

CHAPMAN UNIVERSITY

Dodge College of Film and Media Arts
B.F.A. in Creative Producing

SINGAPORE CAMPUS

Application Requirements

Your application for admission will be evaluated after the Admission Office has received ALL required materials. Please do not bind or staple documents together and make sure your name is included on all additional materials.

- 1. **APPLICATION FOR ADMISSION.** Complete all areas of the application and observe appropriate deadlines.
- 2. **APPLICATION FEE.** Ngee Ann Polytechnic requires you to submit a \$10 application processing fee. The application fee can be paid in the form of a cheque made payable to Ngee Ann Polytechnic or by NETS at the NP Finance Counter, Student Service Centre (The Atrium).
- 3. **OFFICIAL COLLEGE TRANSCRIPTS.** College transcripts must cover all work attempted and must be sent directly from each institution attended. All college transcripts in a language other than English must also be accompanied by a certified English translation. If only one transcript will be issued from the school a notarized copy is acceptable. Do not send the original as it will not be returned to you.
- 4. **RECOMMENDATION.** Arrange to have a recommendation letter sent to the Office of Admission. We suggest you provide the person writing your recommendation with a pre-addressed stamped envelope to the address listed below.
- 5. **ESSAY ONE.** Write a brief essay describing your dream job.
- 6. **ESSAY TWO.** Write an essay outlining an event you have worked on.
- 7. **CREATIVE RESUME.** Submit a one page (max.) resume highlighting your best creative projects. Note that samples of your work are NOT TO BE SENT at this time but may be requested at a later date.

Please address all envelopes with required documents for the application to the following address:

Chapman University Singapore
Mr. Eric Tan
Ngee Ann Polytechnic
535 Clementi Road, Blk 53 #07-01
Singapore 599489

DEADLINES & NOTIFICATION:

For start term Fall 2009, applications must be submitted by **March 1**. Applications can not be reviewed until all required materials are received. Applicants will be notified of a decision no later than April 15. Applications submitted after March 1 will be reviewed as space allows in the program.

Chapman University is committed to assisting all members of the Chapman community in providing for their own personal safety and security. Information regarding campus security and personal safety, including topics such as crime prevention, university public safety law enforcement authority, crime reporting policies, crime statistics for the most recent three year period, and disciplinary procedures, are available from the Chief of Public Safety at 415 N. Glassell, The Department of Public Safety, 714-997-6763.

Application for Undergraduate Admission

Chapman University considers all applicants without regard to race, religion, color, national origin, age, sex, marital status, disability, veteran status or any other characteristic protected by applicable state or federal civil rights laws. Some information requested in this application is requested for federal reporting, and will not be used in a discriminatory manner.

Please type or print in black ink.

Personal Information:

SOCIAL SECURITY NUMBER (U.S. CITIZENS ONLY)

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DATE OF BIRTH

m	m	d	d	y	y	y	y

Male Female

SURNAME (last)

GIVEN NAME (first)

OTHER NAMES APPEARING ON PREVIOUS ACADEMIC RECORDS

PERMANENT ADDRESS	CURRENT ADDRESS (If different from left)
ADDRESS	VALID From: / / To: / /
CITY	ADDRESS
STATE ZIP CODE	CITY STATE ZIP CODE
COUNTRY	COUNTRY
PHONE NO. (Include country and city code if applicable) HOME () CELL ()	PHONE NO. (Include country and city code if applicable) HOME () CELL ()
FAX NO. ()	FAX NO. ()
E-MAIL	E-MAIL

CHAPMAN UNIVERSITY PLANS

I AM A CANDIDATE FOR

1. TRANSFER

SEMESTER

FALL YEAR _____

I AM APPLYING FOR

REGULAR ADMISSION
 LATE CONSIDERATION
(after March 1)

PRIOR TO THIS APPLICATION

I applied to Chapman NEVER YES
If yes, what semester FALL SPRING YEAR _____
I have attended Chapman NEVER YES
If yes, what semester FALL SPRING YEAR _____

INFORMATION FOR Ngee ANN POLYTECHNIC

PASSPORT OR NATIONAL REGISTRATION ID #

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I PLAN TO ATTEND CHAPMAN AS

Citizen of Singapore
 Permanent Resident of Singapore
 Citizen of _____ (country)

At Ngee Ann Polytechnic, have you taken any of the following loans to pay for your diploma tuition?

- TUITION FEE LOAN/STUDY LOAN
 CENTRAL PROVIDENT FUNDS
 MENDAKI FUNDS
 OTHERS: _____ (PLEASE SPECIFY)

STUDENT'S NAME _____
Surname Name Given Name

STATISTICAL INFORMATION *(Requested for Federal Reporting – optional).*

This information will not be used in, nor in any way affect, the admission decision. After a decision is made, however, certain facts may prove helpful in identifying candidates for specific privately-endowed scholarships, in reporting institutional statistics to the Department of Education, and in recognizing needs in planning. Your voluntary provision of this data is most appreciated.

RELIGIOUS PREFERENCE	<input type="checkbox"/> BAPTIST	<input type="checkbox"/> EPISCOPALIAN	<input type="checkbox"/> METHODIST	<input type="checkbox"/> PROTESTANT
	<input type="checkbox"/> CATHOLIC	<input type="checkbox"/> HINDU	<input type="checkbox"/> MUSLIM	<input type="checkbox"/> 7TH-DAY ADVENTIST
	<input type="checkbox"/> CHRISTIAN (non-denomination)	<input type="checkbox"/> JEWISH	<input type="checkbox"/> ORTHODOX	<input type="checkbox"/> OTHER _____
	<input type="checkbox"/> DISCIPLE OF CHRIST	<input type="checkbox"/> LUTHERAN	<input type="checkbox"/> PRESBYTERIAN	<input type="checkbox"/> DECLINE TO STATE

PLACE OF BIRTH	_____	_____	_____
	City	State	Country

BIOGRAPHICAL INFORMATION	FIRST LANGUAGE, IF OTHER THAN ENGLISH _____	LANGUAGE(S) SPOKEN AT HOME _____
	YOUR MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED	

Certification

I certify that to the best of my knowledge, the information furnished on this application is accurate and complete. I agree that if admitted, I will abide by the rules and regulations of Chapman University as contained in the current catalog. If there is a dispute between the university and me, the appropriate catalog will be used as an arbitrating medium. I understand that it is my responsibility to obtain the current catalog before or after being admitted to the university.

Applicant Signature _____ Date _____

Letter of Recommendation

INSTRUCTIONS:

This letter of recommendation should be completed by a person who can discuss your academic or creative strengths. Examples of appropriate people to write this letter on your behalf are professors at Ngee Ann Polytechnic or a boss or supervisor from a job, or volunteer project where your duties included something of a creative nature. Please provide us with only one (1) letter of recommendation. Please include the following form for your recommender.

TO THE APPLICANT:

Please complete this form and give to the person making your recommendation. You must submit this form with the letter of recommendation in a sealed envelope with the rest of your application materials to Ngee Ann Polytechnic.

Name of applicant: _____

Intended major: _____

The Family Educational Rights and Privacy Act of 1974.

This form is to be used as a reference for admission purposes. As currently interpreted by the Department of Education, the Act provides that applicants who subsequently enroll will have a right to inspect and review the evaluation if it is retained by the university, unless that right is waived in writing. Sign your name below only if you wish to waive your right of access.

In the event that I become a student at Chapman University, I hereby waive my right of access to this letter of reference.

Applicant's signature: _____ Date: _____

Print applicant's name: _____

TO THE INDIVIDUAL WRITING THE LETTER OF RECOMMENDATION:

This candidate is applying for admission to Dodge College of Film and Media Arts at Chapman University. The admission committee finds candid, thorough evaluations invaluable in the decision-making process. We would like to hear your personal thoughts about this candidate's abilities and strengths in a creative atmosphere beyond his/her academic abilities. In the letter, include how long you have known the applicant and in what capacity. Please feel free to include any information on the candidate that you feel is pertinent to the individual's intended major.

Mail letters of recommendation to:
Chapman University Singapore
ATTN: Mr. Eric Tan
Ngee Ann Polytechnic
535 Clementi Road, Blk 53 #07-01
Singapore 599489

Department Essay One Requirements

In no more than one page, describe your dream job. Why do you feel this job is a perfect fit for you? What inspired you to consider this type of position? How can attending Dodge College help you land your desired job?

Formatting guidelines: One (1) page maximum. 12pt. Times New Roman font. Single-spaced. One-inch margins all around. In the header on the left-hand side please write "Department Essay One" and on the right please include your full name and last four digits of your Social Security number.

Department Essay Two Requirements

In no more than 2 pages, single-spaced, Times New Roman 12 pt font, describe a large project or event that you have planned which involved a lot of people. Explain some of the challenges you faced, how you handled them, and how the project ultimately turned out. Also describe how you might handle a large project differently the next time.

Provide a one-page (max.) resume highlighting 5-7 pieces of what you consider to be your best creative work. These projects should demonstrate your ability to convey a story or message through creative, artistic or technical talents. As we are only asking for a limited number of projects, include more recent items and projects in which you were the driving force or had a leadership role. These can include class assignments, projects from jobs or internships, or your personal hobbies and freelance work. Please note you are NOT to submit any actual materials from this resume at this time.

Suggested Items to include in the Creative Resume

Art Work:	Paintings, drawings, sculptures, or crafts.
Film/Television:	Narrative, documentary, journalistic, experimental, or animated works.
Advertising/PR Materials/ Graphic Design:	Brochures, posters, flyers, advertisements, or other promotional materials
Multimedia:	Any work designed and created for computer use, such as graphics, multimedia materials, Web page design.
Music:	Scores of original composition, song writing, instrumental or vocal performance.
Photography:	Digital or film.
Theater/Dance:	Set or costume design, performance experience, choreography, or theatre production experience.
Writing:	Screenplays, short stories, theatrical plays, poetry, newspaper or magazine articles, press releases, scholarly essays, speeches.
Event Planning:	Events planned as fundraisers, school activities, or club/organization events.

Format for Resume listing

CATEGORY: choose from those listed above

Title: title of the project (length of project if applicable)

Source and Date of Creation: You may write "freelance" if it was something you did on your own.

Description of item: An in-depth description of the piece, the inspiration or objective, and your specific role in its creation. Also list any awards or special recognition you may have received for the piece.

Example of Resume listing

FILM

Roger's Car (5 minutes)

Introduction to Film class, October 2006

This was our final group assignment for my Introduction to Film and TV class at Cedar Valley High School. Our assignment was to create a video that encompassed all the film techniques we had learned over the semester including lighting, editing, sound design, and cinematography techniques. In my group we made a movie about a student's first behind-the-wheel driving experience. I acted in the film, did most of the camera work, and edited the final piece together. We later entered it into our high school end of the year film festival where it won first place in the comedy category.

WRITING

Articles for the School Newspaper

Journalism I class, 2006

I wrote several feature articles on various topics from the constant flooding of the men's bathroom to vandalism on campus. I also did a film review for every issue. I helped with the layout of the paper as well as selecting the final photographs.

GRAPHIC DESIGN

Toys for Tots local Web site

Internship with Toys for Tots, Summer 2006

During the summer I interned with Toys for Tots, a non-profit organization that asks people to donate toys for underprivileged children. I offered to do a re-design on the Web site for the local Cherry Valley chapter. My goal was to make the website more interactive and colorful. I added a blogging section, added more photographs of events, and created a new Flash introduction to the site.

