

PORTFOLIO SUBMISSION CHECKLIST FOR NEW APPLICANTS

IMPORTANT – The portfolio submission deadline is 3 p.m. on Tuesday, February 24, 2009. Portfolios must be received on campus by this deadline (not postmarked), so please make sure you plan ahead.

Check with your local carrier for an approximation of time required for delivery. If you want to confirm that your portfolio was delivered, please follow-up/track with your shipper. Portfolios submitted in person will be accepted weekdays from 8:30 a.m.-noon and 1-3 p.m. beginning Friday, February 20 and ending on Tuesday, February 24.

Please submit this form with your portfolio, verifying that all required materials are included in your portfolio case.

- PORTFOLIO CASE: Suggested portfolio cases. Please avoid the paper cases, as they tear and do not fasten.



Portfolio cases may be purchased at most large camera or art stores, or from the following sources:

Law's Hobby, San Luis Obispo (805) 544-5518

SLAXS Artists Materials, Brisbane (415) 552-2355

University Art Center, San Jose (408) 297-4707

Swain's, Glendale (818) 243-3129

www.portfolios-and-art-cases.com

- THIS PORTFOLIO SUBMISSION CHECKLIST (This form; please make a copy for your records.)
- PORTFOLIO REVIEW FORM
- ONE-PAGE STATEMENT (Graphic Design and Photo Concentrations)
- PORTFOLIO CONTENT SHEET (for Studio Art only)
- PACKAGING YOUR CASE (**Only if your portfolio is being mailed to the department, back to you, or both.**)
- ♦ Use a non-glossy photographer's shipping case (suggested sources above), or box close to the size of your portfolio.
 - ♦ Do not use styrofoam peanuts or newspaper for packing – crumpled paper or bubble wrap is preferred.

METHOD OF PORTFOLIO RETURN (check one or more as applicable):

- PREPAID SHIPPING FORM (NO POSTAGE STAMPS): It is suggested that you ship your package through a mailing service like Mailboxes Etc., FedEx/Kinko's, etc. and obtain a **prepaid** return shipping form at that time. (FedEx can only be used if the postage has been **prepaid**, not to be charged back to a credit card or a FedEx account number.)
- \$20 MONEY ORDER (not personal check) PAYABLE TO "CAL POLY" **WITH a completed UPS SHIPPING FORM** – Portfolios are returned via UPS with the standard \$100 value insurance; we cannot ship to a P.O. Box with this option.
- APPLICANT PICKUP: I will be picking up my portfolio.
- PORTFOLIO PICKUP AUTHORIZATION FORM: if someone else will be picking up your portfolio for you.
- RETURN SHIPPING BOX: If dropping off portfolio in person but want it shipped back, provide a box for return.

If we do not receive a PREPAID shipping form, or a \$20 money order and UPS Shipping Form, your portfolio will not be shipped and you will have to retrieve it in person. Portfolios not picked up by May 4, 2009 will be discarded.

- PORTFOLIO NAME AND CONCENTRATION IDENTIFICATION

Applicant's name and concentration ("G" for Graphic Design, "P" for Photography and Digital Imagery, or "S" for Studio Art) must be on the outside of the portfolio in the top right corner, and on the shipping case if portfolio is being mailed.

- SUBMISSION: **MAIL TO:** Department of Art & Design, Cal Poly State University, One Grand Avenue, San Luis Obispo, CA 93407-0321, **OR DELIVER** to the Art and Design department office, Dexter Building (34), Room 169.

I understand that my portfolio may not be reviewed if all required materials are not submitted.

Printed Name: _____ Signature: _____ Date: _____