

# Arts and Administration Program | Master's Degree in Arts Management

## ADMISSION CHECKLIST

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Email \_\_\_\_\_

Area of Concentration (check one only please)

- |   |   |
|---|---|
| <input type="checkbox"/> Community Arts Management  | <input type="checkbox"/> Media Management |
| <input type="checkbox"/> Performing Arts Management | <input type="checkbox"/> Museum Studies   |

*Applicants must apply to both the Graduate School AND the Arts Administration Program. Please follow the directions in parts I and III.*

### Part I: Application to the Graduate School

Applicant's  
Completion  
ListProgram  
Use

1. Graduate Admission Application form\* available on-line at <<http://gradschool.uoregon.edu/pdf/gradApplicationGS966.pdf>> We prefer that you submit your application electronically (requires use of VISA, Master Card, or check). If you cannot use a Visa or Mastercard, please print the PDF and mail the hard copy and check to the Arts and Administration Program.

### Part II:

**When you submit your application online at the Graduate School website, it is automatically sent to the Arts and Administration Program. If you cannot apply online, please send application and check to the Arts and Administration Program, regardless of what you read on the Office of Admissions and the Graduate School websites. We will forward documents to other University offices on your behalf. All application information must be postmarked on or before the January 2 deadline for admission consideration. Applicants will be notified by letter regarding admission on March 15. No early notification will be given.**

### Part III: Application to the Arts Administration Program

**SUBMIT ALL PART III ITEMS BY JANUARY 2 TO: ARTS AND ADMINISTRATION PROGRAM, 5230 UNIVERSITY OF OREGON, EUGENE, OR 97403-5230**

**NO EMAILED APPLICATIONS WILL BE ACCEPTED**



1. Three letters of recommendation. Please use the form, "[Report on Graduate Applicant](#)" and ask that your recommender mail it directly to us. Your references may also attach their own letter to the form.
2. Two official transcripts from your degree-granting college(s) or university(ies), plus one unofficial transcript from other colleges and universities attended. Transcripts must be received even if you have not finished your current degree program; two more will be required once the degree is awarded.
3. "Application for Admission" to master's degree program (used within the Arts & Administration Program office) found on page 5 of the Program Guide.
4. Essay. Three-to-four page essay that (1) describes what specifically about the arts management master's degree program at the University of Oregon meets your interests and needs and (2) include a short autobiographical sketch focusing on experiences that have led you to seek a degree in Arts Management.
5. A current resume.
6. This Admission Checklist.
7. TOEFL scores. International students must have the minimum following TOEFL score for admission:

Paper	Computer	Internet-Based
575	233	88

If the student has earned an undergraduate degree in the United States, this test is not required. A copy of TOEFL scores must be included in your application packet and postmarked by the **January 2** deadline. **If your TOEFL score is below the minimum, do not send an application.**