KUTZTOWN UNIVERSITY
COMMUNICATION DESIGN

Instructions for Submission of a Transfer Portfolio to Slideroom

Final deadline is March 31st, 2017.

Congratulations!

If you've received these instructions you've completed the first step toward transfer admission to the CD program by completing an application to Kutztown University with Communication Design selected as your first-choice major.

Portfolio

To be accepted as a transfer into the CD major, you must submit a portfolio, your unofficial transcripts and write an essay describing your career plans and goals. This will be done using Slideroom.com.

The work in your portfolio should reflect individual experiences, abilities, styles or techniques, as well as skill level. You may submit **a maximum of 20 digital slides/samples** of your creative work. Some slides may be details or alternate views of a single work. **The minimum number of unique works is 10.** Work may be in any medium, including drawing, painting, watercolor, digital images, photography, printmaking and three-dimensional pieces.

Also, if Slideroom is unavailable to you, the portfolio may be submitted using an alternate process. Please contact the Transfer Coordinator, Prof. Josh Miller at jomiller@kutztown.edu or Dept. Secretary Kathy Traylor at traylor@kutztown.edu for directions.

Using Slideroom

Slideroom is a widely-used web-based service for application to visual and performing arts programs at colleges and universities. **Applicants pay a small fee — $10,** *less than preparing and mailing a portfolio as required in the past* **—** to submit the portfolio for admission to CD. **Slideroom is easy to use** both for the applicant and for the faculty evaluators and **allows us to process applications more quickly.**

Step 1 — Navigate in your browser to https://kuva.slideroom.com

Step 2 — Sign up for Slideroom.

Step 3 — Choose the BFA in Communication Design (CD) — External Transfer, Fall 2017 as the program you wish to apply to.

Step 4 — Follow directions carefully. Take your time to **curate your best work** (Not your favorite!).

Step 5 — Scan/Photograph/Save the original work as a jpg at 300dpi (or 5MB max file size) and upload to the media section of Slideroom. Complete the captions required.

Step 6 — Double-check that you have completed all requirements and followed the directions.

Step 7 — Submit your portfolio, essay and unofficial transcripts and pay for the submission.

Step 8 — Wait for the news! (Which you'll hear from Admissions, not us. We aren't permitted to release that information.)