

## INSTRUCTIONS

We are pleased you are interested in competency-based graduate education to enhance your skills and advance your career in music education. Please follow these instructions for completing the application process for admission to our graduate program in music.

- I. Complete all applicable sections of the following form and submit it with your nonrefundable \$25 application fee.
- II. Submit a 200-300 word writing sample (typed) with your application summarizing your current competencies and skills, reason(s) for seeking graduate education, and areas of competency you wish to enhance in graduate school.
- III. Submit a résumé or curriculum vita with your application.
- IV. Forward **official transcripts** of all previous undergraduate and graduate course work to the Conservatory of Music at the address below.
- V. Submit the names of three references you have requested to write letters of recommendation addressing your academic/musical skills and your potential for success in graduate studies. Possible references include former faculty and your current associates/supervisor.
- VI. For information about the Free Application for Federal Student Aid (FAFSA) and other available financial aid, contact Capital's Financial Aid Office at (614) 236-6511. Your application for financial assistance will **not** influence the admission decision.
- VII. International students must demonstrate language proficiency by meeting one of the following requirements:

| <b>Test</b>           | <b>Language Proficiency Score</b> |
|-----------------------|-----------------------------------|
| TOEFL: paper          | 550                               |
| TOEFL: computer       | 213                               |
| TOEFL: Internet-based | 80                                |
| IELTS                 | 6.0                               |

Please address immigration document questions to: [international@capital.edu](mailto:international@capital.edu)

Address all correspondence to:

**Capital University**  
**Conservatory of Music Graduate Programs**  
**c/o Joel Mathias**  
**1 College and Main**  
**Columbus, OH 43209-2394**

Questions – call (614) 236-6267 or e-mail [jmathias@capital.edu](mailto:jmathias@capital.edu)

### **PRIORITY DEADLINE FOR APPLICATION: MARCH 15**

Applications received after that date will be reviewed on a space-available basis.



This application must be supported by official transcripts of all work completed to date. Please request the registrar of each institution to forward your official records to:

Capital University Conservatory of Music  
Graduate Programs Office  
1 College and Main  
Columbus, OH 43209-2394

Academic honors, awards or scholarships received \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional activities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For **international students**, a TOEFL or IELTS official score report must be submitted.

Test date \_\_\_\_\_ Score (if known) \_\_\_\_\_ Anticipated test date \_\_\_\_\_

**International students**, please provide

Home country address \_\_\_\_\_

Country of birth \_\_\_\_\_ Country of citizenship \_\_\_\_\_

List – in chronological order – your last five positions of employment, including part-time

| Dates |       | Job title (Position) | Employer's name and address |
|-------|-------|----------------------|-----------------------------|
| From  | To    |                      |                             |
| _____ | _____ | _____                | _____                       |
| _____ | _____ | _____                | _____                       |
| _____ | _____ | _____                | _____                       |
| _____ | _____ | _____                | _____                       |
| _____ | _____ | _____                | _____                       |

Military service history

| _____           | _____                | _____                     | _____             | _____           |
|-----------------|----------------------|---------------------------|-------------------|-----------------|
| military branch | date + rank on entry | date + rank on separation | kind of discharge | where stationed |

Sources of funding, excluding employment or tuition reimbursement, for your proposed graduate studies  
\_\_\_\_\_  
\_\_\_\_\_

Will you receive tuition reimbursement? \_\_\_ Yes \_\_\_ No

Are you interested in Stafford Loan information? \_\_\_ Yes \_\_\_ No

Have you filed the Free Application for Federal Student Aid (FAFSA) and the Capital Supplemental Aid form?  
\_\_\_ Yes \_\_\_ No

If yes, date forms were submitted \_\_\_\_\_. If no, do you need these forms? \_\_\_ Yes \_\_\_ No

Names of three references (former or current faculty or employers) who you have asked to write letters of recommendation regarding your academic/musical skills and your potential for success in graduate education

1. \_\_\_\_\_ ( ) \_\_\_\_\_  
name and title daytime phone number

\_\_\_\_\_ complete address with ZIP code

2. \_\_\_\_\_ ( ) \_\_\_\_\_  
name and title daytime phone number

\_\_\_\_\_ complete address with ZIP code

3. \_\_\_\_\_ ( ) \_\_\_\_\_  
name and title daytime phone number

\_\_\_\_\_ complete address with ZIP code

### SUBMISSION

Submit the completed application, writing sample, CV or résumé and the \$25 application fee to **Capital University Conservatory of Music, Graduate Programs Office, 1 College and Main, Columbus, OH 43209-2394**. Have all transcripts and TOEFL score (if applicable) sent to the same address. Call (614) 236-6267 for more information.

"I certify this information is true and complete to the best of my knowledge. Misrepresentation or omission of information on this application may jeopardize acceptance and enrollment. I authorize my current and former employers and any schools, colleges or universities I have previously attended to release personal and academic information to Capital University in connection with this application."

\_\_\_\_\_ signature

\_\_\_\_\_ date

It is the policy of Capital University to admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally made available to students. Capital University does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational and other programs.

#### FOR OFFICE USE ONLY:

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Application fee

Received on \_\_\_\_\_ Cash \_\_\_\_\_ Check No. \_\_\_\_\_ Accepted \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_



**Capital University Conservatory of Music  
Graduate Programs Office**

1 College and Main  
Columbus, OH 43209-2394

Telephone: (614) 236-6267  
[www.music.capital.edu](http://www.music.capital.edu)