



THE PEABODY CONSERVATORY  
OF THE JOHNS HOPKINS UNIVERSITY

## Application Instructions for the ARTIST DIPLOMA

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*Admissions Office  
(Auditions in February only)*

2012

The Admissions Office has compiled these instructions to help you complete the paperwork and perform the audition needed for us to estimate your ability to succeed at Peabody. Please do not hesitate to call us if you have questions or need further assistance. The number is 800-368-2521. If you live in Maryland, or outside of the U.S., call 410-234-4848.

1. Be sure you have downloaded all necessary forms in Step 1 on the Peabody website. Step 2 is the submission of the **electronic application form**. You will be led to Step 3, which will guide you in the completion of your required **supplemental form**.
2. After submitting your **electronic application**, click on the **printable form** button. Print out two copies. Keep one and mail the other to us, along with the materials in item 5.
3. Complete the **supplemental form** on the web. Print out two copies. Keep one and mail the other to us, along with the materials in item 5.
4. At the time of application, please submit:
  - a. Standard evidence of **formal training** (e.g. degrees, certificates and/or diplomas) including transcripts certifying proficiency in all basic areas of musical study.
  - b. A **portfolio** of significant, professional performing experience, e.g. programs and reviews.
  - c. **Repertoire list** indicating works studied and works performed.
  - d. Full-length (75-minute) **recital program** for the audition. Use the form you downloaded from the web.
  - e. **Written recommendations** from three outstanding professionals familiar with your performance ability.
  - f. **(Cello, Flute, Piano & Voice only)** Pre-screening CD (see item 10)
  - g. **Send in the originals of all music requiring an accompanist by December 1, 2011.**
5. Send one copy of your **printable form** and the **supplemental form** to the Admissions Office before December 1 so we can schedule a February audition for you. Audition space is limited. Time slots will be filled as completed applications arrive. This can apply to applications arriving in our office before the application deadline, so get your application to us as early as practical. Auditions for Artist Diploma occur only during this week, so the deadline is critical.
6. Fill out the top portion of the three **recommendation forms** and give them to three persons who know your musical ability. Ask that the forms be completed and returned to the Admissions Office as soon as possible. Those filling out the forms for you will appreciate it if you also give them a stamped envelope addressed to the Peabody Admissions Office. As an alternative, you can submit the recommendation forms with your application. Please advise those submitting a recommendation for you to submit the form one time only. They may use any of the following methods:

Mail to: Conservatory Admissions Office  
Peabody Institute of The Johns Hopkins University  
1 E. Mt. Vernon Place  
Baltimore, MD 21202-2308

Email to: [admissions@peabody.jhu.edu](mailto:admissions@peabody.jhu.edu)

7. Request that **transcripts** be sent to the Admissions Office from all schools you have attended since high school. High school transcripts are not necessary. If you are currently in school, ask that your transcripts be sent after your fall term grades are posted. If your most recently attended school is Peabody Conservatory, we will request your Peabody transcript from the Registrar. All other transcripts must be requested from the original schools.
8. International applicants from countries where the native language is other than English need to take the **Test of English as a Foreign Language** (TOEFL). Have the results forwarded to us. It is probable that those scoring less than 213-C or 79-Internet on the TOEFL will need to study English before beginning and/or during their programs. If we do not have an official TOEFL score for you by February first your application will be considered “incomplete” and we will be unable to make an admission decision. Our TOEFL code number is 5532.
9. If you are seeking a performance scholarship or any other form of financial assistance, refer to the financial aid website at: [www.peabody.jhu.edu/finaid](http://www.peabody.jhu.edu/finaid). Questions about Financial Aid should be addressed to the Financial Aid Office at 410-234-4900.
10. To save time and expense and to preserve the available slots for on-campus auditions, Peabody **pre-screens** applications in several majors. In all cases, pre-screening recordings must be in our hands by the application deadline. Only CD recordings are accepted for pre-screening. Video recordings and other digital media are not accepted. The pre-screening materials must include your name, major, and the program you are applying to, as well as track numbers for the selections. Selections must be performed without editing. The faculty members will make their decisions in December or early January, and we should have results to you roughly one month before Audition Week. Those approved from the pre-screening process will continue to item 11. Here are the majors that pre-screen, and the specifics of the process:

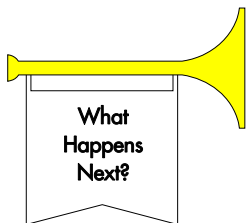
**Cello** – Send a CD recording along with your application. Repertoire is the same as for the general auditions.

**Flute** – To accommodate faculty travel plans during the pre-screening period this year, we will need two identical pre-screening CDs. Repertoire is the same as for the general auditions. The flute faculty strongly urges using an accompanist for the recording, but it is not required.

**Piano** – Send a CD recording containing a complete classical sonata, a major romantic work, and one virtuosic etude. Selections on the recording do not have to be the same ones you will perform for your audition. If we have too many applicants after pre-screening, we will schedule auditions in the order the applications were received, so it pays to get your application to us (along with the pre-screening recording) as early as possible.

**Voice** – Applicants must send a pre-screening CD recording with two arias and a song (one in English) along with your application.

11. After you have sent in your application materials, and about a month before your audition, you will receive an invitation from us stating the day and time of your performance (30 minutes in length). Check your application materials for a complete description of audition requirements.



12. On the day of your audition, plan to arrive early, and check in at the reception area. A warm-up room will be made available approximately 30 minutes before your audition time.  
**Note:** If you change your audition repertoire, make 10 copies of the new *list of titles* to bring with you to your audition.

13. Due to the very high level of performance required, entrance to the Artist Diploma program is a two-part process. First, you will be heard by the applied departmental faculty in your major. The departmental faculty can recommend acceptance to our Graduate Performance Diploma, where the performance level and amount of professional experience required for entrance is somewhat less stringent—and where there are more slots available. In the case of an exceptional performance for the departmental faculty, that faculty has the option of recommending you for a hearing by the Artist Diploma Jury—a panel of invited judges. The Artist Diploma Jury will hear auditions from those recommended by the departmental faculty on Friday, February 24.

Accompaniment is required. If you wish Peabody to provide an accompanist, please indicate so on the **audition program form**.

14. Information from your audition along with the rest of your credentials will be reviewed by the Admissions Committee. On April 1, we will send you an email containing audition results and access to other information related to your application. Should your folder be incomplete, the decision will be delayed until we have the missing information (e.g. missing transcripts).

We hope this instruction sheet has been helpful and look forward to meeting you at your audition.

**NOTE: Documents submitted cannot be returned.  
Please make copies of all documents for your records.**

#### DEADLINE REMINDER

	APPLICATION DEADLINE	FINANCIAL AID	AUDITION DATES	RESULTS MAILED
<b>February Auditions</b>	December 1	February 1	Feb. 20-24	April 1