

# Selection of Applicants for Associate Degree Programs

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FIT is a public institution that prepares students for a wide range of careers in creative business and design professions. Academic accomplishments, achievements that predict success on the college level, and demonstrated talent are factors that the Admissions Committee considers when evaluating applications. When the committee is evaluating transfer applications, overall grade point average and performance in liberal arts courses are also considered. All applicants—whether intending to study full-time in a matriculated day program or in an evening/weekend program—must meet the same admissions standards.

FIT believes that a person's creative and leadership abilities are revealed through participation in activities in any of several fields, such as governing organizations, student clubs, or the visual and performing arts. The Admissions Committee would like to know about all accomplishments in which applicants take pride. All applicants are required to submit a personal essay indicating why they selected their particular major, and highlighting all activities or accomplishments.

All applicants to School of Art and Design programs must offer evidence of artistic and creative ability through the submission of a portfolio. Fashion Design applicants should be versed in both art and garment construction. Successful applicants to Jay and Patty Baker School of Business and Technology programs will have demonstrated the ability to work with others, qualities of leadership, and sound mathematical skills.

## STUDENT CATEGORIES

FIT offers a variety of study schedules during the fall and spring semesters and summer and winter sessions in order to meet the needs of its students. The following definitions provide clarification of the student categories at FIT. Not all student categories are mutually exclusive—one-year students, for example, are also full-time students.

### Matriculated Students

Matriculated students are those who are enrolled in an FIT degree program, whether undergraduate or graduate, full- or part-time. Matriculated students are given preference for on-campus housing.

**Matriculated Day** Matriculated day students are enrolled full time, and the majority of their classes take place during the day.

**Matriculated Evening/Weekend** FIT offers a number of evening/weekend degree programs (see Curricula ). Courses in these programs are scheduled during the evening and/or weekend.

**Full-Time** Full-time undergraduate students are enrolled for 12 or more credits per semester.

**Part-Time** Part-time undergraduate students are enrolled for less than 12 credits per semester.

**One-Year** One-year students are matriculated undergraduates enrolled in a one-year associate degree program.

### Nonmatriculated Students

Nonmatriculated students are those who have not been admitted to a degree program but are enrolled in at least one course. Students who hold a high school diploma or a General Equivalency Diploma (GED) may register for courses and complete certificate programs offered at FIT by completing the appropriate non-degree or certificate application. Courses that are open to nonmatriculated students are typically scheduled during the evening and on the weekend; they may or may not carry college credit. Some credit-bearing courses are reserved for matriculated students only. All students must meet prerequisite requirements for any course they plan to take. All students who wish to seek a degree must apply through a formal admissions process before accumulating more than 24 credits (see Matriculation Status Policy , for details on how many credits taken in nonmatriculated status may be applied to a degree).

## ADMISSIONS PROCESS

1. Visit the college and attend a group information session, and explore the FIT website.
2. Choose a major program of study.
3. Go to [fitnyc.edu/admissions](http://fitnyc.edu/admissions) and complete the FIT/SUNY application online.
4. After the online application is completed, applicants submit their high school transcripts, and all college transcripts, to FIT's Admissions Office. The mailing address for transcripts is:  
Fashion Institute of Technology  
Admissions Office  
227 West 27th Street, Room C139  
New York, NY 10001-5992
5. Applicants will submit their academic history and a personal essay online after receiving an email with instructions to access MyFIT ([myfit.fitnyc.edu](http://myfit.fitnyc.edu)).
6. Applicants to School of Art and Design programs will receive portfolio requirements specific to their major, and submission instructions.
7. Applicants who have taken either Advanced Placement or College-Level Equivalency Programs exams must contact the College Board and request that official test scores be sent directly to the FIT Admissions Office.

## APPLICATION RECOMMENDED FILING DATES FOR ADMISSION TO ASSOCIATE DEGREE PROGRAMS

### Application Submission

All applications are processed in the order they are received after the applicant has submitted the online essay and academic history forms. Receipt of these two online items activates the acknowledging process in the Admissions Office. Decisions will only be rendered after completed applications—with transcripts and essays—are on file in the Admissions Office. In addition, all applicants whose native language is not English must provide an official Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS) score, or Pearson Test of English (PTE) score. This includes applicants who have been living in the United States.

### Application Deadlines for Associate Degree Programs

Domestic and international applicants use the same application when seeking admission to FIT. Visit [fitnyc.edu/admissions](http://fitnyc.edu/admissions) for additional information.

- No later than **January 1** for the fall semester.
- No later than **October 1** for the spring semester.

Students who have not completed applications by **February 1** for the fall semester or **November 1** for the spring semester risk being closed out of the major of their choice.

### Readmission

Students who seek readmission to FIT should notify Admissions in writing or online at [fitnyc.edu/readmission](http://fitnyc.edu/readmission) prior to the intended semester of reentry.

- No later than **January 1** for the fall semester.
- No later than **October 1** for the spring semester.

## ADDITIONAL APPLICATION MATERIALS

### Transcripts

Transcripts must be sent directly to FIT. Transfer students who have not yet earned their college degree must submit a high school transcript with proof of high school graduation.

Applicants educated outside the United States should refer to the International Applicant Credentials information at [fitnyc.edu/internationalapplicants](http://fitnyc.edu/internationalapplicants).

## TOEFL/IELTS/PTE Scores

Applicants whose native language is not English must provide an official Test of English as a Foreign Language (TOEFL) score or an International English Language Testing System (IELTS) score.

TOEFL: The minimum TOEFL score requirement depends on which test format you are using:

1. Internet-based test (IBT): Minimum score must be 80.
2. Computer-based test: Minimum score must be 213.

IELTS: The minimum band score of 6.5 in the academic module is required.

PTE: A minimum score of 53 must be met.

A current TOEFL, IELTS or PTE score is required. The score must be no more than 5 years old on the date of anticipated enrollment.

Applicants who have completed an English composition course at a college in the United States are not exempt from taking the TOEFL or IELTS.

Students who have completed less than four years of English (not ESL) at a U.S. high school are required to take the TOEFL or IELTS.

For information about scheduling the TOEFL exam and obtaining score reports, visit [toefl.org](http://toefl.org). In the United States, you can call 609. 771.7100.

For information about scheduling the IELTS and obtaining score reports, visit [ielts.org](http://ielts.org).

## Artwork Evaluation

All applicants to School of Art and Design programs must submit a portfolio for evaluation by the faculty. After the application is received by FIT from the SUNY Application Services Center, applicants can enter MyFIT to access specific instructions and options to submit their portfolio. No portfolio is required from applicants to Baker School of Business and Technology or School of Liberal Arts programs.

There are two options for submitting a portfolio:

1. ONLINE. E-portfolio is the preferred method and the most efficient way to have your portfolio reviewed. This option is available for AAS applicants only. Access to e-portfolio will be available through MyFIT.
2. IN-PERSON. Limited in-person portfolio review dates are provided on a space available basis. This option is available for Fall applicants only. Registration for In-Person Portfolio Review will be available through MyFIT.

Most applicants seeking direct entry into a BFA degree program will first be evaluated at the AAS level to determine eligibility. BFA degree applicants may, according to their major, be contacted directly by the department once academic eligibility has been determined by the Admissions Office.

Departmental portfolio requirements are listed below. Please visit [fitnyc.edu/portfoliorequirements](http://fitnyc.edu/portfoliorequirements) for current detailed portfolio requirements and instructions. The applicant must be the sole creator of all artwork in his or her submitted portfolio.

## AAS PORTFOLIO REQUIREMENTS

**Accessories Design** The Accessories Design portfolio requires applicants to complete a still life sketching test, 9 sketches of original designs of accessories (handbags, shoes, belts, or small leather goods), 3 to 5 photos of other creative art samples made by the applicant, and one written essay. The portfolio may also include an interpretation of one accessories design using Photoshop or Illustrator. All drawings should indicate the applicant's level of creativity and sense of design. Emphasis should be placed on proportion and three-dimensionality.

**Communication Design Foundation** The Communication Design portfolio requires applicants to complete 3 design test projects, 10 to 12 samples of original artwork and 3 written essays. The portfolio should include 2 pieces drawn by hand, 2 pieces created on a computer, and 2 to 4 pages from a sketchbook. Transfer applicants with college level design coursework should submit work created for class, as well as 3 to 6 samples of other original artwork. All pieces should reveal imagination, design skills, sense of color, and drawing ability, as well as the use of typography. Artwork in any medium may be submitted; it need not relate specifically to advertising or graphic design. Organization and neatness are considered as part of the evaluation.

**Fashion Design** The Fashion Design portfolio requires applicants to complete a mix-and-match fashion design test, as well as 4 original fashion artwork sketches, photos of 1 to 3 garments, and one written essay. All fashion design sketches should include fabric swatches for each design shown. Photographs of garments applicants have constructed that demonstrate sewing and/or creative abilities are required in the portfolio. Evaluators will focus on creativity and design sense, as well as technical skills.

**Fine Arts** Artwork from direct observation is preferred. Applicants should submit 12 to 20 examples in any medium: drawings, watercolors, pastels, paintings, prints, photos of sculpture, or 3D designs. Students need not have examples in all categories. The portfolio should reflect freehand drawing and sketching ability; sensitivity to color, line, and proportion; and neatness of presentation. At least 4 of the pieces should be drawings from observation. Images from sketchbooks are welcome. Photographs or color copies are acceptable substitutes for large work. Two written essays are also required.

**Illustration** The Illustration portfolio should include 7 to 10 pieces of original art drawn or painted directly from life, 7 to 10 more pieces, which may be created from photo reference or imagination, 1 drawing test created from direct observation and 3 written essays. Applicants should include at least one drawing or painting from the following five categories: Portraits/Model Drawings; Situations; Environments; Conceptual; and Still Life. Images from a sketchbook are strongly encouraged. All work must have been completed within the last two years. Graphic design or photography that is not illustration should not be included.

**Interior Design** The Interior Design portfolio requires applicants to complete 5 design test projects, up to 10 samples of original artwork and 3 written essays. Artwork of a variety of types may be presented. Measured drawings (floor plans, elevations, or perspectives) may be included but are not required. Any artwork will be considered if it communicates the applicant's overall artistic ability, creativity, sense of color, design and composition. Images from a sketchbook are welcome. Organization and neatness are considered as part of the evaluation.

**Jewelry Design** The Jewelry Design portfolios requires applicants to complete a design test, an inspiration test, 5 to 7 samples of original 2-dimensional artwork, 5 to 7 samples of original 3-dimensional artwork, and 2 written essays. Artwork in any medium that reflects attention to detail and sense of color and design, particularly in drawing and sculpture, may be submitted. Images of jewelry, either designed by or made by the applicant are strongly encouraged.

**Menswear Design** The Menswear portfolio requires applicants to complete a mix-and-match menswear fashion design test, as well as 4 original menswear fashion artwork sketches, photos of 1 to 3 garments, and one written essay. All menswear fashion sketches should include fabric swatches for each design shown. Photographs of garments applicants have constructed that demonstrate sewing and/or creative abilities are required in the portfolio. Evaluators will focus on creativity and design sense, as well as technical skills.

**Photography** The Photography portfolio requires applicants to complete a 6 image photography exam, as well as a minimum of 12 of the applicant's most creative black-and-white and color photographs, and 3 written essays. Portfolios should communicate sensitivity to design, imagination, creativity, diverse subject matter, willingness to be experimental, ability to

communicate complex ideas visually, and organization and neatness of portfolio presentation. Evaluators prefer photos processed and printed by the applicant, but commercially prepared work will be accepted. Applicants should be prepared to explain their interest in commercial and editorial photography.

**Textile/Surface Design** The Textile/Surface Design portfolio requires applicants to complete 2 design test projects, as well as a minimum of 8 original artwork samples and a written essay. All work submitted should be either new or very recent. Submissions are limited to 10 individual pieces in a variety of media. Examples include paintings, knits and wovens, collages, drawings, computer assisted designs, screen prints, and printmaking. Portfolio pieces should demonstrate drawing and painting ability, creativity, and color and design sense. Images from sketchbooks are welcome.

## **REQUIREMENTS FOR ADMISSION TO TWO-YEAR ASSOCIATE DEGREE PROGRAMS**

Candidates for admission to the two-year AAS degree programs are evaluated according to the following criteria:

1. Candidacy for, or possession of, high school diploma or General Equivalency Diploma (GED).
2. High school transcript showing grade point average (GPA) and transcripts from all colleges attended.
3. A personal essay describing the applicant's background and reasons for choosing FIT and the selected major. The Admissions Committee would like to know about all accomplishments in which the applicants take pride, along with career goals and personal interests. Applicants will be emailed submission instructions upon completion of the online application.
4. SAT/ACT: SAT and ACT test scores are not required for admissions purposes. They are, however, required for the Presidential Scholars Program. They are also required for placement into your English and Math classes at FIT. SAT/ACT scores should be sent directly to the following address:  
Fashion Institute of Technology  
Center for Placement, Room B623  
227 West 27th Street  
New York, NY 10001
5. For applicants whose first language is not English, an official TOEFL, IELTS or PTE score. Students graduating from U.S. high schools with blocks of coursework completed as English as a Second Language (ESL), or who have completed less than four years of English (not ESL) at a U.S. high school, are also required to take the TOEFL, IELTS or PTE to prove English proficiency.
6. For applicants to School of Art and Design programs, a portfolio containing representative examples of their art and design work (see Artwork Evaluation ).
7. Applicants educated outside the United States should review the International Applicants Credentials information at [fitnyc.edu/internationalapplicants](http://fitnyc.edu/internationalapplicants) .

## **REQUIREMENTS FOR ADMISSION TO ONE-YEAR ASSOCIATE DEGREE PROGRAMS (EFFECTIVE FALL 2015)**

1. Graduation from a four-year accredited college or completion of at least 30 transferable credits from an accredited college with a minimum of 24 liberal arts credits equivalent to FIT's General Education requirements: 3 credits in college-level mathematics above basic algebra (G2; B&T Majors: MA222 Statistics recommended); 3 credits in English composition (G1; Composition taught in English); 3 credits in literature or speech; 3 credits in physical science, biology, or life science ( G3). The remainder General Education/ Liberal Arts credits are outlined below by school designation. Six (6) additional transferable elective credits are required for 30 transferable credits. Listing of FIT's General Education courses: [www.fitnyc.edu/gened](http://www.fitnyc.edu/gened)

2. For applicants to School of Business and Technology and Liberal Arts: 12 liberal arts credits in General Education areas G4-G10 from minimum of 2 different areas ( 4 different areas recommended)---G4: Social Science ( B&T majors: SS141 Macroeconomics recommended); G5: Western Civilization;G6: Arts; G7: Humanities; G8: Foreign Language; G9: Other World Civilizations; G10: American History
3. For applicants to Art and Design: a strong portfolio containing representative examples of their art and design work ( see Artwork Evaluation ) and 6 credits of Art History, plus 6 liberal arts credits in G4-G10 areas ( 2 different areas recommended); G4: Social Science; G5: Western Civilization;G6: Arts; G7: Humanities; G8: Foreign Language; G9: Other World Civilizations; G10: American History
4. General Education Exemptions: An earned bachelor's degree or equivalent from an accredited four-year institution (US or International) may exempt a student from all of the above liberal arts/ general education requirements except 3 credits of English Composition ( i.e, composition taught in English) and for Art and Design majors, 6 credits of Art History . If required to take English Composition or Art History, the student is expected to take the missing courses in the summer before starting the degree program.

## **REQUIREMENTS FOR ADMISSION TO EVENING/WEEKEND DEGREE PROGRAMS**

Applicants to FIT's evening/weekend degree programs adhere to the same admissions guidelines as matriculated day students.

## **ACADEMIC CREDIT BY EVALUATION**

Accepted applicants may apply up to 30 credits earned through published subject examinations (examples listed below) and transfer credit toward fulfillment of degree requirements at FIT. Those who have completed college-level liberal arts courses in which a grade of "C" or better has been achieved will receive credit for coursework equivalent to courses at FIT (see Transfer of Credit ).

Credit for published examinations applies to the following three tests, provided that the specified minimum performance levels are met, and that the subject examination is in an area that would normally be eligible to receive credit during an evaluation of transfer credits.

### **College-Level Examination Program (CLEP)**

Mean score must meet or exceed the equivalent of a grade of "C" in a formal course.

### **Advanced Placement Program**

A score of 3 or higher on a scale of 5 points used for this program.

### **International Baccalaureate Program**

A score of 4 or higher on exams for higher-level (HL) courses.

Official test scores must be sent directly to the FIT Admissions Office by the issuing board or awarding authority. Complete information about applying for academic credit by evaluation is available in the Registrar's Office and at [fitnyc.edu/registrar](http://fitnyc.edu/registrar) .