

AFI CONSERVATORY

REQUIREMENTS AND GENERAL INFORMATION

www.AFI.com • 323.856.7628



HOW TO APPLY

Applicants must submit the following:

- 2004-2005 application form (original and three copies).
- \$75 non-refundable application fee, check or money order only (if international applicant, fee must be in US dollars) made payable to AFI. There will be an additional service charge of \$25 for any application check returned for insufficient funds.
- Narrative Statement (original and three copies typed and double-spaced, five page maximum) in which the following elements should be included:
 1. A two to three paragraph autobiographical sketch giving a sense of the applicant's background and the world from which he or she draws inspiration and motivation.
 2. Detail of the personal philosophy of the discipline chosen.
 3. Description of personal goals in applying to the AFI Conservatory.This statement should be a thoughtful and mature demonstration of the applicant's personal thinking. The statement should be focused and grammatically correct. If applying to more than one discipline, each narrative statement should reflect particular thoughts regarding that individual discipline. It is unwise to utilize the same statement for two separate applications in different disciplines without addressing the individual discipline specifically.
- Resume detailing professional work and education to date (original and three copies).
- Official sealed transcripts of all previous college work.
- Two letters of recommendation—must be sent sealed from their authors directly to the address below. These letters become the sole property of AFI.
- International applicants—if English is not the applicant's native language, submit BOTH the TOEFL and TSE scores. **IMPORTANT**—Applications will not be reviewed without receipt of both TOEFL and TSE scores. (Please see detailed description under the heading International Applicants.) The minimum requirements are:

TOEFL—250 computer-based; 600 paper-based
TSE—50

Please allow appropriate time for test scheduling. Test scores must be received no later than January 5, 2004. The AFI Conservatory testing code is: 9760

- Sample of work as described below:

Cinematography, Editing, Producing: Submit one or two examples of original work that best demonstrates talent and ability. If moving image examples, the submissions must be on VHS videotape regardless of the original format. All material must be NTSC formatted. No PAL format will be accepted. If no moving image work is available, applicants may submit supporting materials such as photographs, scripts and/or slides (20 maximum).

Note to Producing Applicants: Ideally, samples of short films that an applicant has produced are offered as supporting materials. Many applicants, however, have attained their skills from various professional experiences in publishing, entertainment law, theater, online business ventures, etc. Often, with producing applicants, it is the narrative statement and resume that reveal the most about an applicant's qualifications to the Admissions Committee. Producing applicants may also submit treatments or screenplays that they feel display their narrative talent.

Production Design: Applicants may submit any moving image production featuring their work as designer or art director on VHS (NTSC format). Other samples of work should reflect the applicant's background in architecture, theater design, graphic design, narrative film or fine arts. Applicants can elect to present samples in various stages of development, or as finished work. Photocopies, photographs or slides are all acceptable formats. Examples of work can range from drawings, conceptual illustrations, storyboards, designs, prop construction and/or examples of drafting. Photographs of three dimensional models or digitally generated images can also be included if available.

Directing: Submit one or two examples of moving image projects that the applicant has personally directed which best demonstrates individual talent and ability. Only work that the applicant has directed (not co-directed) will be considered. One example should be in the form of a narrative. Submissions must be on VHS videotape regardless of the original format. All material must be NTSC formatted. No PAL format will be accepted.

Screenwriting : Submit ONE typed screenplay or script (20 page maximum). No binders or folders please. If the sample is from a longer script, submit a descriptive one-paragraph synopsis of the entire script for reference purposes. Co-authored material will not be considered.

APPLICATION SUPPORT MATERIALS ARE NOT RETURNED TO APPLICANTS. PLEASE SUBMIT ONLY COPIES OF YOUR SAMPLE WORK.

Please indicate on and within all materials name, address, discipline applied for and title of work submitted. Include the name of the application discipline on the OUTSIDE of the package. Transcripts, letters of recommendation, TOEFL and TSE scores, if applicable, may be sent under separate cover.

Return the completed application, fee, narrative statement, resume with appropriate copies and supporting materials in one package to:

Admissions Committee
AFI Conservatory
American Film Institute
2021 N. Western Avenue
Los Angeles, CA 90027-1657

PROFILE OF AN IDEALLY QUALIFIED APPLICANT

The following profile describes desired essentials required of Conservatory Applicants:

1. A demonstrated passion for narrative filmmaking.
2. A demonstrated desire to collaborate with other artists in a rigorous Conservatory environment.
3. Three to five years experience or education in film production.
4. Ability to supply portfolio (submission) materials conveying skill and experience in the applicant's desired discipline.
5. Ability to commit full-time (often seven days a week) to the program.
6. An adequate and sound financial plan, either through loan programs or personal funding, to study full-time for the entirety of the program.

GENERAL INFORMATION

Degree and Certificate Qualifications

Applications may be submitted in the fields of Cinematography, Directing, Editing, Producing, Production Design or Screenwriting. Transfer credit from other graduate programs is not accepted. A US Bachelor's degree from an accredited institution is required to receive a Master of Fine Arts degree after the successful completion of the program. An applicant without an undergraduate degree may be considered for acceptance as an Associate Fellow. Associate Fellows who successfully complete the requirements will receive a Certificate of Attendance, completing the same curriculum as the degree programs. Those applicants who have completed a program outside the US are required to submit a Bachelor's degree equivalency document prior to the end of the first term of attendance to qualify for the Master of Fine Arts degree. There can be no change of program status from certificate to degree after the completion of the first semester of attendance. It is the responsibility of the applicant to obtain the equivalency

document and it is recommended to have the document before entering the Conservatory. For degree evaluation agencies, please contact the Registrar's Office.

Screenwriting is a 60-plus credit hour program, which subject to faculty approval may be completed in two calendar years. Cinematography, Directing, Editing, Producing and Production Design are also 60-plus credit hour programs which can be completed in two and a half calendar years. Fellows enroll in thesis credit hours according to various scenarios which reflect the demands of thesis production and post-production schedules.

Application Deadline

Completed applications and all supporting materials must be postmarked January 5, 2004, for consideration for the academic year beginning September 2004.

Review Process and Notification

A letter will announce the decisions of the Admissions Committee on April 15, 2004. The Committee does not provide individual critiques of any applicant's work. The decisions of the Admissions Committee are final and not subject to appeal. Individuals who are denied admission to a program of study are not entitled access to materials relating to the denied application. As the review process is quite extensive, please do not call the Admissions Office regarding status. If an application is reviewed positively, the applicant will be contacted for a requisite personal interview. If reviewers have any questions regarding application or materials submitted, the applicant will be contacted. If asked to interview, the applicant should plan on at least a 30-minute meeting, either over the phone or in-person. Upon completion of all interviews, the Admissions Committee makes decisions regarding acceptances, which are communicated to applicants by letter as described above. Again, applicants are advised to please be patient with this process and understand that no information will be provided regarding the status of an individual application during its course of review.

International Applicants

The AFI Conservatory welcomes qualified applicants from around the world. The AFI Conservatory is authorized under Federal law to enroll nonimmigrant alien students. To meet the demands of the program, applicants are expected to be proficient in English in writing, speaking and comprehension. In addition to the general admission requirements, international applicants from non-English speaking countries must submit the following minimum scores by the application deadline: TOEFL—250 (computer-based) or 600 (paper-based) AND TSE—50.

IMPORTANT—Applications from non-English speaking applicants will not be reviewed without receipt of both TOEFL and TSE scores. Submitted test scores must be from tests taken within 12 months of submission. It should be noted

that final level of English language competency, as it relates to admission into the AFI Conservatory, will be determined by, and is at the discretion of, the Admissions Review Committee. Applicants may be exempt if a degree program, two semesters of English Composition and Literature, or an intensive English program (minimum one year) has been successfully completed in the United States or an English-speaking country.

International applicants must submit a Bachelor's degree equivalency document to be awarded a Master of Fine Arts degree. If not, a Certificate of Completion will be awarded upon the successful completion of the program. All credentials, transcripts and diplomas must be submitted in official English translation. The Registrar's Office determines final evaluation of previous records. All transcripts and evaluations must be on file in the Registrar's Office prior to the end of the first term of attendance.

Once accepted to the program, International Fellows must be able to submit financial verification to cover tuition, fees and living expenses before an I-20 can be issued to obtain a student visa. Accepted International Fellows should allow plenty of time to provide financial verification in order to allow for appropriate visa processing time. Visas may only be issued in the originating country; visas cannot be issued in the United States. Accepted International Fellows should begin to plan immediately for the entire length of the program to avoid financial difficulties in the Second Year. Independent resources of scholarships may be searched at www.fastweb.com. It is highly recommended to begin searches as soon as possible.

Financial Aid

Fellows who are applying for financial aid must submit a completed and problem-free application (with Student Aid Report) by June 16, 2004. The Free Application for Federal Student Aid (FAFSA) will be available in late January and mailed to all those who have submitted an application and are US citizens or permanent residents. All applicants in need of financial aid are encouraged to submit this application to establish eligibility. Once AFI has received this application, your need analysis will be determined. The AFI Conservatory participates in the Federal Stafford Loan program. Loan maximums for the 2004-2005 academic year are:

Subsidized Stafford Loan:	\$ 8,500
Unsubsidized Stafford Loan:	\$10,000
TOTAL	\$18,500

The interest rate is variable, not to exceed 8.25%. The lender will charge a loan origination fee of 3%. Deferments are available for prior Federal Student Loans. All US citizens or permanent residents who have never defaulted on a prior Federal Stafford, Federal PLUS or Federal Perkins Loan are eligible to apply for a Federal Stafford Loan (subsidized or unsubsidized). Loan amounts may be less if you have not completed a Bachelor's degree.

All Fellows who are eligible and are accepted into the program are encouraged to complete the financial aid process immediately in order to secure tuition funds by these deadlines. You may discuss this process with the Financial Aid Officer at 323.856.7699.

Educational Budget

The cost of attendance for 2004-2005 for all disciplines is comprised of the following:

Tuition	\$24,900
Thesis Credit Tuition	\$ 275 (per thesis credit hour up to a maximum of \$ 5,500)
Education and Production materials fee	\$ 1,600
Food & housing	\$12,000
Transportation	\$ 3,000
Health insurance	\$ 1,000
Computer/Modem	\$ 2,000
Miscellaneous	\$ 2,500

The tuition amount listed above is dependent upon approval by the AFI Board of Trustees. The Educational and Production materials fee is \$800 per term in Year One of the program and is required of all Fellows. This fee is used to pay for costs of First Year production, computer lab costs and other instruction related materials.

Housing

The AFI Conservatory has no housing on Campus. Most Fellows live approximately within a two to three mile range, and housing is relatively easy to obtain. Upon acceptance, additional information regarding housing resources will be available.

Accreditation and Approvals

The AFI Conservatory is accredited by the Accrediting Commission of Senior Colleges and Universities of the Western Association of Schools and Colleges, 985 Atlantic Avenue, #100, Alameda, CA 94501, 510.748.9001. The AFI Conservatory is also accredited by the National Association of Schools of Art and Design (NASAD, 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190, 703.437.0700). The AFI Conservatory is approved by the Bureau for Private Postsecondary and Vocational Education (400 "R" Street, Suite 5000, Sacramento, CA 95814-620C, 916.445.3427) to operate as an accredited, degree-granting institution. The AFI Conservatory is authorized under Federal law to enroll nonimmigrant alien students. These approvals are available for review in the Registrar's Office during regular business hours.

AFI CONSERVATORY Application 2004-2005



Master of Fine Arts
and Certificate Programs

Cinematography Directing Editing Producing Production Design Screenwriting

PLEASE INDICATE BY CHECKING ABOVE WHICH DISCIPLINE YOU ARE APPLYING FOR. It is possible to apply for more than one discipline. A separate application and a non-refundable fee, accompanied by separate narrative statement and separate or duplicate support materials are required. Duplicate transcripts are not necessary.

Please print legibly or type.

Submit original and three copies of application form, narrative statement, resume, along with the application fee and one copy of the supporting materials. Copies should be stapled in the upper left hand corner - NO FOLDERS, PLEASE.

Return completed materials in one package to:

**Admissions Committee
AFI Conservatory
American Film Institute
2021 N. Western Avenue
Los Angeles, CA 90027-1657**

The non-refundable application fee is \$75. Applications must be postmarked by January 5, 2004. This application cannot be faxed.

Check one: Male Female

Legal name (Last/Family)

First

Middle

Former name(s) which may appear on transcripts

E-mail address

Note: It is your responsibility to notify the Conservatory should your address change during the application process.

Street

Apartment

City

State

Zip Code

Country

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Home phone

Cell phone

Fax

Social Security number (if US Citizen)

Country of birth

Date of birth (month/day/year)

Country of Citizenship

If permanent resident, alien registration number

I. Briefly summarize prior filmmaking experience in the space below.

II. Check one: Fellow (Degree) Associate Fellow (Certificate)

Academic background: Include ALL undergraduate institutions attended. Although the GRE is not required, applicants must request that each of the institution(s) listed below send an official copy of academic transcript(s) to the Admissions Committee at the address listed on the front of this application. AFI will accept sealed transcripts sent by applicants.

College or School	Dates attended	Major	Degree Awarded (Month/Year)
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III. Submit a narrative statement (original and three [3] copies, typed and double-spaced, five [5] page maximum) providing an autobiographical sketch giving a sense of the applicant's background and the world from which he or she draws inspiration and motivation. Detail the personal philosophy of the discipline chosen. Describe goals and motivation for entering the Conservatory. This letter should be mature, focused and grammatically correct.

IV. This section to be completed by international applicants.

Is English applicant's native language? Yes No If no, primary language is: _____
TOEFL Examination Score: _____ Date of Exam _____
TSE Examination Score: _____ Date of Exam _____

Note: English is the language of instruction at the AFI Conservatory and is essential to the collaborative process. Applicants must be able to fully participate in the program.

If English is not your native language, applicants must submit BOTH the TOEFL and TSE scores by January 5, 2004.
An overall TOEFL score of no less than 250 (computer-based test) or 600 (paper-based test) AND a TSE score no less than 50 are required.
IMPORTANT – Applications will not be reviewed without receipt of both TOEFL and TSE scores. For testing information, access www.toefl.org

Residency: Is applicant residing in the United States now? Check one: Yes (Name of institution attending): _____ No

Before starting the program at the American Film Institute, will applicant be returning to his or her home country and re-entering the United States, using an I-20 issued by AFI? Check one: Yes No

The total cost of First Year tuition, fees and living expenses for 2004-2005 is estimated at \$47,100. International Fellows must be able to show financial verification for the duration of the program applied for.

Note: After acceptance, international applicants will be asked to provide financial verification to cover the full cost of tuition, fees and living expenses to enable AFI to issue an I-20 to obtain student visa. If bringing dependents, an additional \$5,000 per dependent, per year, is added to the overall budget.

V. If applicant has any information he/she wishes to bring to the attention of the Admissions Committee regarding physical or emotional conditions or a family problem that may have affected his/her previous scholastic performance or background, please indicate below.

VI. Has applicant ever been convicted of a misdemeanor or felony? Check one: Yes No

If yes, attach a separate, signed statement describing the nature of the criminal activity, when it occurred and rehabilitation record.

Is applicant presently under suspension or dismissal for academic or disciplinary reasons from any college, university or other formal post-secondary education program? Check one: Yes No

VII. Include with the application the \$75 non-refundable fee. I understand that a non-refundable deposit of \$1,000 applicable toward the total tuition and fees is required if I am accepted as a First Year Fellow/Associate Fellow and will be due upon notification of acceptance. The balance of tuition and fees is payable in two installments: The first is due no later than September 7, 2004, and the second is due no later than January 3, 2005.

SUPPORTING MATERIALS CONTENTS SHEET

Title: _____

Format of original: _____

Year made: _____

Applicant's precise role in this work: _____

Synopsis or brief description: _____

Title: _____

Format of original: _____

Year made: _____

Applicant's precise role in this work: _____

Synopsis or brief description: _____

AFI does not and cannot provide critical comment on submitted application materials.

The AFI Conservatory requests that applicants complete the following questions.

International applicants, please state country of origin: _____

Have you ever applied to the AFI Conservatory before? Check one: Yes No

Are you applying to other advanced film programs? Check one: Yes No

If Yes, what other programs are you applying to: _____

How did you hear about AFI's program?:

<input type="checkbox"/> Advertising	<input type="checkbox"/> Mailing
<input type="checkbox"/> Alumni	<input type="checkbox"/> Online
<input type="checkbox"/> Film Festival	<input type="checkbox"/> Professional Recommendation
<input type="checkbox"/> Films	<input type="checkbox"/> Other: _____

The following information will be separated from your application materials upon receipt and used for demographic statistical purposes only. Circle one:

- Asian/Pacific Islander
- Black, Non-Hispanic
- Hispanic
- Native American/Alaskan Native
- White, Non-Hispanic
- Other (specify): _____

SUBMISSION AGREEMENT • PLEASE READ CAREFULLY AND SIGN WHERE INDICATED BELOW

No application, script, story outline, treatment or graphic art will be evaluated unless applicant signs this agreement.

This submission agreement sets forth the terms and conditions governing my submission to American Film Institute ("AFI") of the creative materials ("Materials") described above. I understand that AFI will not consider, review or accept such material unless this agreement is signed. In signing this agreement, I accept each and every one of the following provisions:

I acknowledge that the Materials are not submitted to AFI in confidence and that no confidential relationship is intended or established between us by my submission of the Materials.

I represent and warrant that the Materials are original with me; that I am the sole owner and author of the Materials; and that I have the exclusive right and authority to submit the Materials to AFI upon the terms and conditions set forth herein and to grant all rights in and to the Materials.

I agree that nothing contained in the Agreement, or the fact of my submission of the Materials to AFI, shall be deemed to place AFI in any different position than anyone else to whom I have submitted the Materials with respect to any portion of the Materials which does not constitute protectable literary property.

I recognize that AFI, its faculty, its employees and advisors have access to and/or may create or have created literary materials and ideas which may be similar or identical to the Materials in theme, idea, plot, format or other respects. I agree that I will not be entitled to any compensation because of the use of any such similar or identical materials which may have been independently created by AFI or any such employee or advisor, or may have come to AFI from any other independent source. I agree that any claim by me arising out of AFI's use of material containing elements similar or identical to those contained in the Materials without compensation to me shall, at AFI's sole election, be submitted to binding arbitration before the American Arbitration Association in Los Angeles, California, each party to bear its own costs. Any award favorable to me shall be limited to award of compensation reasonable related to the amount of compensation normally paid by AFI for similar material.

I have retained at least one copy of the Materials, and I understand that the materials and sample works submitted will not be returned. I hereby release AFI of and from any and all liability and responsibility for loss of, damage to, preservation or return of the copy submitted to you hereunder.

I have read, understand and accept all information listed in Section VIII of this application. I understand that it is my responsibility to secure funds for tuition and fees in full by the deadline published. I further understand that status as an AFI Fellow cannot begin or be maintained without meeting the tuition and fee deadlines. Failure to do so will result in suspension, pending review for eventual dismissal.

I hereby state that I have read and understood this Agreement and that no oral representations of any kind have been made to me, and that this Agreement states our entire understanding with reference to the subject matter hereof. Should any provision or part of any provision be void or unenforceable, such provision or part thereof shall be deemed omitted, and this Agreement shall otherwise remain in full force and effect. This Agreement shall be governed by and construed in accordance with the laws of the State of California applicable to contracts entered into and wholly performed therein.

I have read the information describing the AFI Conservatory Program and have completed this application fully and to the best of my knowledge. I hereby hold the American Film Institute, its staff, consultants, advisors, faculty and application reviewers harmless from any consequences arising from the application, selection and/or operation of the AFI Conservatory programs. I have thoroughly read and reviewed this application (and any attachments) and my responses. I have answered all questions truthfully and completely. I further understand that fraudulent responses, either in their untruthfulness and/or their incompleteness will invalidate this application and, if admitted, will subject that admission to cancellation and if in attendance, can result in my immediate dismissal.

Signature (IN BLUE INK)

Date

APPLICATION CHECK LIST

- | | |
|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Application form (original AND three copies) | <input type="checkbox"/> Name of discipline(s) printed on OUTSIDE of package |
| <input type="checkbox"/> \$75 non-refundable application fee (check or money order only, in US dollars) made payable to AFI | <input type="checkbox"/> Academic transcripts to be sent from prior institution(s) |
| <input type="checkbox"/> Narrative statement (original AND three copies) | <input type="checkbox"/> Two Letters of Recommendation |
| <input type="checkbox"/> Resume (original AND three copies) | <input type="checkbox"/> Submit TOEFL and TSE, if applicable |
| <input type="checkbox"/> Supporting Materials (will NOT be returned; send one copy only) | <input type="checkbox"/> Self-addressed stamped postcard for acknowledgement of receipt (optional) |