

**The Colburn School  
Conservatory of Music  
Application Checklist**

This checklist is provided so you can make sure your application is complete. In submitting the online application, you must submit several supporting documents. The resume and two essays must be attached to the online application. Contact information for Recommenders should also be provided. We suggest that if you mail any materials, you should use a system that can track your items and confirm delivery (registered mail, UPS, or FedEx). Do NOT send materials to faculty members. ***The application and all supporting materials must arrive in the Conservatory Office of Admissions by December 1.***

\_\_\_\_\_ **Application for Admission** (submitted electronically)

\_\_\_\_\_ **Application Fee** (\$140, mandatory and non-refundable; pay online when submitting the application)

\_\_\_\_\_ **Request for Application Fee Waiver** (completed online in cases of financial hardship)

\_\_\_\_\_ **Prescreening recording** – [See website for required repertoire](#); DVDs and CDs are not accepted.

\_\_\_\_\_ **Your Résumé** – This is a list of your academic and musical accomplishments, NOT a program bio. If you are not sure what a résumé is, [use this sample as a guide](#). Your resume must be uploaded as part of your application.

\_\_\_\_\_ **Two Essays** – Each of these two short essays must be a minimum of two paragraphs in length, and should not exceed 1 page single-spaced. The essays must be uploaded to your application and should have your full name on each document.

- Essay #1: Submit a brief essay that addresses the following topics:
  - 1) Your goals as a musician
  - 2) How you intend to accomplish these goals
  - 3) How you will contribute to the Colburn community if you are admitted
- Essay #2: Tell us about a person who has had the greatest influence on your life and why

\_\_\_\_\_ **Two Letters of Recommendation** – Letter of Recommendation links will be sent to the teachers whose email addresses you provide through the online application. However, if your recommender does not wish to complete the online form, they may email or mail their letters to the Conservatory. You may send all your letters of recommendation in the same envelope as long as each letter is in an envelope sealed by your recommender.

BM and MM applicants must submit two letters of recommendation:

1. A recommendation describing the applicant's instrumental development and abilities from the applicant's current applied (private) teacher, excluding relatives.
2. A recommendation from another musician (such as a chamber music coach, orchestra director, summer festival teacher, etc.) describing the applicant's musical ability to be successful in an academic degree program.

PD, AD, and PSC applicants must submit two letters of recommendation:

1. A recommendation describing the applicant's instrumental development and abilities from the applicant's current applied (private) teacher, excluding relatives.

2. A recommendation from another musician (such as a chamber music coach, orchestra director, summer festival teacher, etc.) describing the applicant's musical abilities.

\_\_\_\_\_ **Official TOEFL Score** - Required if you are a non-native English speaker. If you feel that this requirement should be waived due to study at English-speaking schools, please contact the Office of Admissions. Students applying to the MM program are not eligible for a waiver. Your TOEFL score is due by December 1. If you did not allow enough time for the test score to be sent to Colburn by this deadline, please contact the Office of Admissions and let us know when we can expect to receive your TOEFL score. Note that scores received after **December 1** are delinquent; such lateness negatively impacts our ability to assess your application.

\_\_\_\_\_ **School Transcripts** – Transcripts are NOT required for the December 1 deadline. Applicants who pass the prescreening round and are invited for the live audition will be required to submit official transcripts by January 15 as follows:

- BM and PD applicants must submit high school transcripts.
- BM transfer applicants must submit high school transcripts AND transcripts from all colleges attended.
- MM, AD, and PSC applicants must submit all college transcripts. (AD and MM applicants must have completed a bachelor's degree, at a minimum.)