HOW TO APPLY

The application process consists of the completion of a number of different elements, which are indicated below. In order to be considered for admission, all materials must be properly submitted to the Admissions Office by the deadlines listed below. Files are considered incomplete until all materials are received. Once all required materials are received by the Admissions Office, the Admissions Committee will make a determination regarding acceptance. The Admissions Committee decision generally takes three weeks.

ALL APPLICANTS

Application form: If submitting by hard copy, please complete in ink.

Application fee: A non-refundable fee of $50 must accompany your application. Payment can be made electronically at www.watkins.edu/payments, by check or money-order, or you may pay over the phone by calling the Admissions Office. If you begin your fall application by March 1st or your spring application by October 1st, we will waive the application fee.

Program Application Requirements: Each program has specific requirements, including a choice of a portfolio submission or completing specific art, design or film exercises, plus a 1,000 word essay. Please refer to each program's individual page in this section.

Letter of Reference: One reference completed by someone who can speak to your potential as a student at Watkins is required. Up to three references may be submitted. A teacher or counselor is preferred but other people who know you well are acceptable, (for example, an employer). You may not use a friend or relative. The reference can use the form provided in this section or you may e-mail the request to them through our on-line application. If not submitting electronically, the reference should be sent directly to the Admissions Office. If it is included in your application packet, the reference should be in a sealed envelope and signed over the seal by the person giving the reference.

FIRST-TIME COLLEGE APPLICANT

Transcripts: Arrange for your high school to send your official transcript directly to the Admissions Office at Watkins. Copies accompanying the application or those that are stamped as issued to the student are not acceptable. Accepted high school students should also arrange to have their final transcripts sent to Watkins after graduation.

GED Applicants: Applicants who have received a GED must have an official verification sent from the issuing organization to the Watkins Admissions Office.

Home-Schooled Graduates: Home-schooled graduates must submit an official transcript showing credits and date of graduation from an affiliated organization as defined by state law (T.C.A. 49-50-801) or an accepted score on the GED examination (see above).

Standardized Test Scores: Official ACT or SAT scores current within the last five years are required from all first-time college applicants and sent directly to the Watkins' Admissions Office. Watkins' ACT code: 4027; SAT code: 4927. If you did not take either test or took it over five years ago, please contact the Admissions Office.

Dual-Enrollment: If you have taken courses at a college through a dual-enrollment program, including the Tennessee or Kentucky Governor's School, please have an official transcript sent to the Admissions Office from the issuing institution.

AP/IB scores: Certain AP or IB scores will qualify for college credit. Official scores should be sent to the Admissions Office. For more information, please go to http://www.watkins.edu/admissions/ap-clep-and-ib-credits.

TRANSFER APPLICANTS

Transcripts: Please request an official transcript to be sent to Watkins' Admissions Office from every college attended, including any dual-enrollment, if applicable, while in high school. Copies accompanying applications are not acceptable. Applicants with less than 12 transferable college credits (not including developmental or remedial classes or classes with a final grade of C- or lower), must also submit official final high school transcripts and standardized test scores.

Transfer Credit Portfolio: If seeking to transfer credit from a studio art, design or film class, you must submit a portfolio showing at least two pieces of final work from each class. Please see the specific individual program application requirements page for additional information. The portfolio can be submitted within the media portion of the on-line application or can be submitted separately on a DVD or with original work. Original work can be picked up in the Admissions Office for one month following the beginning of the semester, after which it will be discarded. All work should be labeled with the name of the class and code as it appears on your transcript.

INTERNATIONAL APPLICANTS

International applicants who wish to be admitted into the U.S. on a student visa (F-1) to attend Watkins must follow the same procedures as a First-Time or Transfer applicant. In addition, international candidates must provide:

Official TOEFL test scores, unless originating from a country where English is recognized as the official language.

Verification of Sponsorship by providing a statement of support which shows that all expenses for at least one year will be provided. An example of this would be a bank account statement.

If accepted, an international student will be asked to provide a $2,000 enrollment deposit. This amount will be held and applied to tuition upon registration. If the applicant cancels prior to registration, the deposit, less $100, will be refunded.

Upon acceptance, the Admissions Office will issue an I-20 form which the applicant will take, together with their letter of acceptance to the local U.S. Embassy to apply for a student visa.

International students must be continuously enrolled at Watkins on a full-time basis to renew their eligibility.

International applicants seeking to transfer to Watkins from another U.S. institution should apply as transfer students and, if accepted, must contact the office at their current college to request a transfer. The office will process the transfer within the ICE system. Once the current term is complete, Watkins will issue a new I-20 to the student.

Upon registration, all F-1 students must bring a copy of their passport and visa to the Admissions Office to be placed in the student's office file.

ROLLING ADMISSIONS

Watkins College of Art, Design & Film operates on rolling admissions, meaning that your application will be reviewed once it is complete. However, it is a good idea to submit your application as early as possible to be considered for a scholarship award.

APPLICATION DEADLINES:
Fall
May 1st – Scholarship consideration deadline
July 15th – Final application deadline

Spring
October 1st – Scholarship consideration deadline
November 15th – Final application deadline

FINANCIAL AID DEADLINES:
Fall: April 1st – Priority deadline
          July 1st – Late deadline

Spring: April 1st – Priority deadline
          October 1st – Late deadline

SUBMISSION OF APPLICATION MATERIAL
All application-related materials should be submitted to:

Admissions
Watkins College of Art, Design & Film
2298 Rosa L Parks Blvd.
Nashville, TN 37228
All questions should be directed to:
admissions@watkins.edu or 615.277.7418

APPLICATION CHECKLIST

Send your application materials to:
Watkins College of Art, Design & Film, Office of Admissions
2298 Rosa L Parks Blvd, Nashville, TN 37228

NEW FRESHMAN

☐ Application: Complete and sign the application form.

☐ Fee: Send your $50 application fee with your application form. Make checks payable to Watkins. Call the Admissions Office to pay by credit or debit card or, to pay on-line, go to www.watkins.edu/payments

☐ Program Application Requirements: Submit the portfolio or exercises and required essay for the program to which you are applying.

☐ Transcripts: Arrange for your official high school transcripts to be sent directly to the Admissions office at Watkins.

☐ Test Scores: Request that your ACT or SAT test results be sent directly to the Admissions office at Watkins. ACT code: 4027; SAT code: 4927

☐ Recommendation Form: Your art teacher, counselor or someone who understands your desire to pursue a career in the arts and who can speak to your academic and creative potential should fill out this form.

☐ Governor's School and Dual Credit Applicants Only: Have official transcripts sent from participating colleges.

TRANSFER STUDENTS

☐ Application: Complete and sign the application form.

☐ Fee: Send your $50 application fee with your application form. Make checks payable to Watkins. Call the Admissions Office to pay by credit or debit card or, to pay on-line, go to www.watkins.edu/payments

☐ Program Application Requirements: Submit the portfolio or exercises and required essay for the program to which you are applying.

☐ Transcripts: Have official transcripts sent directly to the admissions office at Watkins from each college attended. (High School transcripts are also required if less than 12 college credits have been successfully completed, excluding remedial credits.)

☐ Recommendation Form: A faculty member, counselor or other person who can speak to your academic and creative potential should fill out the Recommendation Form.

☐ Transfer Credit Portfolio: Transfer credit for studio courses may require a portfolio review of work from those courses (please refer to the Program Application Requirements instructions within the application).

SCHOLARSHIP CONSIDERATION

There is no separate application for scholarship awards. Scholarship awards are based on faculty recommendations after reviewing completed applications and portfolio submissions. Applications must be postmarked by the scholarship consideration deadline to be eligible. Applicants will be notified about scholarship awards in their letter of acceptance from the Admissions Office.
Note: Scholarship deadlines are as follows: Fall, May 1st; Spring, Oct. 1st.

ENROLLMENT DEPOSIT

Applicants who are accepted for admissions must pay a non-refundable enrollment deposit of $100 to hold their place as a new student. This deposit will be applied towards the first semester's tuition at the time of registration. International students are required to deposit $2,000, which will be applied towards the first semester's tuition at the time of registration.

Deferred Enrollment

Applicants who have been accepted and wish to defer their enrollment must pay the $100 non-refundable deposit before they are able to defer. A student may defer enrollment only once and must enroll the next semester immediately following the semester of acceptance (excluding Maymester/Summer semesters). Applicants who do not enroll within one semester of acceptance are required to reapply for admission and will forfeit their original $100 enrollment deposit.

PORTFOLIO GUIDELINES

Your portfolio should reflect your individual style as well as your understanding of foundational skills. Your portfolio should include a variety of media and techniques demonstrating drawing ability, composition and color usage. Examples of work created outside of class assignments that show more personal direction are also encouraged. Please limit submissions to no more than 12 examples.

Watkins Admissions representatives and faculty will be happy to assist you in making final choices for your portfolio prior to submission and you are encouraged to meet with them during a National Portfolio Day or on your visit to the Watkins campus. All portfolios must be sent to the Admissions Office.

Your portfolio is the basis for which portfolio-based scholarships are awarded. For a full list of scholarships please visit **www.watkins.edu/scholarships**

NOTE: If not submitting though the on-line application program, digital portfolios are preferred. If submitting original material, please be aware that, although every precaution is taken to protect portfolios, the college cannot be responsible for loss or damage. Original work will be kept in the Admissions Office for one month after the semester to which the applicant is applying. After that time the work will be discarded.

Portfolio Submissions for Transfer Credit
Applicants seeking to transfer prior studio credits must submit two or three pieces of final work from each course to be evaluated. Work can be uploaded to the media section of the on-line application or submitted directly to the Admissions Office. Please label each submission with the following: TP –(course # as it appears on the transcript). Please submit the course description from the college catalog and, if possible, a copy of the syllabus.

Portfolios can be submitted through the media section of the on-line application or by following the following procedures:
DIGITAL PORTFOLIOS
☐ CD or DVD (Files accepted: .jpg, .tiff, .pdf, .mov, .mpeg and quicktime.) Website urls are also accepted for design portfolios.
☐ Label the files on your disc with your name and a number with no spaces (ex: JoeSmith01.jpg).
☐ Print an inventory sheet with corresponding file numbers identifying each file on your disc. Also include the following information for each piece:
- Title of Work
- Dimensions
- Medium
- Completion Date
- Any other relevant information (possibly parameters of a class assignment)
☐ Label the CD/DVD case and the CD/DVD with the following information:
- Your Full Name
- Address
- Phone Number
- Term for which you are applying

PHOTOGRAPHY PORTFOLIOS
Photography portfolios may be submitted on CD or DVD (please follow instructions for Digital Portfolios above) or submitted as printed images. Printed images should not exceed 8 x 10. Include a printed inventory sheet describing each piece or work (title, dimensions, completion date, and photo medium). Slide portfolios should be converted to digital images and submitted following the guidelines for Digital Portfolios above.

FILM PORTFOLIOS
Film portfolios may be submitted in DVD-R format. When burning DVDs please make sure that they are PC & Mac compatible. A title card must be at the beginning of each film and must include the following:
- The project's title
- The name and phone number of the applicant
- Term for which you are applying

NOTE: It is recommended that you keep an original copy of your submission.

APPLICATION FOR ADMISSION

SEMESTER AND YEAR YOU PLAN TO ENROLL:

☐ Fall (year) _____   ☐ Spring (year) _____

PERSONAL INFORMATION

_____ — _____ — _____
Social Security#

_____
Date of Birth (mm/dd/yyyy)

_____
Last

_____
First   Middle

_____
Preferred/Nickname   Maiden (if applicable)

SEX: ☐ Male   ☐ Female

RACE (optional):
☐ White   ☐ Black or African American   ☐ Asian, Pacific Islander or Native Hawaiian
☐ American Indian or Native Alaskan   ☐ Hispanics of any race   ☐ 2 or more races   ☐ Other

CONTACT INFO

PERMANENT ADDRESS

_____
Number   Street   Apt#

_____
City   State   Zip   County   Country

_____
Email

_____
Home Phone w/ area code   Cell Phone w/ area code

MAILING ADDRESS (IF DIFFERENT FROM ABOVE)

_____
Number   Street   Apt#

_____
City   State   Zip   County   Country

TERM INFORMATION

PROGRAM FOR WHICH YOU ARE APPLYING:
- ☐ Bachelor of Fine Arts Degree in Fine Art (BFA)
- ☐ Bachelor of Fine Arts Degree in Graphic Design (BFA)
- ☐ Bachelor of Fine Arts Degree in Interior Design (BFA)
- ☐ Bachelor of Fine Arts Degree in Photography (BFA)
- ☐ Bachelor of Fine Arts Degree in Film (BFA)
- ☐ Certificate in Film (prior bachelor's degree required)
- ☐ Certificate in Interior Design
- ☐ Bachelor of Arts Degree in Art (BA)

ENROLLMENT STATUS:
- ☐ Full-Time ☐ Part-Time

ENTRANCE STATUS
- ☐ First-Time Freshman
- ☐ Transfer Student
- ☐ Prior Degree (Bachelor's degree or higher) Year: _____
- ☐ Previous Student (attended Watkins) Year: _____
- ☐ International Student

Have you received a scholarship award from Watkins (for example, NPD, Gold Key, etc.)?
- ☐ Yes (Please include a copy of the award certificate or award letter with your application.)
- ☐ No

Name of Award   Amount   Date Received

Do you intend to apply for student housing? ☐ yes ☐ no

Do you intend to apply for financial aid? ☐ yes ☐ no

If your answer to the above question was "yes", you must file a Free Application for Financial Student Aid (FAFSA) at www.fafsa.ed.gov. Indicate Watkins Code: 031276

CITIZENSHIP

Are you a U.S. citizen? ☐ yes ☐ no

If no, country of citizenship _____

Country of birth _____

Type of visa you hold _____

Are you planning to apply for an F-I student visa? ☐ yes ☐ no

If yes, please refer to the international application requirement on the Watkins website at www.watkins.edu/prospectivestudents/application-process/how-apply

EDUCATIONAL HISTORY

HIGH SCHOOL INFORMATION ☐ Diploma   ☐ GED

Please list below the high school from which you graduated.

_____
Name of High School   City   State

☐ Public   ☐ Private   ☐ Home schooled

GRADUATION DATE (MM/DD/YYYY) _____

_____
Art Teacher Name   Art Teacher email

_____
Counselor Name   Counselor email

IF YOU ARE A CURRENT HIGH SCHOOLER, ARE YOU DUAL ENROLLED? ☐ yes ☐ no

If yes, College Name/City/State _____
Please have transcripts from the college attended sent directly to Watkins' Admissions Office.

HAVE YOU TAKEN OR DO YOU PLAN TO TAKE THE:

ACT: ☐ no   ☐ yes   ☐ date taken _____

SAT: ☐ no   ☐ yes   ☐ date taken _____

TOEFL (international only): ☐ no   ☐ yes   ☐ date taken _____

GED: ☐ no   ☐ yes   ☐ date taken _____

AP or IB exams: ☐ no ☐ yes   dates taken _____

AP or IB subjects tested for: _____

(You must have original scores from each subject test sent directly to Watkins from the issuing institution to receive credit.)

COLLEGE INFORMATION

Please list **ALL** colleges or post-secondary schools you have attended, along with dates attended and any degrees completed. Please list most recent institution first. We must receive transcripts from all colleges attended. Transcripts must be sent directly from the issuing institution to Watkins' Admissions Office. If you have completed less than 12 credits at the college level, you must also submit high school transcript and ACT or SAT test scores.

_____
Name of College   City   State   Credit Hours Completed

_____
Name of College   City   State   Credit Hours Completed

_____
Name of College   City   State   Credit Hours Completed

FAMILY EMERGENCY CONTACT

FIRST CONTACT

Relationship: _____

_____
Last   First

_____
Number   Street   Apt#

_____
City   State   Zip

_____
Phone (area code + number)   Email

SECOND CONTACT

Relationship: _____

_____
Last   First

_____
Number   Street   Apt#

_____
City   State   Zip

_____
Phone (area code + number)   Email

HOW DID YOU FIRST LEARN ABOUT WATKINS?

☐ Current Student/Alumni   ☐ Facebook
☐ Friend/Relative   ☐ Web search
☐ Art Teacher   ☐ Counselor
☐ Art/Design/Film Competition ☐ College fair
☐ National Portfolio Day   ☐ Watkins Website
☐ Zinch   ☐ Sage Rewards
☐ Received Mailing   ☐ Other _____

SIGNATURE

I certify that the information I have given in this application is true to the best of my knowledge. I understand that withholding information requested on this application or giving false information, whether intentional or accidental, may make me ineligible for admission or continuation at Watkins College of Art, Design & Film. If accepted for admission and enrolled, I agree to abide by all the rules, policies, regulations, and financial terms of the college as outlined in the college schedules, catalogs, the Student Handbook and other official Watkins publications.

_____
signature   date

Please submit application with $50 application fee (also payable at Watkins.edu/payments) to:
Watkins College of Art, Design & Film
Attn: Admissions
2298 Rosa L Parks Blvd.
Nashville, TN 37228

REFERENCE FORM

APPLICANT'S NAME _____

INSTRUCTIONS TO APPLICANT

Please fill in your name above. The person you choose as a reference should complete the bottom portion of this form. He or she must return the completed form to you in a sealed envelope for you to include with your Application for Admission or have the reference mail this form directly to the Admissions Office. Acceptable references include past or current teachers, employers or supervisors, significant mentors and other professional or educational contacts. Friends and family members are not acceptable. You may submit up to three references.

INSTRUCTIONS TO REFERENCE

This information will be kept confidential. Please complete the following and return this form to the applicant in a sealed envelope with your signature written across the seal of the outside back flap or mail directly to the Admission's Office. Use additional paper if necessary.

_____

Reference's Name   Daytime phone

_____

Address   Email

_____

City   State   Zip

How do you know the applicant? Please include company or school name if applicable.

_____

How long have you known the applicant? _____

Describe the applicant's work habits as you know them.

_____

_____

Based on your knowledge of the applicant, please evaluate the applicant in the following categories:

Artistic Ability:	poor	below average	average	above average	excellent	N/A
Academic Ability:	poor	below average	average	above average	excellent	N/A
Leadership Skills:	poor	below average	average	above average	excellent	N/A
Communication Skills:	poor	below average	average	above average	excellent	N/A
Character:	poor	below average	average	above average	excellent	N/A
Self Motivation & Work Ethic:	poor	below average	average	above average	excellent	N/A

Do you have any other comments you feel would help Watkins make an admissions decision about this applicant?

_____

_____

_____

Signature   **Date**

Bachelor of Fine Arts | FINE ART

Program Application Requirements

To apply to the Bachelor of Fine Arts in Fine Art degree you much choose one of the two artistic submission options below and write the required essay:

Option one: Submit a portfolio of 10-12 pieces of work which must include a self-portrait and at least one observational drawing. The other pieces in the portfolio are your choice but we would like to see variations in style and media.

OR

Option two: In lieu of portfolio, you may choose to complete the following three artistic exercises. The work can either be submitted in the media section of the online application or each exercise should be completed on a sheet of 8 ½" x 11" paper. Please print your name clearly on the back of each sheet:
- Using a mirror draw your face in pencil as realistically as possible with the exception of one feature that you alter to represent your personality.
- Arrange a still life using your five favorite books and do an observational drawing in pencil using proper perspective techniques.
- Collage has a long history of social protest worth of research. Before you begin this assignment, investigate a topic of interest to you and design a collage to reflect your view using materials such as torn paper, photographs, textiles and/ or magazine images. When developing your collage, consider composition, line, form, texture and balance.

    Sample topics might be:
    Identity/gender, Social practices, The political, The food industry, health issues

ESSAY
Submit an original 1,000 word essay, double-spaced, 12 pt. font; indicate your name in the top right corner on each page. This is an exercise demonstrating your written communication skills and critical thinking ability, as well your personal views as an artist. The essay should answer the following questions:
- How has art impacted your life?
- Why did you choose Watkins College of Art, Design & Film?
- What do you hope to achieve as an artist?

TRANSFER STUDENTS
For each art/design studio class that you wish to transfer, please submit up to two examples of work from each class. Label each with the name of the class and the course number as it appears on the transcript. Please include a description of the class from the college catalog and, if possible, a copy of the syllabus.

Bachelor of Fine Arts | GRAPHIC DESIGN

Program Application Requirements

To apply to the Bachelor of Fine Arts in Graphic Design degree you much choose one of the two artistic submission options below and write the required essay:

Option one: Submit a portfolio of 10-12 original works including one typographic composition utilizing words and/or letters only, and one piece that incorporates typography and imagery (ex. poster, book cover, logo, etc.).

OR

Option two: In lieu of the portfolio, you may submit the following three exercises accompanied by brief statements explaining your use of type, color, composition and imagery as they relate to targeted audiences.
- Observational drawing: Using a mirror, draw your face in pencil as realistically as possible.
- Typographic collage: Utilizing found typography, construct a thought-provoking, abstract, black and white image, 8 1/2" x 11". The resulting composition should be well-crafted and emotive, considering the elements and principles of art and design.
- Book Cover Design: From the list below, select one book and redesign its front cover, 6" x 9", vertical format. Express the essential message of the story through appropriate typography paired with a compelling, original image. You must also incorporate the title and author's name on the cover.

Book selection: *Animal Farm, Alice in Wonderland, Beloved, The Catcher in The Rye, To Kill A Mockingbird,* or *Kafka on the Shore*. The cover should be created in full color, however, if it is pertinent to the concept, you may work in black and white. If you are not submitting this online, please provide a copy of the design centered on a 8 1/2 X 11" piece of paper.

ESSAY

Submit an original 1,000 word essay, double-spaced, 12 pt. font; indicate your name in the top right corner on each page. This is an exercise demonstrating your written communication skills and critical thinking ability, as well your personal views as an artist. The essay should answer the following questions:

- How have art and design impacted your life?
- Why did you choose Watkins College of Art, Design & Film?
- What do you hope to achieve as an artist, designer, and/or illustrator?

TRANSFER STUDENTS

For each art/design studio class that you wish to transfer, please submit up to two examples of work from each class. Label each with the name of the class and the course number as it appears on the transcript. Please include a description of the class from the college catalog and, if possible, a copy of the syllabus.

Bachelor of Fine Arts/Certificate | INTERIOR DESIGN

Program Application Requirements

To apply to the Bachelor of Fine Arts in Interior Design you must choose one of the two submission options below – either portfolio or specific exercises. You must also write the required essay.

Please note the separate application requirements for the BFA and Certificate in Interior Design outlined below.

To apply for the BFA in Interior Design choose either option one or option two:

Option one: Submit a portfolio of five to ten artistic images. You must include at least one perspective drawing. The other submissions can be media of your choice but should show your artistic range.

Or

Option two: Complete the following specific exercises:
- Select of corner of a room with at least three pieces of furniture. Draw the corner using proper perspective techniques.
- Create a design composition using connecting lines and circles, either in black and white or color. Concentrate on the element of repetition in order to create a unique, thought-provoking image.
- Draw a 5"x 7" rectangle on a piece of white paper. Within the rectangle graphically depict one of the following words: organic, interruption, erosion, symmetry, suspension, interval, chaos, integration. Write your chosen word on the back of the paper.

Answer the following questions:

1. Your client requests a lobby area to be 450 sq.ft. Give the dimensions of four possible room sizes, each one equaling 450 sq.ft.

   _____   _____   _____   _____

2. What is the square footage of an office measuring 12'6" by 9'3"? _____

BFA essay

Submit an original 1,000 word essay, double-spaced, 12 pt. font; indicate your name in the top right corner on each page. This is an exercise demonstrating your written communication skills and critical thinking ability, as well your personal views as an artist.

The essay should answer the following questions:
- How has art and/or design impacted your life?
- Why did you choose Watkins College of Art, Design & Film?
- What do you hope to achieve as a designer?
- What issues in the world today do you believe you can impact in a positive manner through an interior design practice? Please give examples.

To apply for the Certificate in Interior Design

To apply to the Certificate in Interior Design you do not have to complete option one or two above. Just write a 500 word essay, double spaced, responding to the following questions: Why is design important in your life and what do you hope to accomplish by studying interior design? Submit with the general applicaton, fee and transcripts.

TRANSFER STUDENTS

For each art/design studio class that you wish to transfer, please submit up to two examples of work from each class. Label each with the name of the class and the course number as it appears on the transcript. Please include a description of the class from the college catalog and, if possible, a copy of the syllabus.

Bachelor of Fine Arts | PHOTOGRAPHY
Program Application Requirements

PORTFOLIO

Submit a portfolio of 12 photographs which must include a series of five images with a common theme, one interpretive self-portrait, one abstract, and five additional images of your choice.

ESSAY

Submit an original 1,000 word essay, double-spaced, 12 pt. font; indicate your name in the top right corner on each page. This is an exercise demonstrating your written communication skills and critical thinking ability, as well your personal views as an artist. The essay should answer the following questions:

• How has art impacted your life?
• What do you hope to achieve as a photographer?
• What do you hope to achieve as an artist?
• Discuss the series of five themed photographs submitted in your portfolio.
• What links the images together and why is the topic important to you, artistically?

TRANSFER STUDENTS ONLY

For each photography class on your college transcript that you wish to transfer, please submit five examples of work. Label each with the name of the class and the course number as it appears on the transcript. Please include a description of the class from the college catalog and, if possible, a copy of the syllabus. Original work will be held in the Admissions Office for one month after the beginning of the semester, after which it will be discarded.

For each art/design studio class that you wish to transfer, please submit up to two examples of work. Label each with the name of the class and the course number as it appears on the transcript. Please include a description of the class from the college catalog and, if possible, a copy of the syllabus.

Bachelor of Fine Arts/Certificate | FILM

Program Application Requirements

To apply to the Bachelor of Fine Arts in Film degree, please choose one of the two artistic submission options below and write the required essay:

option one: Submit an original film or video that you either wrote, directed, shot or edited, indicating your role in the production. The total submission should be no shorter than 3 minutes in length and no longer than 10 minutes. If you are submitting a single video that is longer than 10 minutes in length please submit selected scenes instead of the entire video (please label as such).

OR

option two: Submit a script as well as supporting materials that offer a visual representation of how you "see" this film before it is shot. Please submit all of the following:
• A screenplay that is 8-12 pages long, that tells a story. Concentrate on creating well defined characters, dialogue that is believable and a story that addresses a conflict that gets resolved.
• 10-12 panels of storyboards for this script- labeled with scene numbers.
• 10-12 photographs or images from other sources (such as magazines) of locations where you want to shoot this film

PROJECT GUIDELINES:
• Insert a title card at the beginning with the name of the video and your name.
• Submit on DVD (labeled with your name and semester to which you are applying) or through the online application's media section.

ESSAY (Mandatory for either portfolio option)
Submit an original 500 -1000 word essay in 12- Times Roman font with your name in the top right hand corner.
The essay should answer the following questions. You may divide up the word allotment as you wish, but address each question with a complete answer.
1. Why do I want to be a filmmaker?
2. What does it mean to be an artist in today's world?
3. What do I hope to get from my education at Watkins College of Art, Design and Film?
4. What is my favorite movie and why?

TRANSFER STUDENTS
Applicants who are transferring courses in studio art or film production may be asked to submit original work from these courses in order to accurately assess the credit requested. You will be notified by the Admissions Office if this is required.

Bachelor of Art	ART
Program Application Requirements	

ESSAY

Submit an original 1,000 word essay, double-spaced, 12 pt. font with your name in the top right corner on each page. This is an exercise demonstrating your written communication skills, critical thinking ability as well as your personal views as an artist. The essay should answer the following questions:

- How has art impacted your life?
- Why did you choose Watkins College of Art, Design & Film?
- What do you hope to achieve at Watkins as an artist?

PORTFOLIO SUBMISSION

In addition to the above exercise, applicants with prior training in studio fine arts should submit examples of their best work that is both technically and creatively ambitious. Evidence of experimentation in varying media and concepts is encouraged. Please see the Portfolio Guidelines page for directions on how to submit your portfolio.

PORTFOLIO SUBMISSIONS FOR TRANSFER CREDIT

Applicants seeking to transfer prior credits in studio art must submit a portfolio of original work from each course to be evaluated. Each work should include: your name, title, a description of the work and the course name. Original work will be held for pick-up in the Admissions Office for up to one month from the beginning of the semester for which you are applying, after which it will be discarded.

TRANSFER

TRANSFERRING TO WATKINS

Watkins welcomes transfer credits from most institutions. The Admissions Office, faculty and advisors are happy to provide informal assistance and consultation to prospective students about transfer credits for general advisement purposes, but an official evaluation and formal decisions about transfer credits will be completed by the Registrar once you have been accepted into the college. You must have earned a grade of "C" or better in order to have a class accepted for transfer. Additionally, developmental and remedial classes do not transfer.

THE PROCESS

Transfer students must complete an application for admittance, which includes sending an official transcript from any college attended, as well as work attended through dual enrollment while in high school. If transferring AP or IB credits, we must receive documentation directly from the issuing center. Since different institutions have individual policies about how these credits are applied, credit given from a previous college is not considered documentation. For AP, contact collegeboard.org; for IB, contact IBO.org. If you are transferring less than 12 college credits (not including AP or IB), you will also need to submit an official high school transcript and your ACT or SAT scores.

Transfer applicants are required to indicate on the application form all colleges attended, dates attended and approximate credits earned. Each department has specific portfolio or artistic exercises and essays to be completed, with the exception of the BA in Art which requires only an essay. Please see the application portion of this book for additional details. In addition, if you are seeking to transfer any studio classes within your specific major, you must submit a transfer portfolio for each class (see "Transfer Portfolio" below). You may, of course, submit additional portfolio work to be considered with your application. You will also need to submit one letter of reference from someone who can speak to your success as a student. A former professor or high school teacher would be preferable, but it can also be from a counselor, employer or someone else who is familiar with your work ethic. It cannot be from a family member or personal friend.

Once an application is complete, the faculty of the program to which you are applying will evaluate any course work that will apply to that major (see "Transfer Portfolio" below.) For instance, if you are applying for photography and have completed two photography classes in college, the chair of that department will decide how the content of those classes can be applied to classes in the Watkins' Photography curriculum. Any general education classes will be evaluated by the Registrar. Once both the faculty and the Registrar complete their evaluation, you will receive a letter from the Registrar's Office informing you of the status of your transfer credits. Any course successfully completed at another institution, meeting Watkins' transfer credit criteria, will transfer; however, not all transferred credit may be applicable to program requirements. Some transfer applicants may end up with extra credits that cannot be absorbed into the program's requirements.

You must resolve all questions regarding transfer credits prior to the end of the first semester of your enrollment at Watkins.

SUBMITTING TRANSCRIPTS

All transcripts must be submitted directly from the issuing institution and sent to the following address:

Admissions Office
Watkins College of Art, Design & Film
2298 Rosa L Parks Blvd.
Nashville, TN 37228

If you are submitting a transcript that shows work in progress for the current semester, please also arrange to have a final transcript submitted after the semester has ended and grades have been posted.

HIGH SCHOOL RECORDS AND STANDARDIZED TEST SCORES

Transfer students who have completed less than 12 college credits with a "C" or better, with the exception of remedial or developmental classes that do not transfer, must also submit an official transcript from their high school and ACT or SAT test scores. If you have not completed at least 12 college credits and did not take either the SAT or ACT, please contact the Admissions Office. It may be necessary to take a placement test.

ACT/SAT SCORES

If you have completed at least 12 transferable college credits with a "C" or better, it is not necessary to submit ACT or SAT scores with your application. If you have completed less than 12 college credits, please contact ACT. org or CollegeBoard.org (SAT) to have official copies sent to the Admissions Office at Watkins. If your high school transcript lists official test scores, you do not need to have the ACT or SAT offices send additional documentation.

TRANSFER PORTFOLIO

Applicants seeking to transfer credits for art and/or design classes must submit 2-3 pieces of work from each course to be evaluated for transfer (Photography applicants – see below). Each work/project should include your name and the course name and number as it appears on your transcript. The work can be either original or submitted on a CD or DVD disk. Website URL's are also acceptable. Computer files should be saved as an Adobe PDF file or a Photoshop JPEG file. If multi-media is submitted, it should be in a QuickTime or Mpeg format. If you submit original work, it can be picked up in the Admissions Office up to one month after the beginning of the semester for which you are applying. Any work not claimed will be discarded after this time.

Photography applicants: For each photography class on your college transcript, please submit five original prints, with course name, process used and any other pertinent information you believe is necessary to evaluate the work. Include a self-addressed envelope large enough to return the prints, or pick up work in the Admissions Office during the first month of the semester. For each non-photo art/design class, please submit 1-2 example of work, either in its original form or on a CD, labeled with your name and the class for which it was created.

ON-LINE APPLICATIONS

If you are applying through our on-line application, you can upload all work, including required exercises and portfolio, to the media portion on the site. Please label each work separately – i.e. exercises 1; transfer portfolio for#___(code for class as it appears on your transcript).

TRANSFER CREDIT LIMITS AND RESIDENCY REQUIREMENTS

The BFA and BA programs require that a minimum of thirty-six (36) credit hours of course work be completed at Watkins, including at least eighteen (18) hours completed in the major. The Certificate in Film requires that a minimum of twenty-four (24) credit hours be completed at Watkins. The last twenty-four (24) credits of any program must be completed at Watkins.

TRANSFER STUDENTS WITH EITHER AN ASSOCIATES OR PRIOR BACHELORS DEGREE

Transfer students who hold either an Associates or Bachelors degree will automatically receive credit for all Watkins' required general education classes with the exception of Art History I and/or II, unless an equivalent class has been taken at a prior institution.

AP, IB AND /OR CLEP TRANSFER CREDIT

If your college transcripts show any AP (Advance Placement), IB (International Baccalaureate) or CLEP (College Level Examination Program) credits, you must send original documentation of those exams to the Admissions Office. Notation on a prior college transcript is not acceptable. Please contact the issuing agency to order the necessary documents.

SCHOLARSHIPS

All Watkins scholarships are available to transfer students with the exception of the Commissioners' Scholarship, as long as the application is completed by the deadline – May 1 for fall entry and October 1 for spring entry. Scholarships are awarded based on a review of your application and prior academic record. You will be informed in your acceptance letter if you have been awarded a scholarship. Please note that the amount, if any, indicated in the letter reflects only the institutional scholarship awarded and does not include any other financial aid. A full award letter, including the institutional scholarship, will be issued by the Financial Aid office.

A current list of Watkins' scholarships is located in this book. In addition to entry scholarships, Watkins rewards current students who post cumulative GPA's at the end of the spring semester of 3.25 and above with a $500 Trustee Scholarship (3.25 to 3.64) or a $1,000 Presidential Scholarship (3.65 to 4.0). This amount is added to any other scholarship the student may be receiving and applied to tuition.

FINANCIAL AID

Watkins College of Art, Design & Film offers financial assistance from various programs comprised of federal, state, and institutional funds. Students interested in applying for financial assistance are required to complete the Free Application for Federal Student Aid (FAFSA), list our school code 031276, be admitted as a degree-seeking student at the college, complete the Institutional Application for Financial Aid (admitted students only are provided the institutional application) and meet all eligibility requirements to participate in the student financial assistance program. The FAFSA can be completed, electronically, at www.fafsa.gov. For more information regarding aid offered through the college, please see the Financial Aid portion of this book.

OTHER QUESTIONS?

If you have any other questions pertaining to transferring to Watkins or about the admissions process in general, please contact the Admissions Office at admissions@watkins.edu or call 615.383.4848.