

ART CONSERVATION APPLICATION



Art Conservation Department • Rockwell Hall 230 • 1300 Elmwood Ave. • Buffalo, NY 14222 • (716) 878-5025

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Please type or print all application materials. Make sure your name and date appear on each page of all attachments. Use the checklist on the reverse of this form to ensure that you submit a completed application. Sign and date this form.

I. PERSONAL DATA

Name: _____ E-mail address: _____
Last First Middle

Mailing address: _____ Phone number: _____
Number and street

City _____ State/Province _____ Zip/Postal Code _____
Country Country

Gender: Male Female

Date of birth: ____ / ____ / ____
Day Month Year

II. LIST ALL COLLEGES AND UNIVERSITIES ATTENDED

College	Dates of attendance	Major	Degree	Date of degree

III. TOTAL CREDIT HOURS

Art History: _____ Studio Art: _____ Chemistry: _____

IV. GRE SCORES (If known at this time.)

Exam Date: _____ Verbal: _____ (%) Quantitative: _____ (%) Analytical: _____ (%)

V. RECOMMENDATION LETTERS (At least two from conservators and one from a professor.)

Name	Title	Institution/Business	E-mail/Telephone
1. (Conservator)			
2. (Conservator)			
3. (Professor)			

VI. LIST WORK EXPERIENCE DIRECTLY RELATED TO CONSERVATION ONLY, MOST RECENT FIRST

Dates From/To	Days/Week	Total Number of Days	Paid (P) Volunteer (V)	Supervisor and institution	Position held and nature of work



VII. COURSEWORK SUMMARY SHEET

In addition to submission of required transcripts, list courses you have taken in fulfillment of admission requirements (16 credit hours of chemistry, 9 credit hours of studio art, and 21 credit hours of art history) on the Coursework Summary sheet.

VIII. ARTWORK IMAGE SUBMISSION

Submit printed images showing detailed images of at least 6 works of art or craft projects. This sampling should include diverse media and materials in both 2-D and 3-D work, demonstrating fine-hand skills. Sketches, drawings, paintings, and/or sculpture should show representational rather than abstract subjects. Examples of jewelry, fine woodworking, and bookbinding are also welcome. Examples of photographic arts (unless they include handmade frames) are not suitable as they do not attest to the hand skills of applicants. Not all works must be the results of a formal course. Printed images will not be returned. The Admissions Committee requests that applicants DO NOT put images into binders or notebooks; this hinders the review process.

IX. CHECKLIST

The following application materials must be received by the Art Conservation Department's Admissions Committee in one package no later than **January 7** of the year in which admission is sought. Please use the following checklist to ensure that your application will be complete:

- This completed Department Application for Admission form.
- Coursework summary sheet(s).
- A 1,000-word autobiographical statement including an explanation as to why you are interested in the graduate-level training provided by the Art Conservation Department, and how such training relates to your professional objectives.
- A curriculum vitae.
- Printed images of at least 6 works of art displaying your fine hand skills.
- A completed Buffalo State/State University of New York Application for Graduate Admission form found online at: www.buffalostate.edu/graduateschool/howtoapply.xml
- A \$65 application fee, mandated by the State of New York; check or money order payable to Buffalo State. If you are reapplying to the program, the fee must be paid again.
- Official transcripts of all academic work including proof of completion of baccalaureate degree, any advanced degrees, and all supplementary courses in fulfillment of the department's admission requirements.
- Please submit official GRE scores online using the college code 2533.
- At least three letters of recommendation (2 from conservators, 1 from a professor). Letters of recommendation should be sent to the applicant in a sealed envelope.

* *All items must be received in one complete package no later than January 7 of the year in which submission is sought.*

I wish to be considered an applicant for admission into the Buffalo State Art Conservation Department for the academic year starting Fall _____.

Signature _____

Date _____

The Admissions Committee will meet after January 7 to consider all completed application files. Selected applicants will be invited to Buffalo for an hour-long interview, scheduled for late March or early April. Applicants who are invited to interview will receive an informational packet about the interview process. Interviewees are asked to present a portfolio of artwork and a summary of their conservation experience, usually in PowerPoint. A color perception test will also be administered. Interviewees will be hosted by the current first-year students, who will provide a tour of the department facilities.

Please note the following code numbers:

College Code: 2533
Program Code: MA-AH
Major Code: CNS

By January 7, return application materials to:

Admissions Committee
Art Conservation Department
Rockwell Hall 230
Buffalo State
1300 Elmwood Avenue
Buffalo, New York 14222-1095
USA

Questions?

Telephone: (716) 878-5025
Fax: (716) 878-5039
E-mail: artcon@buffalostate.edu
<https://artconservation.buffalostate.edu>

REQUEST AND GUIDELINES LETTER OF RECOMMENDATION



BUFFALO STATE
The State University of New York

July 2015 Revision

To:

Professor _____

or

Conservator _____

Thank you for taking the time to provide a recommendation letter for Ms./Mr. _____.

Your evaluation will play an important part in the Art Conservation Department's Admissions Committee decision on this candidate's application for admission to the Buffalo State/State University of New York three-year M.A. and Certificate of Advanced Studies degree program.

Please address the applicant's strengths and weaknesses with regard to each of the following (as applicable), providing evidence whenever possible. ***It is important that each point is addressed so that the Admissions Committee has enough information to determine the applicant's skills.***

- Intellectual and analytical abilities needed to pursue successfully a demanding program of graduate studies
- Communication skills (oral and written)
- Manual skills in the studio arts and/or conservation practice
- Initiative, dedication, and perseverance
- Maturity and interpersonal skills
- Organizational skills
- Intellectual curiosity regarding materials and their manipulation

Any additional comments as to why you believe this applicant is prepared to benefit from conservation graduate studies would be appreciated.

Your recommendation must be sent ***with this cover sheet*** directly to the applicant. Please note that each applicant must send their complete application package to the department no later than January 7 of the year in which admission is sought.

Again, thank you for providing this recommendation.