



# CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

## Master of Music in Choral Conducting (MMCC) Summer 2019 Application Information

### ELIGIBILITY

For University graduate admissions, applicants must possess a bachelor's degree (or its equivalent in U.S. terms), with adequate preparation, from a recognized institution of higher education. Applicants must have attained a minimum 2.5 grade point average (A=4.0) in the last 60 semester units (90 quarter units) attempted. The Office of Admissions determines all degree equivalencies and grade point average calculations.

### APPLICATION PROCESS

Admission to the MMCC Program and the University is a **two-step process**. Applicants are required to submit an online supplemental program application via the College of Professional and Global Education (PaGE). Then second, to the University (represented by the Office of Admissions, via Cal State Apply) when pre-approved to enter the program and instructed to submit an online University application.

### Two-Step Supplemental Program and University Applications Checklist

**STEP 1.** Applicants are required to submit supplemental program application to the MMCC Program via PaGE online portal from October 1, 2018 – January 31, 2019 (note: supplemental program application must be received by January 31, 2019; candidates are strongly urged to submit earlier than the final deadline). If possible, submit a complete supplemental program application; however, if there is a specific and unavoidable delay for a requirement(s), please send an email with explanation to the MMCC Program, then provide the additional material(s) as soon as possible.

### Supplemental Program Application

- Declaration of intention coversheet (state your intent to apply to Cal State LA's Summer MMCC Program in Summer 2019)
- Professional resumé
- Two letters of recommendation with signature
- Essay addressing your professional goals
- 15 minute video sample which includes unedited rehearsal material
- 5 minute recording of performance on your principle instrument/voice
- List of repertoire that you have conducted in the past five years
- Unofficial copy of transcripts for each post-secondary institution to be reported in the program application

**STEP 2.** After submitting the supplemental program application via PaGE online portal, applicants may receive an informal pre-approved notification from the MMCC Program with

instructions on how to complete the Cal State Apply University Application for Summer 2019 Master of Music in Choral Conducting. The Cal State Apply University Application will be open to pre-approved applicants between February 1 – 28, 2019. Applicants are encouraged to complete and submit the online University application within this application window. **DO NOT APPLY ONLINE UNTIL PERMITTED TO DO SO.**

### **Cal State Apply University Application**

- University application: Summer 2019 Master of Music in Choral Conducting
- Application fee of \$55 due at time of submission
- Sealed, official transcripts for each post-secondary institution reported in the University application

### **TRANSCRIPTS**

You will need to obtain **one copy of sealed, official** and **one copy of unofficial transcripts** from all colleges, universities and all post-secondary institutions attended and reported in your supplemental program and University applications. Without these documents, the University will be unable to consider you for admissions. **YOU SHOULD NOT WAIT** for a positive response from the MMCC Program but rather obtain them as soon as possible. Transcripts should be sent from your institution to you – do not have them sent directly from the institution to PaGE or Office of Admissions. The sealed, official transcripts received by PaGE will be remitted to Office of Admissions on your behalf. You will need to upload the copy of your unofficial transcripts to the supplemental program application.

Please send all of your sealed, official transcripts to:

College of Professional and Global Education  
California State University, Los Angeles  
5151 State University Drive  
Los Angeles, CA 90032  
Attn: Choral Conducting – Golden Eagle 220B  
INSERT YOUR NAME HERE – Official Transcripts

### **FINANCIAL AID**

Applicants are encouraged to apply for federal aid through the Free Application for Federal Student Aid (FAFSA) application. Please visit PaGE Financial Aid page for more information: <http://www.calstatela.edu/page/financial-assistance#overlay-context=page/financial-assistance>.

For further financial aid assistance, please contact:  
Tom Lau, Financial Aid Advisor  
tlau2@calstatela.edu

## **INTERNATIONAL STUDENTS**

### **Academic English**

- All graduate and post baccalaureate applicants, regardless of citizenship, whose preparatory education was principally in a language other than English, must demonstrate competence in English. Those who do not possess a bachelor's degree from a postsecondary institution where English is the principal language of instruction must complete and submit satisfactory English Proficiency Exam scores.
- Acceptable exams and minimum scores are: TOEFL iBT score of 80; PTE score of 53; and IELTS band of 6.0.
- English proficiency scores can be electronically transmitted to CSULA (code 4399). Alternately, send paper versions (these must be original score reports, not photocopies, not prints of email, etc.), to the MMCC Program.
- Note that in your University application, you can list your exam scores – this is not a substitute for the above, but it creates a useful record so that the Office of Admissions can anticipate documents and alert applicants if items are missing.

### **Visas - Supporting Documents Checklist**

- The International Office serves international students and issues I-20s (the form which justifies a student visa). After students have been provisionally approved by the MMCC Director and have initiated their application to the University via CSUM, international students (i.e., students who are not U.S. nationals or permanent residents, who will travel on an F-1 visa to study in the program) must send the following documents to the PaGE International Office:
  - Cal State LA Financial Affidavit
  - Bank Statement
  - Biographical Page of Government-Issued Passport

## **CONTACT INFORMATION**

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<b>Application Cycle for Summer 2019</b>	
<b>October 1, 2018- January 31, 2019</b>	<p>STEP ONE: Supplemental Program Application</p> <ul style="list-style-type: none"> <li>• Applicant submits supplemental program application and official copy of transcripts from all post-secondary institutions attended to the MMCC Program</li> <li>• MMCC Program may informally notify applicants as they are pre-approved</li> </ul>
<b>February 1- February 28, 2019</b>	<p>STEP TWO: Cal State Apply University Application</p> <ul style="list-style-type: none"> <li>• MMCC Program notifies the applicant to complete the University application through Cal State Apply: ⇒ <a href="#">Cal State Apply</a> ⇒ <a href="#">Apply Online</a> ⇒ <a href="#">Graduate Admission Applications</a> ⇒ (choose term): Summer 2019 ⇒ (...) Log in (...) ⇒ Choose major: “Summer Master of Music in Choral Conducting Program”</li> <li>• Application fee of \$55 can only be paid online by credit card at the time of submission</li> <li>• Supporting documents required for F-1 students should be sent to: College of Professional and Global Education – International Office California State University, Los Angeles 5151 State University Drive Los Angeles, CA 90032</li> </ul> <p style="text-align: center;">Visa Document Checklist</p> <ol style="list-style-type: none"> <li>1. Cal State LA Affidavit Form;</li> <li>2. Passport biographical page; and</li> <li>3. Bank statement</li> </ol>
<b>March 1- March 15, 2019</b>	MMCC Program emails informal notices to applicants regarding Admission status.
<b>March 15, 2019</b>	Final, official transcripts are due; omission triggers a registration hold for term subsequent to entry term.
<b>May 1- June 14, 2019</b>	PaGE will send seat reservation and payment instructions to accepted students.
<b>June 17, 2019</b>	Summer classes commence. Registration with extra fee available through the late registration deadline.
<b>*Ongoing*</b>	Monitor your fiscal and academic “To Do List” in the University database, GET, (accessible online after registration)