

## APPLICATION DEADLINES

**Music Composition (PhD)** – Applications for admission are accepted for fall entry only. **All applications completed by January 1<sup>st</sup> will be considered for teaching assistantships for the following fall semester.** Teaching assistantships are extremely competitive with the majority being awarded to PhD applicants. Applications completed after the January 1<sup>st</sup> deadline date will be considered for admission only. Final deadline for admission only applications: March 1<sup>st</sup>.

**Music Composition (MA)** – Application for admission are accepted for fall entry only.  
Final deadline for admission only applications: March 1<sup>st</sup>.

**Historical Musicology and Music Theory (PhD)** – Applications for admission are accepted for fall and spring entry. **All applications completed by January 1<sup>st</sup> will be considered for teaching assistantships for the following fall semester.** Teaching assistantships are extremely competitive with the majority being awarded to PhD applicants. Applications completed after the January 1<sup>st</sup> deadline date will be considered for admission only. Final deadline for admission only applications: April 1<sup>st</sup>.

**Music History (MA)** – Applications for admission are accepted on a rolling basis for fall and spring entry.

**Music Theory (MA)** – Applications for admission are accepted on a rolling basis for fall and spring entry.

**Music Performance (MM)** – Applications for admission are accepted on a rolling basis for fall and spring entry. All applications completed by January 1<sup>st</sup> will be considered for teaching assistantships for the following fall semester. Teaching assistantships are extremely competitive with the majority being awarded to PhD applicants. Applications completed after the January 1<sup>st</sup> deadline date will be considered for admission only. Final deadline for admission only applications: March 1<sup>st</sup>.

**Contemporary Music Performance (Adv. Certificate)** – Applications for admission are accepted on a rolling basis for fall and spring entry.

## APPLICATION INSTRUCTIONS

Submit electronically each of the items below with the exception of scores and recordings for the MA and PhD in Music Composition programs. Hard copies of scores and recordings should be mailed to the address below.

### **1. ONLINE APPLICATION**

To begin your application go to [www.gradmit.buffalo.edu](http://www.gradmit.buffalo.edu) and from the “Select Degree Program” drop down menu choose from the following Department of Music degree programs:

- Music Composition (MA)
- Music Composition (PhD)
- Historical Musicology and Music Theory (PhD)
- Music History (MA)
- Music Theory (MA)
- Music Performance (MM)
- Contemporary Music Performance (Adv. Certificate)

If you do not wish to complete the entire application at this time, you may create and save a partial application. If you are unable to access the electronic application form or experience problems, please contact the Graduate Enrollment Management Services at (716) 645-3482 or [gradvant@buffalo.edu](mailto:gradvant@buffalo.edu). Your application will NOT be reviewed until you submit it for “Formal Review.”

### **2. \$75.00 APPLICATION FEE**

Once you have submitted your online application for formal review, you will be able to pay the application fee by credit/debit card only. Your application cannot be reviewed until the fee has been paid. Please note that the \$75.00 application fee is non-refundable.

### **3. UNOFFICIAL TRANSCRIPTS**

Upload unofficial academic transcripts for all post-secondary schoolwork directly to your application. If you are accepted into the program you will be asked to submit original transcripts with proper signatures, seals or stamps. Academic documents that are not in English must be accompanied by an exact, certified translation.

#### 4. THREE (3) LETTER OF RECOMMENDATIONS

You must submit three (3) letter of recommendation to support admission. These letters should be from current or former professors, instructors or employers. **Reference letters must be uploaded electronically:** In the recommendation section of this online application, you submit three referees with their email addresses. They will receive an email to electronically submit an online recommendation **only after you submit the application for formal review.**

5. **GRADUATE RECORD EXAMS (GRE)** are required for all PhD programs and recommended for the MA in Music Composition, Music Theory and Music History programs. GREs are not required for the MM in Music Performance or the Advanced Certificate in Contemporary Music Performance. GRE scores are valid for 5 years from the date of testing.

#### 6. TOEFL (INTERNATIONAL STUDENTS ONLY AND/OR NON-NATIVE SPEAKERS OF ENGLISH)

All applicants who are non-native speakers of English (including those transferring from other U.S. colleges or universities) must demonstrate their English language proficiency by taking the Test of English as a Foreign Language (TOEFL) and having their score reported electronically to the University at Buffalo and the Department of Music.

The University at Buffalo TOEFL code is **2925**. The Department of Music TOEFL code is **19**.

The University at Buffalo requires a minimum score of **79 internet-based, 213 Computer-based or 550 paper based** for admission consideration. Only scores from tests taken within two years will be acceptable. More information on this and on the IELTS: <http://grad.buffalo.edu/apply/admissions/requirements.html#language>

#### 7. UB FINANCIAL STATEMENT (INTERNATIONAL STUDENTS ONLY)

All international applicants must complete and upload to their application the UB financial form documenting all the sources of your financial support with the sponsor's signature. This form is the Standard Graduate form and can be downloaded from the following webpage: <http://grad.buffalo.edu/apply/funding/cost/international.html#language>

#### 8. BANK DOCUMENTS (INTERNATIONAL STUDENTS ONLY)

All international students must upload bank statements or documents from financial supporting agency with English translation for the minimum required of first year of study. This form is not required for admission consideration but is required in order to process an I-20 if admitted.

#### 9. COPY OF CURRENT I-20 & VISA (INTERNATIONAL STUDENTS CURRENTLY IN THE U.S. ONLY)

If you are an international student currently in the United States and applying to the MA or PhD program, you must upload a copy of your current I-20 & VISA.

#### 10. PASSPORT (INTERNATIONAL STUDENTS ONLY)

Please upload a copy of your passport with your application materials.

#### 11. PERSONAL STATEMENT AND STATEMENT OF PURPOSE

The Personal Statement is your opportunity to tell the graduate admissions committee about yourself and your history. The Statement of Purpose should describe your educational goals, professional interest and how the University at Buffalo Music program you are applying to fits in.

You may choose to submit the Personal Statement and Statement of Purpose by filling out the fields on the online application below or you can also choose to upload a separate file with your application materials.

#### 12. SUPPORT MATERIALS

For **Music Composition MA/PhD**: 2-3 Scores/Compositions – Hard copies of scores and recording should be mailed to: University at Buffalo, Department of Music, Student Programs Office, 226 Baird Hall, Buffalo, NY 14260

For **Historical Musicology/Music History MA/PhD and Music Theory MA/PhD**: 2-3 papers should be uploaded electronically.

For **MM in Music Performance and Advanced Certificate**: Audition form should be uploaded electronically or URL/or sound files can be emailed directly to [ksausner@buffalo.edu](mailto:ksausner@buffalo.edu).

All admission questions should be addressed to: Karen Sausner, Director of Student Programs, e-mail: [ksausner@buffalo.edu](mailto:ksausner@buffalo.edu)