OVERVIEW AND QUICK GUIDE:

STEP 1: Complete the online application.

STEP 2: Arrange to have transcripts and test scores sent to the Indiana University Office of Admissions (If you are a transfer applicant, send your current college transcripts to both the IU Admissions and to JSOM Admissions).

STEP 3: Send Letter or Recommendation to the JSOM Admissions Office.

STEP 4: Check if your instrument or area requires pre-screening. If so, send materials to the JSOM Admissions Office.

STEP 5: If you are an international applicant, arrange to have the TOEFL score report sent to both the Indiana University Office of Admissions and the JSOM Admissions Office.

COMPREHENSIVE STEP-BY-STEP GUIDE (Strongly recommended):

STEP 1: The very first page you see will give you two options, “Create new guest account” and “Logon with guest/network-id.” If this is the first time you are accessing our application system, select “Create new guest account.”

STEP 2: Once you have created an account, click on “Begin New Application.”

STEP 3: The next page you will see is called “Online Admissions Application – Application Selection.” This is the starting point of your application, and you are asked a number of questions regarding your background and your plans. Depending on the answers you give here, the rest of the application will be tailored specifically for you. For instance, if you indicate that you are not a U.S. citizen, the application will ask for information about your home country; if you indicate that you are currently a non-IU college student, the application will assume you are a transfer applicant and will ask questions about your current institution, etc. On this page, it is very important that you answer “yes” to the question on whether or not you plan to earn a degree in the Jacobs School of Music. Please remember that Ballet degrees are offered in the Jacobs School of Music only so if you are a ballet applicant you will need to answer “yes” to this question as well. By the way, if you are a U.S. citizen, you can leave the question about
permanent residency blank. When you have answered all relevant questions on this page, click “continue.”

STEP 4: The next page you will see is just a brief confirmation of your plans. For instance, if you have indicated on the previous page that you are a current high-school student and you have indicated that you are indeed applying to JSOM, you will see the following statement on the page: “Your selections mean you are applying to the Jacobs School of Music as a **beginning freshman** student.” If this is correct, click “continue.”

STEP 5: Now, you have entered the application for the Jacobs School of Music. You will see that the application has several tabs up above. The first tab is called “Application Information,” and the information you give on this page is very important. First, you will be asked a series of ‘yes’ and ‘no’ questions about your background. These questions are based on the answers you gave on the “Application Selection” page (step 3 in this guide). If you are applying as a freshman, you are asked if you have taken college credit while in high-school, if you are planning to stay out of school before entering our institution, etc. The most important part of this section is the series of questions about your intended degree(s) and major(s). You will see the following headers:

**Enrollment Information:** You will choose between bachelor’s degree and associate’s degree (Almost all fields of study in JSOM are only available as bachelor’s degrees). You will also choose start semester, which will only give you one option, Fall 2012 (If you are interested in Spring enrollment, you must contact our office to inquire about space availability).

**Intended Degree or Major:** You will be asked about Academic Program, which only has one option: JSOM. You will then be asked about the specific degree for which you are given 3 options: (1) Bachelor of Music/Science, (2) Bachelor of Music Education, and (3) Recording Arts. Choose Bachelor of Music/Science if you are interested in a performance field in the Bachelor of Music degree program or if you are interested in the Bachelor of Science with an Outside Field. Also, if interested in any type of Ballet degree, choose this option.

If you choose Bachelor of Music/Science in this question, you will then be asked about Instrument/Voice or Area. This is where you should choose Ballet, if you are applying to that program. Instrumentalists and singers would choose their areas accordingly. Vocalists will be asked about their specific voice type later in the application.

If choosing an instrument or voice on this question, you will then be asked about whether or not you are interested in Composition. If you answer “yes” to this question, you will be applying to one of our composition degrees, after which you will be asked to choose one of two tracks within Composition (option 1 or 2).
If answering “no” to the composition question, you may be asked a question about whether or not you are interested in a degree in Jazz. This is only available if you selected one of the following instruments in the previous questions: guitar, piano, trumpet, trombone, saxophone, percussion, and double bass.

Lastly, you will be asked if you are interested in the Bachelor of Science with an Outside Field. If you check “yes,” you are applying for the BSOF. If you check “no,” you are applying for the Bachelor of Music (or, in the case of Ballet, the Bachelor of Science in Ballet).

If you chose Bachelor of Music Education shortly after the Intended Degree and Major question, the follow-up questions would have been tailored accordingly. In this degree program, composition and jazz are not available, and neither is Ballet.

If choosing Recording Arts, no follow-up questions are asked.

You are then asked if you are interested in being considered for a second degree and major. If so, choose a degree and go through the relevant follow-up questions that are asked. Remember that the subsequent follow-up questions (instrument, area, composition, etc.) apply to your second choice of degree, if you indicate one.

You may repeat this process for a total of three degrees and majors for which you would like to be considered.

If you are not interested in adding a second or third degree option, click “continue.”

**STEP 6:** The “Personal Information” tab. This is where you confirm information about yourself regarding your full name, ethnicity, etc.

**STEP 7:** The “Address Information” tab. This is where you confirm your address and phone number. You can indicate a current address there as well (if other than your permanent address). Remember that your current address will then be used as your primary contact address so make sure to notify both the IU main admissions office and JSOM if this changes. Also, please double check your email address. A lot of important information will be sent to you by email so please make sure this is accurate and that you check this account regularly.

**STEP 8:** The “Educational Information” tab: You will be prompted to indicate information about the school(s) you have attended.

**STEP 9:** The “Additional Background Information” tab. On this tab, you will be asked a number of questions that are specific to JSOM. Please make sure to answer each question carefully when relevant. The information you will be asked here pertains to your
intended audition/interview weekend, repertoire, previous instructors, etc. If there is a question that is not relevant to your area, the application system may still require that you write an answer and, in some cases, even a number, year, or duration. If so, simply write “none” or “not applicable” and (if a number or year) the number “0.”

**STEP 10:** The “Activities and Other Information” tab: You will be asked about other interests and activities of yours. Depending how you answered the questions earlier in the application, you may also see other questions here. For instance, if you mentioned earlier that you had been in contact with an IU staff member already, you will be asked to provide the name (if you remember). Also, in accordance with federal and state laws, you are asked to disclose any criminal activity on this tab. Remember that you can write “none” or the number “0” if a question requires an answer but does not apply to you.

**STEP 11:** The “Residency Information” tab: The information you provide here is used by Indiana University administration to determine whether or not you are a resident of Indiana. JSOM is not involved in determining this.

**STEPS 12 & 13:** The “Affirmation Statement” and “Submit and Pay Fee” tabs: You will be asked to provide your electronic signature and date, and to pay the application fee. Once confirming both, a confirmation page will show and a confirmation email should be sent to you shortly. We recommend that you read these confirmations carefully as they contain important information about materials to send to IU and JSOM, and procedures regarding pre-screening, auditions, etc.

**STEP 14:** **Academic Records:** Arrange to have the following materials sent to the University Office of Admission (not the Jacobs School of Music) by November 1 (300 North Jordan Avenue, Bloomington, IN 47405):

- Counselor’s Recommendation and Signature
- Official Transcripts
- SAT or ACT Scores

**STEP 15:** **Letter(s) of Recommendation:** Download the Undergraduate Teacher Recommendation form (PDF) and give to your music teacher(s). All applicants to the Jacobs School of Music must submit at least one teacher recommendation. Your teacher recommendation must be received by the Jacobs School of Music Office of Admissions by December 1, 2011, and your teacher can fax, scan and email, or mail the form to us (MUS 101, 1201 E. Third St., Bloomington, IN 47405).
STEP 16: **Pre-Screening:** If you are applying for one of the following instruments or areas, submit pre-screening materials to the JSOM Admissions Office by December 1, 2012:

- Piano
- Percussion
- Jazz Percussion
- Violin
- Classical Guitar
- Jazz Guitar
- Saxophone
- Jazz Saxophone
- Voice
- Composition (requires a portfolio)
- Recording Arts (requires a portfolio)

STEP 17: If you are a non-English native speaker, please send your TOEFL score report to both the Indiana University Office of Admissions and the Jacobs School of Music Admissions Office.

STEP 18: If you are a transfer applicant, submit remember to submit the Transfer Release Form to the JSOM Admissions Office.

STEP 19: Also, if you are a transfer applicant, remember to send your college transcript both to the Indiana University Office of Admissions and the Jacobs School of Music Office of Admissions.