



THE PEABODY CONSERVATORY
OF THE JOHNS HOPKINS UNIVERSITY

Application Instructions for the GRADUATE PERFORMANCE DIPLOMA

Admissions Office

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 web site. 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 4.
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 4.
4. 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 (or a hearing for your CD). *Audition space is limited. Time slots will be filled as applications arrive, so please submit your application as soon as possible.* If you miss the December 1 deadline, you may request an audition in May. The application deadline for May auditions is April 15. Please be aware that available financial assistance, including federal aid and the lowest-rate loans, will be limited to funds remaining from February auditions.
5. Submit a "representative list" of the **repertoire** you have studied in your major instrument or area. If your major is composition, list your own works and their instrumentation. Please star (*) repertoire performed in public. Piano or Voice applicants – submit a "complete" repertoire list.
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
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. 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 transcript from the Registrar.
8. International applicants from countries where the native language is other than English will 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 1, 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 web site at: 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 deadlines. 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 – If you intend to audition in person at Peabody, you must send a CD recording for pre-screening along with your application. Videotapes, DVDs, and other digital media are not accepted. Repertoire is the same as for the general auditions. Pre-screening is *not* necessary if you are international and wish to audition by recording per item 5 above. Be advised that the cello faculty strongly suggest a live audition in Baltimore, however, if you plan to audition via CD recording, occasionally the cello faculty will initiate additional contact with an applicant before making an acceptance decision from a recording.

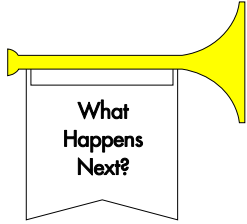
Conducting (February Auditions Only) - Pre-screening is done by DVD. Only NTSC format (standard U.S. television) can be accepted. The recordings should consist of 3-4 excerpts, each 2-3 minutes in length, of contrasting standard repertoire demonstrating a variety of styles and tempi. The camera should be placed at the back of the orchestra with the focus on the front of the conductor. A full-size orchestra is not required; a quintet with piano would suffice, for example. The applicant's name and a written log of the excerpts with timings should be included on the tape. The log should not be on the DVD. Appropriate dress is expected. If you pass the pre-screening, you will be invited to audition with orchestra at Peabody. Details, including repertoire, will not be available until that time. Applicants for Peabody's Orchestral Conducting Program cannot apply for a second major until the pre-screening process is complete. After pre-screening, conducting applicants wishing to be considered for another major are free to contact Betsy Nelson in the Admissions Office.

Flute – (February Auditions Only) To secure an audition in Baltimore, it will be necessary to submit pre-screening CDs. To accommodate faculty travel plans during the pre-screening period this year, we will need two identical pre-screening CDs. Videotapes, DVDs, and other digital media are not accepted. 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. Pre-screening is not necessary if you intend to audition via CD recording (see item 13 below). Be advised that occasionally the flute faculty will initiate additional contact with an applicant before making an acceptance decision from a recording.

Opera – Go to the Opera web page for a complete description of this highly selective program, as well as for instructions on submitting a pre-screening videotape or DVD. All Opera GPD applicants are simultaneously GPD Voice applicants. Thus, you must apply to Peabody as a GPD Voice major. If invited to audition in person at Peabody, you will need 10 selections to cover two in-person auditions—one for the Voice faculty and one for the Opera faculty. Note that applicants need not send a GPD Voice pre-screening recording—just the opera video. A full explanation is at: www.peabodyopera.org/info/gpdopera/.

Piano – Send an audio CD recording with your application. Videotapes, DVDs, and other digital media are not accepted. The CD must include 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. The piano faculty requires an *in-person audition* for admission to the school, so an on-campus audition is required for those passing the pre-screening phase. 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 intending to audition *in person* at Peabody must send a pre-screening CD recording with two arias and a song (one in English) along with your application. Applicants wishing to audition by recording (see item 12) do not need a pre-screening CD.



11. After you have returned your supplemental form and about a month before your audition, those auditioning in person at Peabody will receive an invitation from us stating the day and time of your performance (20 minutes in length). A complete listing of audition requirements may be found on the Peabody website.
12. International applicants who live outside of the U.S. and are NOT piano majors may audition by CD. Videotapes, DVDs, and other digital media are not accepted. The recording should be submitted with your application. If you are accepted via recording, a confirming audition must be played when you arrive on campus. Recordings received from international flute or piano majors will be used for pre-screening only.
13. 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. Accompanists are provided for voice auditions held at Peabody. Accompanists are not required for other majors, but you may bring one if you wish. If you change your audition repertoire, make 10 copies of the new *list of titles* and bring it with you to your audition.
Voice Majors: There is a required 20-minute music theory test.
14. Information from your audition, along with the rest of your credentials, will be reviewed by the Admissions Committee. On April 1 (June 13 for May auditions), 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 and recordings submitted cannot be returned.
Please make copies of all documents for your records.***

DEADLINE REMINDER

	APPLICATION DEADLINE	RECORDING DUE If Required	FINANCIAL AID	AUDITION DATES	RESULTS MAILED
February Auditions	December 1	December 1	February 1	Feb. 20-24	April 1
May Auditions	April 15	April 15	February 1	May 14-17	June 13