

Graduate Application Procedure for Music Degrees

To be considered for graduate admission to the School of Music all application materials must be received in the **Student Services Office** by the deadline below. [Non-degree applicant information is noted on page 3.](#)

Application Deadlines:

December 15: Priority consideration deadline for MM, DMA, or Ph.D. students interested in University Fellowships or Graduate Teaching Assistantships (entry is fall term of the following year).

February 15: Final consideration deadline for MM, DMA, and Ph.D. students interested in Graduate Teaching Assistantships (if positions are still available). Entry is for the fall term.

May 1: Final deadline of all applicant admission materials for review and possible entry in the summer or the fall term.

Non-Degree Applicants (ONLY) A description can be found in the Graduate Catalog. This admission status is not for full time study.

May 1: Deadline of all admission materials for review and possible entry in either the summer or fall terms.

December 1: Deadline of all admission materials for review and possible entry in the spring term.

Required Documents/Information: *All degree-seeking students must submit the following items.*

- ❑ **Graduate Studies Application Form:** http://www.graduate.ku.edu/01-00_abt_admissions.shtml
- ❑ **Application Fee:** This is a non-refundable processing fee. Online application fees are paid electronically within the online process. See the application fee chart on page 4 for actual amounts.
- ❑ **Transcripts:** A final official degree conferred transcript must be sent directly from all of your previous colleges or universities showing bachelor's degree or post bachelor's degree work. These transcripts must be received in the department office in order to process the application for admission. In the online application, please by-pass on page 5 the option to upload an unofficial transcript. This can be done by selecting "save" and "next page" at the bottom of the page.
- ❑ **Reference Letters:** Three graduate letters of recommendation regarding your qualifications for graduate study in your selected program, less than two years old. This form is available through the online application process and at http://www.graduate.ku.edu/-downloads/05_d6_Recommendation_GradAdmission.pdf.
- ❑ **Résumé or curriculum vitae:** listing scholarships/fellowships, awards, and history of employment. List employment since bachelor's degree and begin with latest employment.
- ❑ **Repertoire List:** the list of pieces that have been prepared for performance.
- ❑ **Additional documents:** specific additional materials are required for each particular major, degree or international status. Review all applicable sections below for this specific information.
- ❑ **Auditions:** All candidates seeking the MM in performance, accompanying or church music, or the DMA in performance, or church music need to audition. Late auditions will be considered on a space available basis. For more information go to <http://music.ku.edu/prospective/auditions.shtml>.

Readmission of returning graduate students: A graduate student not enrolled in the preceding semester (fall or spring) must be readmitted in order to enroll. To do this, the student must process readmission by one of the following means as appropriate. 1) If currently on leave of absence via the Graduate progress to Degree (GPtD) form, contact Student Services by submitting an email to jgnojek@ku.edu requesting a GPtD Return from Leave of Absence form be processed for the intended term/year or 2) Complete the application to re-enroll located at http://www.graduate.ku.edu/01-05_readmit.shtml. Former KU graduate students not enrolled in the past five years must reapply for admission as a new applicant at http://www.graduate.ku.edu/01-00_abt_admissions.shtml.

*** Access to online applications is available at**
http://www.graduate.ku.edu/01-00_abt_admissions.shtml

Submit final official transcripts, test scores (i.e., GRE, TOEFL, IELTS), financial statement(s), audio/video and any other supporting documents directly to:

University of Kansas
 School of Music
 ATTN: Graduate Director, Music Student Services
 1530 Naismith Dr., Rm 450
 Lawrence, Kansas 66045-3103 U.S.A

International Students Only: Additional Required Documents for Regular Admission

Acceptable verification of English proficiency can be done by one of the following methods.

1. Graduation with a baccalaureate degree (or higher) earned in residence from an accredited U.S. institution of higher education, or from such an institution whose medium of instruction is English. This does not apply to degrees earned online.
2. Receipt of official copy (not student's copy) of applicant's TOEFL scores achieved not more than two years prior to the semester of admission. Please see the information below.
3. Receipt of official copy of the ACADEMIC format of the [International English Language Testing System \(IELTS\)](#) administered by the University of Cambridge ESOL achieved not more than two years prior to the semester of admission. Please see the information below.

	TOEFL (paper)	TOEFL (CBT) (computer based test)	TOEFL (iBT) (internet based test)	IELTS (International English Language Testing System)
Regular Admission*				
	All part scores at least 53	All part scores at least 20	Reading, Listening, and Writing part scores at least 20**	Minimum overall score 6.0 with no part score below 5.5
Provisional Admission*				
	All part scores 51-52	All part scores 18-19	Reading, Listening, and Writing part scores 18-19**	Minimum overall score 5.5 with no part score below 5.0
Delay Admission & Recommend Applying to Applied English Center - Deny Admission				
	One or more part scores below 51	One or more part scores below 18	One of these part scores below 18: Reading, Listening, or Writing**	Overall score below 5.5 or one or more part scores below 5.0

*Admitted students will take the Applied English Center English Proficiency Test and may be required to enroll in one or more Applied English Center courses if they have:

- Any part of the paper-based TOEFL below 57 or an essay score below 5;
- Any part of the computer-based TOEFL below 23 or an essay score below 5;
- Any part of the internet-based TOEFL below 23;
- An IELTS overall score below 6.5 or any score below 6.0.

** *The iBT speaking score is not required for admission, but Graduate Teaching Assistant (GTA) applicants must have a minimum iBT speaking score of 26 or a TSE score of 50 to hold a GTA appointment.*

International students applying for an assistantship must submit the test results for either the Speaking Proficiency English Assessment Kit (SPEAK) – 50; or the Test of Spoken English (TSE) – 50; or the Test of English as a Foreign Language Internet Based Test (TOEFL iBT) spoken English component – 24; or the International English Language Testing System

(IELTS) spoken English component - 8 with their Graduate Teaching Assistantship application. For information regarding these tests see <http://www.ets.org/portal/site/ets/menuitem> and <http://www2.ku.edu/~aec/speak.shtml>.

Financial requirements for international students:

- An official Financial Statement showing equal to or greater than \$23,510.00 U.S. (academic year) must be submitted with the applicant materials. (*Amount is subject to change*). If the student's name is not indicated on the financial statement a letter of sponsorship or an affidavit of support must also be submitted noting the sponsor's name, date of birth, and the name of the student they will be sponsoring financially. If a fellowship or assistantship is offered, the amount of the stipend is deducted from the total amount required.

Non-degree Music Programs: Required Documents for Regular Admission

Non-degree seeking students must submit the graduate application, application fee, and appropriate items as listed below according to the specific status requested. International students are typically not admitted as non-degree students. Please contact International Student and Scholar Services for additional information at 785-864-3617 or <http://www2.ku.edu/~issfacts/>.

- ❑ Non-degree "Regular": Applicants must have a 3.0 GPA or higher and submit one official transcript from their undergraduate institution showing a conferred bachelor's degree or equivalent.
- ❑ Non-degree "Provisional": Applicants must have a 2.75-2.99 GPS and submit one official transcript from their undergraduate institution showing a conferred bachelor's degree or equivalent.
- ❑ Non-degree "Easy Admit": Applicants must present at least evidence of receipt of a baccalaureate degree from an accredited institution, to take one course per semester, without needing to meet the additional requirements for a regular non-degree admission. This category is limited to enrollment in short or continuing education courses, institutions, workshops, or certificates in graduate studies. Admission and enrollment for "Easy Admits" are not done online but through a special registration ticket (\$10.00 fee, subject to change) process.

Ph.D. Programs (Ph.D. in Music Theory and Musicology):

Additional Required Documents for Regular Admission

- ❑ **Undergraduate and Master's grade point average of 3.0 or better**
- ❑ **GRE Scores:** Only needed for Ph.D. admission. Submit scores for the three basic aptitude subtests (Verbal, Quantitative, and Analytical Writing). The examination scores are required. Registration for the GRE is done online through the ETS website at www.ets.org. Select GRE under the main menu and follow the directions to register for the test. Request that scores be submitted to yourself and the University of Kansas using code 2404.
- ❑ **Scholarly Writing Samples**

Music Theory, and Composition Programs

Additional Required Documents for Regular Admission

- ❑ **Original Scores**
- ❑ **Scholarly Writing Samples**

Conducting Programs

Additional Required Documents for Regular Admission

- ❑ **CD:** A performance CD of an ensemble that the applicant has trained.

- ❑ **DVD:** A DVD that shows the applicant conducting at least two compositions in performance and two compositions in rehearsal. The conductor must be in full frontal or partial profile view and at least part of the ensemble must be in view. The repertoire selected for the video must be appropriate to the musical and technical abilities of the ensemble.

Piano Programs

Additional Required Documents for Regular Admission

- ❑ For prescreening requirements, please refer to the provided link <http://music.ku.edu/prospective/auditions.shtml>

Voice Programs

Additional Required Documents for Regular Admission

- ❑ For prescreening requirements, please refer to the provided link <http://music.ku.edu/prospective/auditions.shtml>

Graduate Application Fee Chart (all amounts are subject to change)

Graduate Application Type	Domestic	International
Degree Seeking Online Application Fee:	\$55.00	\$65.00
Non Degree Seeking Application Fee: (online or downloadable paper)	\$30.00	\$30.00
Application to re-enroll Application Fee: (effective Spring 2012) http://www.graduate.ku.edu/01-05_readmit.shtml	\$30.00	\$30.00

- Music degree/program information and e-mail contact is available online at: <http://music.ku.edu/~sfa/graduate/music/>
- The School of Music information is available online at: <http://music.ku.edu/>.
- The Graduate Teaching Assistant application form can be found at <http://music.ku.edu/resources/> under “Graduate.”
- Schedule of classes and a wealth of other information are accessible through the Registrar’s website:
<http://www.registrar.ku.edu/>
- Lawrence Chamber of Commerce site to review cost of living expenses:
<http://www.lawrencechamber.com/cwt/external/wcpages/index.aspx>

Graduate Teaching Assistantships

Applicants interested in applying for a Graduate Teaching Assistantship (GTA) can find the application at <http://music.ku.edu/resources/> under “Graduate.”