PORTFOLIO GUIDELINES
UNDERGRADUATE INTERCAMPUS and EAP VISITOR APPLICANTS
UCLA Department of Art

In addition to submitting the Intercampus Visitor Program or EAP application, please also provide a portfolio of work consisting of **8 to 10 still images** of your original, most recent artwork. These materials are reviewed by the Art faculty and/or chair when reviewing visitor applications for the undergraduate Art program. The portfolio should be submitted in print form. The original pieces cannot be accepted. The portfolio should reflect your best and most recent work, in any medium**.**

GUIDELINES:

- **Portfolio images must be printed in color on high quality or photo paper**, no more than ten (10) pages maximum.
- Each page of the portfolio must be labeled with the applicant's name.
- If not included alongside the images, please include a separate page with image information (title, date, medium, dimensions) for each piece.

- Applicants with time-based work may submit a DVD with up to three (3) minutes of video *in addition to* their portfolio of ten (10) still images.
    - With the DVD submission, applicants must also include a printed list with their name, and the title, date, running time, and a brief description of each time-based work
    - DVD's must be labeled with the applicant's name.

TIPS FOR DOCUMENTING YOUR ARTWORK:

1. When photographing your artwork, use a digital camera with manual features so that you may control exposure. Use a solid white, gray, or black background. You can attach your artwork to a clean white wall or use large sheets of drawing paper for a background.

2. When photographing indoors, use photoflood bulbs for lighting because a flash often produces a glare.   If your indoor lighting is not "Daylight Balanced," be sure to set your camera for Tungsten "indoor" lighting for accurate colors. Another option is to photograph outdoors in daylight, which usually produces even lighting. Be sure to prevent shadows from falling on your two-dimensional work. Shadows are sometimes desirable for three-dimensional work if they help to define edges or textures.

3. If possible, fill the frame in the viewfinder with the images of your work so that it is centered and parallel with the frame lines. Please note that some cameras will not focus on distances less than three feet.

4. Take at least three shots of each piece at different settings and choose the best shot to put in your portfolio. You may want to color correct or crop the image to best fit the artwork using a photo editing software such as Adobe Photoshop. Also, please remember to turn off the date stamp feature of your camera before shooting artwork.