

# MANNES COLLEGE THE NEW SCHOOL FOR MUSIC

## APPLICATION INSTRUCTIONS

### GENERAL INFORMATION

- All applicants are required to apply online. The application, application fee, and most supporting materials are submitted through the online application.
- Plan ahead so that you have enough time to prepare additional supporting materials such as official transcripts, test scores, or other requirements as specified below.
- Mail supplemental application materials in a single packet to the Office of Admission. Include a Materials Cover Sheet, which can be downloaded from the instruction section of the online application or found at [www.newschool.edu/admission/coversheet/mannes/](http://www.newschool.edu/admission/coversheet/mannes/).
- Official transcripts and test scores can be sent directly to the admission office. Students who apply to graduate programs should send only college transcripts.
- Applicants for the Master of Music degree must have completed a bachelor's degree or its equivalent upon enrollment. Professional Studies Diploma applicants must have completed a bachelor's degree or conservatory diploma; however, a master's degree is recommended.

### DEADLINE

- Fall Early Decision Applicants: November 1.
- Fall Regular Decision Applicants: December 1; after December 1 applications considered on a rolling basis.
- Spring term applicants (graduate and transfer applicants only): November 1.

### REQUIRED APPLICATION MATERIALS

1. APPLICATION
2. APPLICATION FEE
3. OFFICIAL HIGH SCHOOL OR COLLEGE TRANSCRIPTS
4. PERSONAL STATEMENT
5. RECOMMENDATION LETTERS
6. PRESCREENING (IF APPLICABLE)
7. LIVE AUDITION
8. MUSICIANSHIP EXAM AND INTERVIEWS
9. ENGLISH PLACEMENT EXAM

### DESCRIPTION OF REQUIRED APPLICATION MATERIALS

1. APPLICATION: Complete the online application found at [www.newschool.edu/mannes/apply](http://www.newschool.edu/mannes/apply).
2. APPLICATION FEE: A non-refundable \$100 application fee, payable as part of the online application. Late applications are subject to a \$50 late fee.
3. OFFICIAL HIGH SCHOOL OR COLLEGE TRANSCRIPTS: Mannes requires applicants to submit official transcripts to certify their previous educational backgrounds. To complete the Mannes application, each applicant must contact the secondary schools (high schools or colleges) she or he has attended, and arrange for official transcripts to be sent to the Mannes Office of Admission. Transcripts must be received by Mannes in a sealed and signed envelope. Applicants with foreign credentials please review additional requirements in the International Applicant section of these instructions.
4. PERSONAL STATEMENT: In prose form and in 200-500 words, please choose one of the following questions to answer. Please do not input resume or curriculum vitae in this area:  
Choice 1: Describe the biggest risk you've ever taken.  
Choice 2: Why did you decide to pursue music as a career?  
Choice 3: If you had to pick the perfect admission essay question, what would it be, and how would you answer it?  
Choice #4: Please describe in detail your interest in music improvisation, new music technologies, music entrepreneurship and/or public engagement. Please also describe how you feel music education can help you pursue your career goals in these areas.
5. RECOMMENDATION LETTERS: Each applicant must submit two letters of reference. The first letter should be written by a recent music teacher or professional musician and should focus on the applicant's talent and performance ability. The second letter should be written by a teacher or guidance counselor who is familiar with the applicant's academic aptitude. There are two ways to submit recommendations:

### MAILING ADDRESS FOR SUPPLEMENTAL MATERIALS

Mannes College The New School for Music  
Office of Admission (MC 100)  
150 West 85th Street  
New York, NY 10024

All mailed materials should include a Materials Cover Sheet, found at:  
[www.newschool.edu/admission/coversheet/mannes/](http://www.newschool.edu/admission/coversheet/mannes/)

### ADDITIONAL CONTACT INFORMATION

Email: [mannesadmissions@newschool.edu](mailto:mannesadmissions@newschool.edu)  
Phone: 800.292.3040 or 212.229.5150  
Website: [www.newschool.edu/mannes](http://www.newschool.edu/mannes)

### APPLYING FOR FINANCIAL AID OR SCHOLARSHIP

If you are a U.S. citizen or an eligible non-citizen and want to be considered for financial aid, complete the Free Application for Federal Student Aid (FAFSA) which can be found on the web at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA is available each year on January 1. You do not need to wait for an admission decision to apply for federal aid; we recommend submitting by our FAFSA priority deadlines:

Fall: March 1  
Spring: November 1

The New School's federal school code is 002780.

### INTERNATIONAL APPLICANTS

See additional requirements regarding transcripts and TOEFL.

### TRANSFER APPLICANTS

Mannes defines a Transfer Student as any student who has previously matriculated at another college or university. Transfer applicants who have completed fewer than 24 college credits must submit both high school and college transcripts. Credits for music courses taken elsewhere are not automatically transferable, though credit may be given towards a Mannes degree pending the results of the entrance test, interview, and transcript evaluation.

### TEST SCORE CODES

TOEFL: The institution code for The New School is 2398.

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- The Online Application (preferred). Using the online application, you can request the recommendation and the recommender can email it directly to the Office of Admission.
- Paper. In the rare occurrence that your reference cannot use email, you can download a paper recommendation form using the following link:  
[www.newschool.edu/admission/recommendation/mannes/](http://www.newschool.edu/admission/recommendation/mannes/). Then follow the written instructions on the form.

6. **PRESCREENING (IF APPLICABLE):** In order to be considered for a live audition, applicants for piano, violin, cello, flute, and voice concentrations must submit a prescreening recording. Applicants for the composition concentration must submit scores for review. Please see the "Auditions" page at [www.newschool.edu/mannes](http://www.newschool.edu/mannes) for details. You must submit prescreening materials (except composition scores) electronically using Acceptd when you apply online. Prescreening recordings must be submitted with the application by the November 1, 2012, early decision or spring term application deadline or the December 1, 2012, regular decision application deadline.

Mannes College Division and Mannes Preparatory Honors program students are exempt from the prescreening requirement. Current Mannes students in all divisions applying for a new or different program will have the application fee waived if they contact the Office of Admission before December 1, 2012.

7. **LIVE AUDITION:** A live audition at Mannes is required of all applicants for undergraduate degrees and diplomas, for all master of music applicants, and for most professional studies diploma (PDPL) applicants (international applicants for the PDPL are allowed to audition by DVD for all majors except cello, piano, voice, violin, flute, composition, theory, collaborative piano, and conducting). Once application materials have been received and reviewed, the Mannes Office of Admission will assign a date for an in-person audition, musicianship exam, and interviews. Applicants are notified by email and mail at least one month before the audition and examination dates with details of their visit to Mannes.

8. **MUSICIANSHIP EXAM AND INTERVIEWS:** Every applicant to the bachelor of music, bachelor of science, undergraduate diploma, and master of music programs is required to complete a musicianship placement exam during the audition period. Professional studies diploma applicants to the composition, conducting, and theory concentrations also must complete a placement exam. These exams consist of several sections. The Mannes Office of Admission will provide detailed descriptions and instructions for all exams and interviews. This information accompanies the invitations to audition.

Current Mannes bachelor of music, bachelor of science, and undergraduate diploma students are not required to take musicianship exams or be interviewed if applying for admission to the Mannes master of music degree program. However, Mannes professional studies diploma students must take the musicianship examination and be interviewed if applying to a degree program or a major that requires the examination and interviews.

9. **ENGLISH PLACEMENT EXAM:** All applicants whose first language is not English are required to take the Mannes English Placement Test, which assesses an applicant's reading comprehension, writing ability, and verbal communication skills.

### INTERNATIONAL APPLICANTS OR APPLICANTS WITH FOREIGN CREDENTIALS

#### INTERNATIONAL TRANSCRIPTS

- All applicants with transcripts from international institutions are required to submit an original transcript from each institution attended outside the United States. Additionally, a certified English language translation must be provided for all official international transcripts that are not written in English.
- Applicants who would like to transfer academic credits earned at non-U.S. institutions are also required to have their transcript(s) evaluated by World Education Services (WES) at [www.wes.org](http://www.wes.org), our preferred provider, or by another member of the National Association of Credit Evaluation Services (NACES). A course-by-course evaluation report must be prepared for each transcript. Please start the evaluation process as early as possible, including the submission of all required documents to WES (or another provider), in order to ensure the timely completion of the evaluation report. In addition, an admission counselor may require a transcript evaluation by WES or an NACES-approved evaluator if it is deemed a necessary part of the admission decision process, even when applicants do not want transfer credits applied to a program of interest. Instruct the provider to send the report to

Mannes College The New School for Music  
Office of Admission (MC 100)  
150 West 85th Street  
New York, NY 10024

- If you request your report online, search for "New School Mannes" when selecting our institution. If your provider is unable to send the evaluation report directly to the school, please obtain the report and

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### ENGLISH LANGUAGE PROFICIENCY (IF APPLICABLE)

- English is the language of instruction at The New School. You must be able to understand English well and express yourself clearly in speech and writing.
- TOEFL or IELTS is not required if you are a citizen of any of the following countries and your native language is English: England, Wales, Scotland, Ireland, Australia, New Zealand, Canada, or South Africa.
- Current Mannes students whose first language is not English; who are enrolled in the Extension Division diploma program, the professional studies diploma program, or the undergraduate diploma program; and who are applying for admission to the bachelor of music, bachelor of science, or master of music degree program are required to submit TOEFL scores and take the Mannes English Placement Exam.
- Current Mannes students enrolled in the bachelor of music, bachelor of science, or master of music programs who apply for a new program are not required to submit TOEFL scores nor take the Mannes English Placement Exam.
- The TOEFL score report must be submitted directly to The New School by the Educational Testing Service (ETS). Information on taking the TOEFL can be found online at [www.ets.org/toefl](http://www.ets.org/toefl). Mannes College The New School for Music's TOEFL code is 2398.
- Additional information for the IELTS can be found on their website at [www.ielts.org](http://www.ielts.org).

### ADDITIONAL INFORMATION

- All materials submitted in association with The New School application become the property of The New School and cannot be returned to you or transmitted to a third party.
- Students wishing to apply to more than one academic program must contact the office of admission to receive instructions on how to complete a second application. To reach the Office of Admission, call 212.229.5150 or toll free at 800.292.3040.
- Students who do apply to multiple programs must submit separate, complete applications (including application fees) for each academic program they apply to.
- When notified of acceptance, applicants will receive complete instructions for additional procedures regarding financial aid, housing, tuition and fees, I-20 visas (for nonresidents of the United States), and other matters. The decision to admit applicants is always contingent upon their successful completion of any current studies and the receipt of their final transcripts by the Admission Committee. All accepted students are required to send their official final transcripts before they begin classes. International applicants, please do not submit bank statements until the visa process.
- All Mannes students currently enrolled in the college division who apply for a new program are required to perform a live audition for that program. A letter of recommendation is not required.

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