

Admission Procedures Checklist

For Prospective School of Music and Dance D.M.A. or Ph.D. Students Interested in Pursuing a Supporting Area of Study in Arts Administration

Please note: The application deadline for all admission materials is January 15.

1. Please inform the School of Music and Dance Graduate Office that you are interested in applying for arts administration as a supporting area of study. Contact gmusadm@uoregon.edu or (541) 346-5664.

2. Please follow the University of Oregon School of Music and Dance admission requirements and procedures for your primary area of study. Please note that the Application for Graduate Admission and \$50 application fee should be sent only to the University of Oregon Office of Admissions. International students are also required to submit the International Student Financial Statement to the University of Oregon Office of Admissions.

3. The School of Music and Dance Graduate Office will forward copies of the following application materials to the Arts and Administration Program:

- Copies of your transcripts, letters of recommendation, and your “statement of purpose for music graduate study”.
- If you are an international student from a non-English speaking country and do not hold a degree from an American university, copies of your TOEFL scores.

4. Please submit two (2) copies of the following items directly to:

**Dr. Patricia Dewey, Assistant Professor
Arts and Administration Program
5230 University of Oregon
Eugene, OR 97403-5230**

- The Arts and Administration Program *Application for Admission* (attached)
 - Current résumé
 - A three-to-four page statement that (1) describes what specifically about the arts management program at the University of Oregon meets your interests and needs as a doctoral music student and (2) includes a short autobiographical sketch focusing on experiences that have led you to seek your prospective doctoral primary and supporting areas of study
 - If desired, please send any scholarly writing samples you would like included in your Arts and Administration application file.
 - If desired, please submit one or two reference letters (in addition to those you are having sent to the School of Music and Dance) from former employers or professors who may be better able to comment on your potential in the field of arts administration.
 - An interview may be required either by telephone or in person.
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