Transcripts.
 - Submit Two LETTERS OF RECOMMENDATION.
 - Enter the Names and Emails of all recommenders.
 - Upload the STATEMENT OF PURPOSE.
 - Upload the PERSONAL STATEMENT.
 - Upload a RESUME/CV.
 - Upload a PORTFOLIO BREAKDOWN.
 - Upload a PORTFOLIO.
 - Pay the APPLICATION FEE and then complete the FINAL SUBMISSION on the application.

MAIL

The following hard-copy materials **MUST** be sent by mail. This is in addition to the online materials. (Transcripts and Test Scores can arrive separately if needed.)

Check Once Completed:

- Mail OFFICIAL copies of TRANSCRIPTS.
- Mail OFFICIAL TEST SCORES. *(Not required for all applicants)*

ONLINE AND MAILED APPLICATION DEADLINE: DECEMBER 1, 2023

Applicants **MUST** complete BOTH the Online and Mail portions of the application to be considered.

If you have any additional information, call 310-206-8441, or email theatergrad@tft.ucla.edu.

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APPLICATION REQUIREMENTS GUIDELINES

Step 1: Online

- Complete the [UCLA Graduate Division Online Application](#).
 - MUST be paid and completed ONLINE BY **DECEMBER 1, 2023**.
 - Indicate MFA as the Degree,
 - THEATER as the Major,
 - DESIGN for Theater and Entertainment as the Area.
 - NOTE: Indicate your area within design - COSTUME, LIGHTING or SCENIC.
 - AREA selection will be on the THEATER page of the [UCLA Graduate Division Online Application](#).

- SUPPLEMENTAL MATERIALS.

All written Supplemental Materials must be uploaded in PDF Format, 12 point font, double-spaced, use 8 ½ by 11 page size, and not exceed the indicated page maximum. If you do not follow these guidelines, your application will not be considered. Also include your name, title of the piece, and page number on each page.

- Upload the STATEMENT OF PURPOSE.
 - Submit a 1-2 page document.
 - Give the faculty a sense of who you are. Address the following: Why are you interested in the program? What life experiences have contributed to you applying to TFT? What do you hope to achieve by participating in the program? What are your professional goals and how do you plan to achieve them?
- Upload a PERSONAL STATEMENT.
 - Submit a 1-2 page document.
 - Find more specific information on this document within the online application.
- Upload a RESUME/CV.
 - Submit a RESUME of training and experience in Theater or other related work.
- Upload a PORTFOLIO BREAKDOWN.
 - Submit a full list of the creative work, papers, etc. that will be included in the PORTFOLIO.
- Upload a PORTFOLIO.
 - All design applicants must submit a PORTFOLIO. This should provide evidence of the applicant's ability appropriate to the area of emphasis as demonstrated by sketches, renderings, photographs, production books, plots, technical papers, reviews, or other exhibits.
 - For more information on PORTFOLIO requirements, [Click Here](#).

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- Upload UNOFFICIAL copies of all TRANSCRIPTS.
 - Upload PDF copies of all Undergraduate and Graduate institutions attended.
 - Many institutions allow access to records online, where students can print or save unofficial copies.
 - If you have hard copies of transcripts, you can scan and save the documents as PDF files.
 - NOTE: Community College transcripts are not necessary, as the coursework will be reflected on the undergraduate transcript.

- Submit Two LETTERS OF RECOMMENDATION.
 - Enter the Names and Emails of all recommenders.
 - Recommenders will be sent an automated email with instructions on submitting letters once submitted.
 - *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 family friends and/or prominent public figures who may not know you as well as a teacher or employer. You want to find those who can honestly tell us what is unique, remarkable, and admirable about you and your abilities, based upon their personal experience. **Two Letters of Recommendation Required; Third Letter Optional. Do not submit more than three letters of recommendation.***

Step 2: Mail

- Mail an OFFICIAL PAPER copy of all TRANSCRIPTS from each Undergraduate and Graduate institutions attended.
 - NOTE: Community College transcripts are not necessary, as the coursework will be reflected on the undergraduate transcript.
 - Please have transcripts sent to the address below or include them in sealed envelopes with the supplemental application packet.
- Request that all TEST SCORES be sent directly to UCLA.
 - Only test scores taken by December 31, 2023 will be accepted.
 - NOTE: NOT REQUIRED FOR ALL APPLICANTS.

MAILING ADDRESS:

Please SEND all applicable materials to:

Graduate Theater Admissions: Design
UCLA Department of Theater
103 East Melnitz Hall, Box 951622
Los Angeles, CA 90095-1622

ONLINE AND MAILED APPLICATION DEADLINE: DECEMBER 1, 2023

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Privacy Notice:

1. The principal purpose of requesting the enclosed information is to consider your application for admission to the UCLA Department of Theater.
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. This questionnaire is maintained by the Student Services Office for the UCLA School of Theater, Film and Television.

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Additional Information & Resources

International Students

For more information on requirements and applying to UCLA as an International Student, visit <http://grad.ucla.edu/gasaa/admissions/INTLREQT.HTM>.

English Proficiency: Any international applicant whose first language is not English must certify proficiency in English when applying to UCLA, and, if admitted, upon arrival. Such applicants must submit scores received on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) as part of their application. The UCLA Code is 4837 and the Department Code is 2409. Only test scores taken by **December 31, 2023** will be accepted. For more information, visit <https://grad.ucla.edu/admissions/english-requirements/>. International applicants who have received a Bachelor's degree from an American institution are not required to take the TOEFL.

Academic Records: Although the UCLA Graduate Division Application enables applicants to upload an unofficial copy of their academic records, all applicants are required to submit official records from each academic institution attended. For more information, visit: <https://grad.ucla.edu/admissions/required-academic-records/>.

Undergraduate Degree Requirement: Applicants must complete equivalent to a 4 year US Bachelor's Degree. International students who hold three-year ordinary pass degrees, or who hold professional diplomas in accounting, business, librarianship, social work, physical education, health education and so on, or four-year degrees, diplomas or higher certificates from technical, vocational or post-secondary specialized schools are **NOT** eligible for graduate admission. For Academic Requirements by Country or Educational System, visit: <https://grad.ucla.edu/admissions/required-academic-records/>.

Proof of Funding for Visa: U.S. immigration law requires that international applicants, if admitted, show documented evidence that sufficient funds to cover all tuition, fees, transportation, and living expenses are available for the first year of their studies at UCLA. This must be proven before a Certificate of Eligibility (I-20 or DS2019) for a visa can be issued. For more information about this requirement, visit <https://grad.ucla.edu/admissions/visa-procedures/>.

FAFSA

For U.S. Citizens and Permanent Residents interested in receiving financial aid in the 2024-2025 year, note that the Free Application for Federal Student Aid (FAFSA) deadline for UCLA is March 2, 2024. Applicants must complete the FAFSA by this date if they want to be eligible for all awards, work-study, and scholarships that UCLA offers. If applying after March 2, please check with the Financial Aid Office for available funding opportunities. www.financialaid.ucla.edu

DREAM Act

For non-US Citizens or non-Permanent Residents who are approved to pay in-state tuition because they graduated from a high school in California; they will need to complete the California DREAM application by the March 2, 2024 deadline. The DREAM application can be accessed at <https://dream.csac.ca.gov>. If applying after March 2, please check with the Financial Aid Office for available funding opportunities. www.financialaid.ucla.edu