

# HOW TO APPLY

**APPLICATION DEADLINE: November 15, 2012**

## STEP ONE: Application

**Option 1** (hard copy). Application forms can be picked up from the front desk of Kaufman Center (129 West 67th Street) or downloaded from <http://kaufman-center.org/sms/admissions/application-forms/>. Complete and return the Application for Composers and all other required supporting materials (e.g., scores, recordings), to the admissions office, at the address below, by **November 15, 2012**.

Special Music School High School  
Admissions Office  
129 West 67th Street  
New York, NY 10023

- OR -

**Option 2** (online). Complete the ONLINE application form. Save it with your Last Name, First Name (Smith, John). Email completed application form to: [SMSHSComposers@gmail.com](mailto:SMSHSComposers@gmail.com) with the **required** subject line: **HS application: Composition**.

*If you are applying for admission in more than one concentration, e.g., composition and instrumental, you must fill out individual applications for each concentration; note that applications for vocal and instrumental concentrations are sent to a different email address.*

## STEP TWO: Report card and test scores

Send in or drop off a copy of your 7th grade report card and standardized test scores along with your application (option 1). If you are submitting your application via email (option 2), scan and attach the report card and test scores with your emailed application. You may also bring them with you to your round 2 audition.

## STEP THREE : Letter of Recommendation

Request one letter of recommendation from the band, orchestra, or private music teacher who knows you best. The recommendation must be completed using the form on Page 6. In addition, the envelope must be sealed with the teacher's signature over the seal. Be sure to write your name on the form.

## STEP FOUR: Initial Screening (Round 1)

Composers must submit scores and recordings using the instructions on page 9 by **November 15, 2012**. A committee from the school will examine these materials and select qualified applicants for a live audition.

## **STEP FIVE: Live Audition (Round 2)**

Qualified applicants will be invited to a round 2 live audition. No video or taped auditions are permitted. Auditions will be held in Manhattan at a location TBA. Applicants will be notified of the date and time of their audition from the list of the round 2 audition dates below. Please keep all audition dates open.

**ROUND 2 AUDITION DATES** All auditions will be held between 5 – 9 PM.

Thursday, December 13

Friday, December 14

Saturday, December 15

Monday, December 17

Tuesday, December 18

Wednesday, December 19

## HOW TO SUBMIT MATERIALS—*Please read carefully!*

*All scores, recordings, YouTube links, audio files, CDs, etc. must be received with your completed application, by November 15, 2012.*

**ELECTRONIC SUBMISSIONS:** SMSHS accepts electronic submissions of scores and recordings. Please send these items directly to our Gmail address:  
[SMSHSComposers@gmail.com](mailto:SMSHSComposers@gmail.com)

**SCORES:** Composers must submit a minimum of two representative original compositions. You may submit up to four compositions if your pieces are very different from each other in style. One composition should be recent, written within 2011 or 2012.

Scores may be handwritten or created using computer notation software. They must be legible and notated in the most complete and professional manner possible.

Printouts or electronic submissions are acceptable. Send electronic submissions to:  
[SMSHSComposers@gmail.com](mailto:SMSHSComposers@gmail.com)

Electronically submitted scores **MUST be in PDF format**. We cannot accept computer files with .sib, .mus, .mscz, .xml, or similar (you must first convert these files to PDF). Noteflight files are accepted: please provide us with the link to your score and be sure you have shared it publicly first.

**RECORDINGS:** Audio and/or video submissions, one to accompany each score, are strongly encouraged, but not required. Computer-generated recordings (MIDI etc.) are accepted where recorded live performances are not available.

Audio files **MUST be in MP3 format**. Other formats, such as .wav and .aif, are not accepted.

If you prefer to upload videos to YouTube, you may submit the **unlisted link** rather than an emailed audio file.

Submissions via upload to [SMSHSComposers@gmail.com](mailto:SMSHSComposers@gmail.com) or YouTube are preferred. Submissions on CD are acceptable, but not encouraged.

**NON-SCORED PIECES:** If a piece was created without traditional music notation, e.g. electronic or improvisation-based pieces, you may submit something other than a score. For example, if your piece was created in Logic or Garageband, you may submit the original files (this is not the case for music notation files—see above). Or, for an improvised piece, you can submit a chord chart or similar.

Please **also** submit an **MP3** recording of these pieces per the instructions above.

We regret that we cannot return any materials by mail. However, you may pick up scores or CDs from Kaufman Center once the application process has been completed.

## COMPOSER FAQs

**Does a composition applicant need to have been composing for many years?** No, the school is designed to educate and nurture both highly accomplished high-school aged musicians and those who have only recently discovered their passion for music.

**Do I need to know how to use music notation programs to apply?** No, but you must be able to write basic music notation. Admitted applicants will be encouraged to learn and use music notation software such as Finale, Sibelius, or Noteflight.

**Do I have to have a classical music background and/or compose ‘classical’ music only to apply?** No, you do not need to be classically trained. We invite applicants who are passionate about any style of music to apply.

**What is the format of a composition audition?** There are two audition rounds. *All* composition round 1 auditions are by submission of your application, scores, recordings, etc. (see application for detailed instructions). There are no live round 1 auditions. *All* composition round 2 auditions are in person.

**Can I submit my piece if I don’t have a written musical score for it?** Yes you can but, depending on the nature of the piece and how you created it, we’d like some indication of how you made the piece. The application discusses what to do in more detail. Please read the “HOW TO SUBMIT MATERIALS” guidelines on page 9.

**How do I submit scores and recordings?** Please read the “HOW TO SUBMIT MATERIALS” guidelines on page 9 very carefully. Materials submitted incorrectly will not be reviewed!

**What are you looking for in round 2?** It is important to us to meet you and learn a bit about how you think about the creative task of composition. We value composers with broad intellectual curiosity, a strong creative voice, flexible creative problem-solving skills, enthusiasm, and an ability to work collaboratively.

**What is the format for round 2?** Round 2 will include: 1) a short interview in which we will talk with you about the music you submitted; 2) a music theory test; 3) a mini improvisation workshop.