



BRITISH COLUMBIA ARTS COUNCIL

An agency of the Province of British Columbia

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40-001 pamphlet

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Scholarship Awards Information Pamphlet

GENERAL DESCRIPTION

The British Columbia Arts Council Scholarship Awards Program is intended to:

- Assist in the education of outstanding BC students of the arts.
- Stimulate the development of future professional BC artists.

Recognized disciplines are arts administration, community arts practice, conservation studies, museology and curatorial, creative writing, dance (performance, choreography), media arts, music, theatre (acting, directing, technical design, and musical theatre), and visual arts and crafts.

Areas that are **not** recognized include language study, fashion design, interior design, make-up artistry, architecture, fine arts education programs (teacher training), music or dance pedagogy, history of arts, and general art appreciation or journalism. Apprenticeships or mentorships are not recognized under the Scholarship Awards Program. Under normal circumstances, programs of private tuition are ineligible for support through the program. Private institutions must be approved through appropriate accreditation to be eligible. Please contact the Scholarship Program Officer for more information.

This pamphlet provides essential information that will assist applicants to prepare and submit a complete application to the Scholarship Awards Program.

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Please ensure that applications are submitted (postmarked, delivered by hand, or via the electronic application system) to the BC Arts Council office no later than 4:30 p.m., Friday, April 30, 2010

BC Arts Council offices are closed on Saturdays and Sundays

► FAXED, INCOMPLETE, OR LATE APPLICATIONS WILL NOT BE ADJUDICATED ◀

SCHOLARSHIP CATEGORIES

Categories of Study:

AMOUNT: Up to \$3,500 for full-time studies (full-time course load for two semesters between fall 2010-summer 2011).

JUNIOR STUDIES

For programs up to and including the second year of a recognized university, academy or community college program.

- TERMS**
- Available for full-time study at recognized post-secondary institutions or academies in any country (see guidelines).
 - Available for a maximum of 4 years of full-time study.
 - Applicants should demonstrate a first-class standing in an eligible field of study.

SENIOR STUDIES

Under normal circumstances, awards support programs following completion of the second year of undergraduate, professional diploma, graduate, or post-graduate programs.

- TERMS**
- Available for full-time study at recognized institutions or academies in any country (see guidelines).
 - Available for a maximum of 6 years of full-time study.
 - Applicants should demonstrate a first-class standing in an eligible field of study.

NOTE: *Ballet students should see page 8 to determine level of study.*

GUIDELINES

1. Assistance is **not** available for travel expenses, basic workshops, seminars, individual projects, or summer school programs. Under normal circumstances, programs of private tuition are ineligible for support through the Scholarship Awards program.
2. Candidates should be at least 15 years of age at the time of application unless the applicant can demonstrate special circumstances through written submissions to the scholarship review committee.
3. Candidates must be Canadian citizens or permanent residents of Canada and must provide a Canadian Social Insurance Number.
4. The permanent residence of the applicant must be in BC. The BC Arts Council determines permanent residence status by the domicile stated on the applicant's BC individual tax form for the most recent calendar year. Applicants must be prepared to provide supporting documents.
5. Scholarship support in any given year cannot be regarded as a guarantee of similar support for the following year. Each year's application is considered on its own merits.
6. Awards cannot be used retroactively or applied to past studies.

7. For the purposes of this awards program “full-time” is a full course load for two semesters as determined by the educational institution. There are no exceptions to this determination of “full-time”. If a student fails to maintain full-time status, the student must return the award.
8. The Council pays awards to recognized post-secondary schools on behalf of the student. The applicant should confirm that the institution or program is recognized by the Council. Acceptable proof of status as a full-time student may be determined by specific institutions and schools.
9. Recipients of awards must advise the Coordinator of the Scholarship Program, **in writing**, of changes in their study intentions, or place of study. Awards are **not** automatically transferable from one institution to another.

EVALUATION

Applications are evaluated by a committee of professionals in each discipline. The committee makes recommendations for support based on:

- Calibre of work, demonstrated ability and achievements in comparison to other applicants at the same level of study in the same discipline.
- Quality of presentation of the application including all supporting documentation.
- Nature and length of the proposed program of study.
- Goals of the applicant.

The Scholarship Awards Program is highly competitive. On average, one in four applicants is recommended for an award. Consequently, applicants should be aware that samples of work submitted in the application portfolio are the most significant factor in determining awards.

PAYMENT

Awards are paid in full in **Canadian dollars**, directly to the chosen institution of study.

Awards are paid only when the applicant supplies **official proof of registration** from the approved institution. The Council prefers a letter from the applicable institution stating the student's name and program and confirming full time status for two upcoming semesters of studies. Applicants are encouraged to provide this information as soon as they have registered, but no later than January 15, 2011, or the award may be cancelled.

Please note that award recipients' names will be published in the BC Arts Council's annual report.

DEADLINE FOR SUBMISSIONS - APRIL 30, 2010

NOTE: Please be aware that it is **the responsibility of the applicant** to ensure that submissions to this program are complete and received by the BC Arts Council on or before the deadline. The Council will acknowledge receipt of applications and will assign a file number to each application. A letter or email indicating receipt of the application and any outstanding documentation will be sent to the applicant by the end of May. If further information is required, please contact the BC Arts Council at (250) 356-1718.

Please ensure that applications are submitted (postmarked, delivered by hand, or via the electronic application system) to the BC Arts Council office no later than 4:30 p.m., Friday, April 30, 2010
BC Arts Council offices are closed on Saturdays and Sundays.

Application forms and all supporting documents should be:

mailed to

Scholarship Awards Programs
BRITISH COLUMBIA ARTS COUNCIL
Box 9819, Stn Prov Govt
Victoria, BC V8W 9W3

OR

couriered / delivered to

BRITISH COLUMBIA ARTS COUNCIL
800 Johnson Street, 1st Floor
Victoria, BC V8W 1N3

OR

***Submitted via the BC Arts Council
Electronic Application System***

SUPPORTING DOCUMENTS

The following documents are required in support of the application:

PLEASE USE AS A CHECKLIST

Required at April 30th:

- ___ **Application Form** – Contains Personal Data including institution attending, Educational History, Financial Data, Artistic Appraisals, Artistic Information and Declaration.
- ___ **Portfolio** - See following sections for specific portfolio requirements for each discipline.
- ___ **Schedule A** - Portfolio Inventory of Support Material and Detailed Information. See following sections for specific information for each discipline.
- ___ **Schedule B** - Repertoire (list of current repertoire for performing arts applicants only).
- ___ **Syllabus** - Outlining course of study to a maximum of 5 pages (applicable if institution is outside of British Columbia).
- ___ **Artistic Statement** . All applicants must supply a one-page, double-spaced artistic statement, which should be attached to Schedule A. This statement explains the nature of the applicant's artistic work and may describe the artist's creative process, philosophy, vision, and passion.
- ___ **Self Addressed Stamped Envelope**. Only applications containing a self-addressed stamped envelope with sufficient postage will have portfolio materials returned.

Required as soon as available before May 14th:

- ___ **Two “Artistic Appraisal/Confidential Report on Candidate”** forms. The applicant must obtain and provide these forms to two referees (available in electronic format at www.bcartscouncil.ca under Scholarship Awards). **Applicants and referees must understand that without these forms, applications are considered incomplete and**

Applications without portfolio submissions will not be adjudicated.

Submissions must be clearly labelled with the applicant's name.

BC Arts Council cannot be responsible for items lost or damaged.

PORTFOLIOS *MUST* BE POST-MARKED, DELIVERED BY HAND OR SUBMITTED VIA THE ELECTRONIC APPLICATION SYSTEM BY 4:30 P.M. ON APRIL 30th.

will not be adjudicated. It is the applicant's responsibility to advise referees that these forms must be completed and forwarded directly to BCAC by the referees, **no later than May 14th. At least one of the appraisal forms must be from the applicant's current teacher or tutor.** Other options for referees include curators, editors, etc. (letters should comment on artistic ability).

— **Letter of Acceptance** from the institution the applicant proposes to attend. This may be submitted when available. The Letter of Acceptance differs from Proof of Registration. The letter is necessary for an applicant to be eligible for an award. Proof of registration in full-time studies is necessary for the Council to pay an award to the institution. Where students are continuing in the same program, at the same institution, the transcript of grades will be used as proof of acceptance.

— **Transcript of grades.** Transcripts should demonstrate first-class standing in relevant course work. *Transcripts with "final" spring grades outstanding should be sent when available.* As with Proof of Registration, award winners must eventually submit an official transcript for the Council to pay an award. If final spring grades are not available at the deadline, please enclose a copy of the unofficial transcript until such time as they become available.

Note: Please do not submit binders, folders or page protectors of any kind with your application. Page protectors for slides are allowed.

Required if award is granted:

— **Proof of Registration.** Official documentation from the institution verifying registered full-time course load for two semesters between fall 2010-summer 2011.

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PORTFOLIO REQUIREMENTS

The following pages describe the portfolio requirements for Arts Administration, Conservation Study, Museology, Creative Writing, Dance, Film & Video, Music, Theatre, and Visual Arts and Crafts.

ARTS ADMINISTRATION & COMMUNITY ARTS PRACTICE

- A CV outlining relevant experience in arts administration or community arts practice;
- A statement of intent (500 words), outlining the applicant's goals and reasons for entering the program;
- A paper or essay, published or unpublished, in the area of arts administration or community arts practice, which deals with issues of concern in the field. (Not to exceed 10 pages, double spaced, 12 pt font); and
- Community Arts Practice applicants may also include DVD or slide support material of relevant projects.

CONSERVATION STUDIES

- A CV outlining relevant experience;
- A statement of intent (500 words), outlining the reasons for entering the program and your goals; and
- A paper or essay, published or unpublished, in the area of conservation, that deals with issues of concern in the field, **and/or** documentation of a conservation project, not to exceed five images (slides or .jpps - please see section regarding materials platforms, page 15), catalogued in the appropriate section of Schedule A. Each element of the portfolio must be labelled. (Not to exceed 10 pages, double spaced, 12 pt font)

MUSEOLOGY

- A CV outlining relevant experience;
- A statement of intent (500 words), outlining the reasons for entering the program and your goals; and
- A paper or essay, published or unpublished, in the area of museology, that deals with issues of concern in the field. (Not to exceed 10 pages, double spaced, 12 pt font)

CURATORIAL STUDIES

- A CV outlining relevant experience;
- A statement of intent (500 words), outlining the reasons for entering the program and your goals;
- A proposal for an exhibition (3 to 5 pages maximum) that discusses the concept, design, installation, and interpretation of the exhibition. Be specific about the venue (fictitious or actual) in which the exhibition will be presented and how it extends the mandate of that particular venue; and
- Additional materials may be included (visual documentation of no more than 12 slides or .jpps - please see section regarding materials platforms, page 15).

NOTE: Papers and essays will be evaluated on the basis of clarity of ideas and quality of writing, including correct spelling and grammar.

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PORTFOLIO REQUIREMENTS – continued**CREATIVE WRITING**

- The portfolio requirement is four copies of 10 to 20 pages of written work. Applicants should submit their portfolios in double-spaced text in a single font no smaller than 12-point on white, single-sided, letter-sized paper (poetry may be submitted single-spaced, one per page).
- Applicants should submit the best sample(s) of current work representing the focus of their studies. This may consist of any of the following genres or a combination thereof not to exceed the maximum (see above):

Non-fiction/fiction: 1 - 3 short stories or 2 - 3 chapters from a novel with a one-page synopsis of the remainder;

Poetry: 12 poems;

Playwriting (including screenwriting): a completed one-act play or excerpt from a full-length play with a one-page synopsis of the remainder.

- Playwriting and screenplay applicants should submit, with their play, a letter of assessment of that work from a theatre specialist.
- All Creative Writing applicants must complete Schedule A, documenting their portfolio submissions.
- Portfolios must not exceed 20 pages. If they do, the BC Arts Council will only review the first 20 pages.
- A combination of genres may be submitted under special circumstances. Please contact the Scholarship Program Coordinator for further clarification.

NOTE: *To be adjudicated, all creative writing applicants submitting by mail must send **four** copies of their portfolio submission, clearly labelled.*

DANCE

Portfolio requirements consist of a sample of recent work, compiled on videotape according to the guidelines below. The sample should be recorded on **DVD format** (please view “PORTFOLIO PLATFORMS” section at the end of this document for compatibility requirements).

- DVDs should be indexed for each piece. Please note that no other format is acceptable.
- Portfolio work must have been completed within the last year.

Applications without portfolio submissions will not be adjudicated.

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PORTFOLIO REQUIREMENTS – DANCE continued

Each student must submit an **individual** portfolio recording. The BC Arts Council will not review groups of applicants on one recording.

- The sample should be no more than 10 minutes in length for dancers, and 15 minutes for choreographers. All applicants should provide a variety of material with full movement. Dancers must ensure that the entire body, including the feet, can be seen. Dancers should wear light-coloured leotards and avoid wearing costumes so that body movement can be observed clearly.
- Using Schedule A, applicants should provide written information to support the video sample. Dancers should include name, age, height, current institution, and level of study. Dancers and choreographers must also provide production details, including title, choreographer, date and location of the recorded performance and duration of the complete work, if an excerpt is performed.
- Dancers should start the recording sample by introducing themselves, stating name, age and current school, or institution of study.
- It is not always desirable to include a sample of live performance. Because of distance or light levels the quality of documentation of live performances does not always assist the jury in its evaluation of the applicant. For this reason, all samples of work may be recorded in-studio.

Ballet:

The recording should include no more than 1 minute of barre exercise providing various views, and additionally, 2 minutes of exercises in the centre; the remainder should be improvised movement or dance performance. Some pointe work is essential for dancers aged 14 or older. The cumulative duration of the samples must not exceed 10 minutes.

Modern:

The recording should include a short sample (2 to 3 minutes) of daily technical work. This may include centre or floor work, and general movements in techniques such as, but not limited to, "modern barre", Graham, Limon, or Ballet. The remainder should be improvised movement or dance performance. The cumulative duration of the samples must not exceed 10 minutes.

Choreography:

Provide two contrasting samples of work. The samples may be complete works or excerpts, and should demonstrate how the applicant's choreographic ideas are developed in distinct situations. If the applicant is an interpreter as well as a choreographer, one sample should consist of work performed by other dancers. The cumulative duration of the samples must not exceed 15 minutes.

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PORTFOLIO REQUIREMENTS – DANCE continued**Study Levels For Ballet Students**

Level	Method or School
Junior	<u>Cecchetti/RAD</u> : Grades 1 to 5, Pre-elementary, Elementary, Intermediate, Advance Foundation, Advanced 1 <u>Royal Winnipeg Ballet School/Russian</u> : Levels I-V <u>National Ballet School</u> : School Grades 5 to 9
Senior	<u>Cecchetti/RAD</u> : Advanced 2, Solo Seal Award <u>Royal Winnipeg Ballet School/Russian</u> : Levels VI, VII <u>National Ballet School</u> : School Grades 10 to 12

MEDIA ARTS

- Portfolio materials for applicants in media arts should consist of 2 – 3 complete works or 2 – 3 excerpts totaling a maximum of 10 minutes. Works should have been completed within the past two years. When a collaborative project is submitted, a second sample of work directed by the individual applicant should be provided. Acceptable formats for support materials are:

DVD, CD-ROM or VHS video cassette or 16 mm film (silent or optical track). Prints with split reels must have a 3" core. (Please view "PORTFOLIO PLATFORMS" section at the end of this document for compatibility requirements).

- Schedule A accompanying the portfolio must include the name, title and production credits for each work in the portfolio. Please also include the names of contributing artists on collaborative films, and the total duration of each excerpted work.

NOTE: - No work prints or double system sound tracks will be accepted. The Council is unable to view samples on Digital Video, Beta Format or 8mm film.
- Provide specifications on equipment needed to view the film/video.
- Always view submissions prior to submission.

MUSIC – GENERAL

Portfolio work must have been produced within the last year, preferably the last 6 months. Record all program details (dates, venues, each work's title and composer) in Schedule A.

Performance recordings should be of the best possible sound quality, cued as required, and unedited. Noise reduction technology is discouraged. Please test recordings by listening to them before submission. **Please do not submit DAT, mini-disc, MP3 or MP4 format recordings.**

Please note that the Scholarship Committee will listen to no more than fifteen minutes of portfolio material for each candidate.

Applications without portfolio submissions will not be adjudicated.

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PORTFOLIO REQUIREMENTS – MUSIC continued**Composition:**

- One CD featuring 3 original compositions. Please indicate on Schedule A the order in which the works should be heard. Please index the works on your discs in the order indicated on Schedule A.
- The selections should demonstrate a comprehensive view of the applicant's technical and stylistic abilities.
- Please provide **5** scores for each selection.

Performance:

- **INSTRUMENTALISTS:** One CD containing 3 recordings. The 3 recordings should demonstrate a comprehensive view of the applicant's technical, stylistic, and interpretive abilities, and include one Canadian work. Ensemble work is advisable only if the applicant's part in the ensemble is of a solo nature and readily distinguished from the rest of the ensemble. Applicants who intend to concentrate in collaborative piano should provide three accompanying or chamber music examples that convey a range of technical, stylistic and expressive situations.
- **VOCALISTS:** One CD containing 3 recordings of songs. The 3 recordings should provide a survey of the applicant's technical, stylistic and interpretive abilities, and include one Canadian work. It is expected that selections are sung in appropriate languages – ordinarily at least one selection should be in a language other than English.

THEATRE**Acting:**

- Portfolio requirements consist of a sample of recent work in performance or studio, presented according to the guidelines below. The sample should be recorded using **DVD format only** (please view "PORTFOLIO PLATFORMS" section at the end of this document for compatibility requirements).
- The cumulative duration of samples must not exceed **10** minutes.
- Each applicant must submit 3 distinctly different works, including one monologue, within the total of **10** minutes. In all scenes, the applicant must play a principal role.
- A combination of distance and close-up shots is recommended.
- On Schedule A, please provide information about the DVD sample, including title, author, and character played, and production details such as date, venue, producer, and director.

Applications without portfolio submissions will not be adjudicated.

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PORTFOLIO REQUIREMENTS – THEATRE continued***Musical Theatre:***

- Portfolio requirements consist of a sample of recent work in performance or studio, presented according to the guidelines below. The sample should be recorded in **DVD format only** (please view “PORTFOLIO PLATFORMS” section at the end of this document for compatibility requirements).
- The cumulative duration of samples must not exceed **10** minutes.
- Each applicant must submit 3 distinctly different selections (ballad, up tempo, comedy, etc.), within the total of 10 minutes, which show a range of skills in singing, dancing and acting. In any scene, the applicant must play a principal role.
- A combination of distance and close-up shots is recommended.
- On Schedule A, please provide information about the DVD sample, including title, author, and character played, and production details such as date, venue, producer, and director.

Directing:

- Portfolio requirements for directors comprise a DVD sample with accompanying notated scripts and a written statement (see below). All portfolio work must have been completed within the past year.
- The DVD sample should contain two short scenes or excerpts, one classical and one contemporary, directed by the applicant. Regardless of recording format, the sample must be in **DVD format** (please view “PORTFOLIO PLATFORMS” section at the end of this document for compatibility requirements).
- The cumulative duration of samples must not exceed **10** minutes.
- Each scene or excerpt on the DVD sample should be accompanied by a notated script.
- Production information indicating title, author, date and length of performance piece must be provided on Schedule A.
- Applicants must attach a separate sheet to Schedule A, containing a concise director's statement. The statement, no more than one page, double-spaced, should tell the adjudicating committee why the applicant selected the portfolio excerpts for the application. Applicants should ensure that this statement is clearly labelled.

Students are encouraged to check the quality of image and sound level of the DVDs.

NOTE: *To be adjudicated, directing applicants must include **four** copies of the notated scripts, clearly labelled.*

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PORTFOLIO REQUIREMENTS – THEATRE/Directing continued

Technical and Design:

Applicants majoring in technical and design aspects of theatre should provide samples of work from no more than two of the formats below.

Design applicants (sound, lighting, set, costume) should provide written design concept statements relating to the submitted samples of work. These concept statement(s) should not exceed two pages in total, double-spaced, and should be clearly labelled and attached to Schedule A.

IMAGES:

- 12 digital images (.jpgs) of both course work and productions. (Please view “PORTFOLIO PLATFORMS” section at the end of this document for compatibility requirements).
- Written production information must be provided on Schedule A, detailing the titles and authors of the works presented, the applicant's role in the production, and the dates, venues, and producing organizations, if applicable.

DVD:

- A DVD of the applicant's work in production.
- **DVD format only** – maximum length: 10 minutes. (Please view “PORTFOLIO PLATFORMS” section at the end of this document for compatibility requirements).
- Written production information must be provided on Schedule A, detailing the titles and authors of the works presented, the applicant's role in the production, and the dates, venues, and producing organizations, if applicable.

AUDIO:

- A CD, no more than 5 minutes in length. No DAT or audio cassette tape, please.
- Written production information must be provided on Schedule A detailing the titles and authors of the works presented, the applicant's role in the production, and the dates, venues, and producing organizations, if applicable.

OTHER:

- From costume and set design applicants: a design portfolio.
- From stage management applicants: a prompt book.

VISUAL ARTS AND CRAFTS

General:

Portfolio requirements for visual arts and crafts applicants consist of high-quality slides or digital images (.jpgs) and in some cases video, CD-ROM, or DVD. (Please view “PORTFOLIO PLATFORMS” section at the end of this document for compatibility requirements). Specific requirements are outlined below.

Portfolio material should emphasize work completed in the past year; with **most recent work presented first in the sequence of images.**

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PORTFOLIO REQUIREMENTS – VISUAL ARTS AND CRAFTS continued

Slide format is standard 35 mm, suitable for a carousel projector. **Glass mounts will not be accepted.** Slide mounts should bear the following information: applicant's last name; marking of the top and right sides of the slide; and a coloured dot, bearing a number cross-referenced to Schedule A, placed in the lower left corner of each slide. Do **not** send original artworks in any medium.

Images on CD-ROM are also accepted in the .jpg format. Please read the Portfolio Platforms section at the end of this document for further information regarding size and naming of files.

Each item in the portfolio submission **must** be clearly labelled with the artist's name. A completed Schedule A must accompany each portfolio. **Please type or print clearly in black ink.**

Applicants are strongly encouraged to check the quality of their submissions by viewing images in a carousel projector (slides) or on a projection system (digital images). Poor-quality images adversely affect the application's chances of success.

Portfolios must not exceed 12 images. If they do, the BC Arts Council will only view the first 12.

2-D: Painting, Drawing, Printmaking, Photography, etc.:

- a maximum of 12 slides or digital images.

3-D: Installation, Sculpture, Performance, etc.:

- a maximum of 12 images, which may include multiple views of each installation/piece, or
- if installation involves movement or sound, a **VHS, DVD, or CD-ROM format** should be used to document the work (maximum 5 minutes, cued to the start of the segment). (Please view "PORTFOLIO PLATFORMS" section at the end of this document for compatibility requirements).

For submissions of videos and slides, video counts as four slides.

Where possible, provide a shot of the complete installation in addition to multiple views and details.

Integrated/New Media:

- Submit one of the following:
 - a maximum of 12 slides or digital images of single frame material;
 - a video cassette, if the work involves motion, on DVD or cued VHS tape, running a maximum of 5 minutes; or
 - one CD-ROM; note that new media samples on CD-ROM must be compatible with the software noted in the Portfolio Platforms section at the end of this document.

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PORTFOLIO REQUIREMENTS – VISUAL ARTS AND CRAFTS continued**PORTFOLIO PLATFORMS:**

Digital, video and slide support materials must correspond to the following guidelines in order to be made available during adjudication. Excess support material will not be shown during adjudication.

Each submission must be clearly marked with the applicant's name.

Slides (visual and media artists only)

Slide format is standard 35 mm, suitable for a carousel projector. **Glass mounts will not be accepted.** Slide mounts should bear the following information: applicant's last name; marking of the top and right sides of the slide; and a coloured dot, bearing a number cross-referenced to Schedule A, placed in the lower left corner of each slide.

Digital Images

All electronic images must be in .jpg format. Please label each file (image) with a number and title: ##title.jpg. The first nine images must begin with a zero to ensure they are presented chronologically and follow your image list (e.g. 01title.jpg). Do not put any special characters or symbols or quotation marks (e.g. #?_"&| ...) in the file name. Suggested parameters for each image are as follows:

Resolution 72dpi
Max 1024x768 pixels
500K

DVD/Video

Samples on **DVD or CD-ROM** must be PC Compatible with Win DVD 5.0 or QuickTime 6.5.2 software or viewable by DVD Player (for television)

Media Artists only:

Video on **VHS** must be cued. Video may not be submitted with an online application. Please submit materials under separate cover.

Do not submit URLs, compressed files, hyperlinks or any material requiring software, plug-ins, extensions or other executables to be downloaded or installed.

Note: Before submitting, test the materials to make sure that they are readable and of good quality. It is the responsibility of the applicant to ensure all portfolio submissions arrive intact and in a readable format.

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