

Include this form when mailing your portfolio to Admissions

Work should be flat, not rolled. Framed or glassed pieces cannot be accepted. Do not tape overlays, if any are included. Do not wrap individual pieces. Portfolios cannot exceed 24 x 36 inches in height and eight inches in width, suitable for vertical storage. The maximum weight, including case, is 25 pounds. Avoid submitting heavy cartons, which are costly to ship and difficult to handle. Pieces must be submitted in a case or container; loose pieces are not acceptable. Protect your work by ensuring that the container is durable and safely packed. Items that exceed the size or weight limits will not be reviewed, so we advise that you do not send them as part of your portfolio.

NAME: _____	
ADDRESS: _____	

SHIPPING ADDRESS (if different from address above):	

HOME PHONE:	CELL PHONE:
_____	_____
EMAIL:	BIRTH DATE:
_____	_____
MAJOR:	START-TERM:
_____	_____
PORTFOLIO RETURN	
<input type="radio"/> I will pick up my portfolio within 10 days after receipt of my decision letter.	
<input type="radio"/> I give the following person permission to pick up my portfolio: _____.	
<input type="radio"/> Please ship my portfolio to the shipping address above. (Postage paid by Art Center within the U.S.). Approximate delivery time is 5-10 working days. The portfolio will be insured for a value of \$100.	
<input type="radio"/> My portfolio is to be shipped outside the U.S., and I have enclosed a check or money order for the return postage in U.S. dollars. (Allow 3-4 weeks for delivery).	
<input type="radio"/> Do not return my portfolio. Please discard.	