

# Graphic Design BFA Application Procedures

**Applications due:**  
**Tuesday, March 18, 5:00 PM**

**Google Folder link for portfolio  
and application submissions:**

[UPLOAD PORTFOLIO HERE](#)

## Informational Zoom meeting Q&A:

FRIDAY FEB 21, 1:00 PM

[ZOOM MEETING LINK](#)

Passcode: gochips  
Meeting ID: 537 966 9407

## Application Requirements

Download this document to complete the form on page two.

Upload your completed form and a PDF-formatted portfolio (two documents will be sent by the applicant) to the Google Folder link above.

**Portfolio format:** Portfolios must be sent as one single PDF file (Students may not send multiple single-page PDF files, or their submission will be disqualified).

**Creating a PDF:** It is suggested that students use Adobe InDesign to create their portfolio, and then use the Export feature to make the PDF. If facing pages are used to create their pages, the checkbox for “spreads” should be clicked when the second Export dialog box appears.

**File size:** PDF files **MUST NOT be larger than 10 MB in size.** Applicants will be disqualified if their file exceeds 10MB (*Click on your exported PDF and right-click “Get Info” for the file size.*)

**Type of works:** If you have completed ART 235 (Logo and Identity Design) and/or ART 349 (Typography), you must include a minimum of two pieces from each of the completed courses in your portfolio. If you are currently enrolled in ART 235 (Logo and Identity Design) and/or ART 349 (Typography), you must include two pieces from the first half of the semester. Work from other relevant courses and personal projects may be submitted as well.

**Number of works:** Maximum of 10 projects. It is acceptable to include detail prints of large pieces to enable the committee to better see the work. Multiple images of a single project do not count towards the 10 project maximum.

**Interactive, 3-D & 2-D formats:** Any interactive work (websites, user interface design, motion graphics, apps, video work, etc.) should be submitted in the form of stills or screen shots in the PDF, **with a link to view the work online.** Any three dimensional projects (apparel, large books, packing, etc.) should be photographed and included in the PDF. 2-D projects such as brochures and booklets can be presented in the portfolio by taking photographs, using PSD mockups or other layout options.

## Failure to follow these requirements will result in an automatic dismissal of your portfolio and application.

This is a competitive entry program and only the top applicants are accepted each Spring. Part of the Graphic Design BFA selection process requires that faculty assess your ability to recognize and select your strongest work. Because of this, Graphic Design faculty will not share what pieces to include, but you may ask them for general feedback on your portfolio.

Upon acceptance to the Graphic Design BFA program you will receive an email which will include your assigned academic advisor. It will be your responsibility to meet with that advisor to sign your Graphic Design BFA major. You will also be expected to meet all of the requirements listed in the CMU Undergraduate Bulletin for the Graphic Design BFA program in order to graduate.

# Graphic Design BFA Application

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Student ID Number \_\_\_\_\_

CMICH email \_\_\_\_\_

Phone Number \_\_\_\_\_

## Please provide the following information:

Current GPA in ART courses (1–4 scale) \_\_\_\_\_

*GPA for ART courses can be found in Advising Workbench.*

*1: In advising workbench select Academic History from the left menu*

*2: Select ART from the list of course designators. This will show you all of the art courses you have taken at Central.*

*3: Click on Select All to select the ART courses.*

*4: Click on Calculate GPA of Selected Classes to calculate your average GPA for ART courses.*

## Foundation Courses

*Please mark each course as one of the following: Completed, Currently Enrolled, Not Yet Taken, or Transfer*

*If you have completed any of the courses below, including Art 231, Art 235, and Art 349, enter the grade that you received.*

ART 106: Drawing 1 \_\_\_\_\_  
(enter grade if completed)

ART 117: Contemporary Issues \_\_\_\_\_  
(enter grade if completed)

ART 119: Design Foundations \_\_\_\_\_  
(enter grade if completed)

ART 125: Digital Design \_\_\_\_\_  
(enter grade if completed)

## Graphic Design Courses

Art 231: Intro to Graphic Design \_\_\_\_\_  
(enter grade if completed)

ART 235: Logo and Identity Design \_\_\_\_\_  
(enter grade if completed)

ART 349: Typography \_\_\_\_\_  
(enter grade if completed)

I have read and understand the procedures for applying to the BFA program in Graphic Design

Signature (type or paste signature) \_\_\_\_\_

Date \_\_\_\_\_