



## **APPLICATION FAQs** *(Frequently Asked Questions)*

### **APPLICATION DEADLINE**

The application deadline is **JANUARY 15** for Fall admission. This deadline remains the same every year. The Music Department does not offer Spring admissions.

If you cannot send all your items in one envelope on time, please send as much as you can in each envelope. Your application must be submitted and your audition form MUST arrive no later than January 15.

### **How should I submit my application?**

**The application must be submitted online.** Go to <http://www.grad.sunysb.edu/prosp.shtml>. On that page, there is a link for the online application and an area to download recommendation forms (if your letters of recommendation are not done online). Please do not give us your password for the application. We neither need it nor want it.

There is a checklist on the last page of this FAQ with a summary of what must be submitted for each discipline. Please double-check that list before sending anything to us.

The fewer envelopes you send us, the better. To that end, we suggest:

1. Have your references send their letters to you. Do not open the envelopes. We need two originals of each letter (if the recommendations are not done online).
2. Have your school(s) send your transcripts to you. Do not open the envelopes. We need two (2) official copies of each transcript. Photocopies are NOT acceptable. We know that procuring transcripts from overseas schools and conservatories can be difficult, but this is not a requirement that can be waived. We will need transcripts, in English, for every school you attended. If your school does not offer English transcripts, we will need an official (*notarized*) translation. Some overseas documents will need to be evaluated by World Educational Services ([www.wes.org](http://www.wes.org)).
3. Application: You **MUST** apply online. We do not accept paper applications.
  - a. MM/DMA: Indicate on your application which instrument or vocal area you wish to study.
  - b. MA/PhD: Indicate which area you wish to study – History/Theory, Ethnomusicology, or Composition.
  - c. If you know your GRE or TOEFL scores, please enter them on the application. We will verify them electronically at a later date.
4. History/Theory, Ethnomusicology, or DMA students: collect your writing samples.
5. MM/DMA Applicants: Enclose a completed audition form. (N.B.: Some MM/DMA studios require pre-audition screening recordings to be submitted as early as December 15. Please see below for details.)
6. Put all of the above items in one large envelope and mail to the Graduate Coordinator.

### **What if I have a technical problem with my online application?**

If you have problems with the online application, please do not call the Music Department. We do not have access to the application system. Please click the "Technical Support" link on the login page. Please keep in mind that if you leave applying to the last possible moment, and then have technical difficulties, you may not be able to get assistance in a timely manner.

**Where do I send my supporting materials?**

**DO NOT send ANY documents to the Graduate School.**

Please mail everything directly to the Department of Music (regardless of shipping method):

Graduate Coordinator  
 Department of Music  
 Stony Brook University  
 Stony Brook, NY 11794-5475

Please note that it is acceptable for supporting materials to arrive by the end of January, but no later.

**How do I know if you received my package?**

Please send your items via a service that provides tracking. The sheer volume of mail we receive at this time of year does not permit us to individually acknowledge every item of mail received. We ask that you please do not call and ask us if we received your package. We are simply too understaffed to answer such calls. Please also understand that if you send a package via the US Postal Service, any tracking information received will tell you when it arrived in the Campus Mail Room, NOT when the Music Department received it.

**Who has to take the TOEFL exam? PLEASE READ THIS CAREFULLY.**

The University categorizes people into three language categories:

<b>Native</b> speakers of English:	<b>Primary</b> speakers of English:	<b>Non-native</b> speakers of English:
– have been raised in an English-speaking environment. They do not need to take the TOEFL. (Note: Native speakers <b>may</b> speak a language other than English at home, but speak English exclusively outside the home.)	– were born in a non-English-speaking environment, but have developed fluency in English as a result of using English in most social and/or educational contexts. These students do NOT have to take TOEFL <b>IF</b> you indicate English as your primary language.	– were born and raised in a non-English-speaking environment and do not have natural fluency in the language. These students must take TOEFL and have the results officially sent to SUNY Stony Brook by ETS (sending a copy of your result is not sufficient).

- **NOTE:** Intentional misrepresentation by a student of his/her native/primary language is academic dishonesty, and is grounds for dismissal from the University.
- **NOTE:** Our institution code is **2548** and our department code is **19** for the TOEFL exam.
- **NOTE:** Minimum scores are 213 for computer-based tests and 550 for paper-based tests. The minimum score for the Internet-based test has not yet been officially established, but will most likely be 90.
- **NOTE:** All doctoral students (Ph.D. DMA) and GA/TA students who are not native/primary speakers of English will have to take a SPEAK test upon arrival at the University. Depending on the result of this test, you may have to take ESL classes. Doctoral and TA/GA students are exempt from ESL courses or a speaking evaluation with one of the following scores:
  - TSE: 55
  - IELTS speak: 7
  - iBT speak: 28

**TOEFL exam Scores Needed:**

Paper-based test: 550

Computer-based test: 213

Internet-based test:

- 80 for general admission.
- 90 for admission to a doctoral program and to be eligible for consideration for TA/GA support.

In general a doctoral student should have an iBT of 90 or higher, although candidates with lower scores may be considered in special circumstances.

**NOTE:** If you have a degree from a US Educational Institution (example: Bachelor, Master) you might be eligible for a TOEFL waiver. **THERE IS NO SUCH THING AS AN “AUTOMATIC” TOEFL WAIVER.** The TOEFL is not automatically waived for any student whose native/primary language is not listed as “English” on their application.

### **Why do you require two originals of every document?**

One set of originals is for the Graduate School and the other is for the Music Department. This is part of being in a large university.

### **Who has to take the GRE?**

Anyone applying to an academic program: MA and PhD applicants.

*MM and DMA applicants do NOT have to take the GRE.*

**NOTE:** Stony Brook University’s code is R2548. Codes for the Department of Music: 2302 for Music history, musicology, music theory and 2404 for Music performance.

### **What if I haven’t taken the TOEFL or GRE exam yet?**

*We need to have the results in our office no later than the second week in February.* If your score is not received on time, it could jeopardize your admission to the program.

### **What sort of writing samples do I have to send?**

DMA Applicants: Submit two original essays in music research, analysis, or criticism that demonstrate your ability to carry out scholarly work in music. The papers, typically generated in prior course work, should be at least ten pages in length and demonstrate knowledge of proper bibliographic citation practices (your paper must contain a bibliography). Please send PHOTOCOPIES of your papers (do not send your originals).

Applicants to the History and Theory and Ethnomusicology Program: 2-3 original essays in music research, analysis or criticism. In addition to these, you may send papers on other subjects if you think that they support some aspect of your application for admission. Please limit your essays to those that exemplify your best work. Please send PHOTOCOPIES of your papers.

Composition Applicants: You do not need to submit essays; you only need to submit scores and recordings.

### **What if I don’t have any papers in English?**

The requirement still exists, and you should translate your paper(s). We know this is asking a lot, but it is absolutely essential to the admissions process.

### **What is an audition form?**

If you are applying for a performance degree (MM or DMA), you must submit an audition form.

**Audition forms are due 15 January** the same date the application is due. It tells the professor your planned audition pieces and lets us know if you think you will need an accompanist. This form is available on our web site. Without this form, you will not be given an audition. You may fax this form.

### **How do I find out my audition date and time?**

Actual audition schedules are set by the studios themselves. You may contact the professor of your studio to follow up on this. All email addresses are posted on the Music Department’s web site under “Faculty/Staff” : <http://naples.cc.sunysb.edu/CAS/music.nsf/pages/faculty>

**How does the Department decide?**

This is actually a very complex decision process. The Department looks for students who will benefit from the program, and for students who will contribute to the musical and academic climates at Stony Brook. For performers, it is a two-step process; first, you have your audition to determine admissibility on a performance basis, and then the academic faculty reviews your file for academic admissibility. If your file is incomplete, this will be impossible to determine. We only send out admissions letters after both steps are completed. You will not find out the results of your audition until after the academic portion of the file review is complete.

**When does the Department decide?**

Offer letters for the History/Theory and Ethnomusicology programs are generally sent out in mid-February. Offer letters for Composition and the Performance programs are sent out in mid-March.

**What if it's April, and I haven't received my letter yet?**

If you have not heard anything by April, please send us an email with your full name, and the area you applied for. We will look into it and get back to you.

**Can I call for your decision?**

Results are only given in writing. Please do not call for your result.

**What if my application is incomplete?**

If your application is incomplete, the University will not admit you. It is crucial that all elements are included in the application. SOME items may be received late, but the earlier you submit your materials, the better. If your application is substantially incomplete, you will not be admitted.

**NOTE to MM/DMA students:** Do NOT wait for "audition results" before sending in supplemental materials. You will go to your audition, and the performance faculty makes their recommendations for admission. After this is done, the academic faculty reviews the files for academic admissibility – to determine if you meet the academic requirements for admission to the program. It is only after both of these processes are concluded that you would get any information regarding the results of your audition.

**What if I'm a composer and want my originals back?**

We much prefer if you send us copies, but understand that with scores, this is sometimes not possible. Please enclose a self-addressed, stamped envelope for the return and enclose a note to that effect. We will do our best to return your materials to you, but cannot guarantee that some documents will not be misplaced, as many people must touch these materials during the admissions process. (Not to mention that some scores have been lost and/or destroyed in transit in the past. We would hate for this to happen to original/irreplaceable documents.)

**What about double majors?**

Applicants who wish to be double majors must audition/apply separately for each major department and must be admitted by each faculty. You only need to send one application and pay one application fee, but you should indicate on the application that you wish to apply for more than one area of specialization.

**GENERAL NOTES**

- NEVER send us any document or recording without having a backup; as many hands must touch the applicants' files, it is possible to misplace an item.
- When applying, the computer system may accept a late application, but it may not be accepted by the Department. The application fee is not refundable.
- It is not necessary to send your paperwork in fancy bindings. If they are too bulky, we may have to remove them from the binding in order to fit in our file cabinets. (*This does not apply to compositions.*)
- While MM applicants who live a far distance away have the option to audition via a recording, we strongly suggest that you come for a live audition.

- **FINANCIAL SUPPORT:** Everyone who applies is automatically considered for financial assistance from the Music Department, usually in the form of a Teaching Assistantship/Tuition Scholarship. There are no special forms to fill out for Departmental support. US Citizens and Permanent Residents are also eligible for other forms of financial aid, which are applied for via the FAFSA form. Most NY residents are also eligible for TAP.
- GRADUATE COUNCIL FELLOWSHIPS AND TURNER FELLOWSHIPS – if you wish to be considered for either of these financial opportunities, you will need to have your application completed *by* January 1<sup>st</sup>. Students wishing to be considered for these awards must be U.S. Citizens or Permanent Residents, and Turner Fellows must self-identify as either African-American, Native American, or Hispanic on their application.
- WHEN SUBMITTING PAPERS OR OTHER MATERIALS, be sure that your NAME, the DEGREE you are seeking, and your AREA OF SPECIALIZATION appear AT LEAST on the front cover. Pages should be numbered, and the bibliography must be included. DO NOT fax or email papers.

**GRADUATE SCHOOL FAQ'S PAGE:**

<http://www.grad.sunysb.edu/prospective/applying/faq.html#toefl>

## What do I need to send?

**(Supplemental materials are due January 15, regardless of audition schedules. The latest supplemental materials can be received is the end of January.)**

**REMEMBER: We need TWO (2) originals of each official transcript and each letter of recommendation (if recommendations are not being done online).**

M.A. (History/Theory, Ethnomusicology)	M.A. (Composition)	Master of Music in Performance
<ul style="list-style-type: none"> <li><input type="checkbox"/> Application (<i>done online</i>) – please print a copy</li> <li><input type="checkbox"/> Application Fee (<i>paid online</i>)</li> <li><input type="checkbox"/> 2-3 Essays*</li> <li><input type="checkbox"/> Official transcripts from <u>each</u> college/university attended</li> <li><input type="checkbox"/> 3 letters of recommendation</li> <li><input type="checkbox"/> GRE scores</li> <li><input type="checkbox"/> TOEFL (if applicable)†</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Application (<i>done online</i>) – please print a copy</li> <li><input type="checkbox"/> Application Fee (<i>paid online</i>)</li> <li><input type="checkbox"/> Sample Compositions with recordings</li> <li><input type="checkbox"/> Official transcripts from <u>each</u> college/university attended</li> <li><input type="checkbox"/> 3 letters of recommendation</li> <li><input type="checkbox"/> GRE scores</li> <li><input type="checkbox"/> TOEFL (if applicable) †</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Application (<i>done online</i>) – please print a copy</li> <li><input type="checkbox"/> Application Fee (<i>paid online</i>)</li> <li><input type="checkbox"/> Official transcripts from <u>each</u> college/university attended</li> <li><input type="checkbox"/> 3 letters of recommendation</li> <li><input type="checkbox"/> TOEFL (if applicable) †</li> <li><input type="checkbox"/> Audition Form</li> <li><input type="checkbox"/> <b>FLUTE, VIOLIN, VOICE, VIOLA, BASSOON:</b> send a preliminary recording**</li> </ul>

Ph.D. (History/Theory, Ethnomusicology)	Ph.D. (Composition)	DMA in Performance
<ul style="list-style-type: none"> <li><input type="checkbox"/> Application (<i>done online</i>) – please print a copy</li> <li><input type="checkbox"/> Application Fee (<i>paid online</i>)</li> <li><input type="checkbox"/> 2-3 Essays*</li> <li><input type="checkbox"/> Official transcripts from <u>each</u> college/university attended</li> <li><input type="checkbox"/> 3 letters of recommendation</li> <li><input type="checkbox"/> GRE scores</li> <li><input type="checkbox"/> TOEFL (if applicable) †</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Application (<i>done online</i>) – please print a copy</li> <li><input type="checkbox"/> Application Fee (<i>paid online</i>)</li> <li><input type="checkbox"/> Sample Compositions with recordings</li> <li><input type="checkbox"/> Official transcripts from <u>each</u> college/university attended</li> <li><input type="checkbox"/> 3 letters of recommendation</li> <li><input type="checkbox"/> GRE scores</li> <li><input type="checkbox"/> TOEFL (if applicable) †</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Application (<i>done online</i>) – please print a copy</li> <li><input type="checkbox"/> Application Fee (<i>paid online</i>)</li> <li><input type="checkbox"/> 2 writing samples***</li> <li><input type="checkbox"/> Official transcripts from <u>each</u> college/university attended</li> <li><input type="checkbox"/> 3 letters of recommendation</li> <li><input type="checkbox"/> TOEFL (if applicable) †</li> <li><input type="checkbox"/> Audition Form</li> <li><input type="checkbox"/> <b>FLUTE, VIOLIN, VOICE, VIOLA, BASSOON:</b> send a preliminary recording**</li> </ul>

\*: 2-3 original essays in music research, analysis or criticism. In addition to these, you may send papers on other subjects if you think that they support some aspect of your application for admission. Please limit your essays to those that exemplify your best work

\*\* : ALL Flute, Violin, Viola, Bassoon, and Voice applicants MUST send a preliminary audio recording in order to be invited to a live audition (both MM and DMA). Violin is due 12/15/2008,. ALL Choral Conducting students must send a video (DVD or VHS) of themselves conducting a rehearsal (NOT a performance).

\*\*\*: Submit two original essays in music research, analysis, or criticism that demonstrate your ability to carry out scholarly work in music. The papers, typically generated in prior course work, should be at least ten pages in length and demonstrate knowledge of proper bibliographic citation practices.

†: ANY student indicating ANY language other than English as their first/native language will be required to submit a TOEFL score. This score must be submitted directly from ETS electronically. Copies of your results are not acceptable. There are NO automatic TOEFL waivers. Admitted PhD and DMA students whose native/primary language is not English will have to take a SPEAK test upon arrival.