

On Admissions' website:

**Studio Art:** If you have visual art talent that you would like to have evaluated along with your application, please find specific instructions for submitting additional materials on the [Art and Art History website](#).

On Department website:

## STUDIO ART SUPPLEMENTAL MATERIALS FOR GEORGETOWN ADMISSIONS PROCESS

Thank you for your interest in the Studio Art program at Georgetown!

Please note that the Department of Art and Art History's Studio Art Program only accepts *supplemental* materials for review. All *applications for admission* to Georgetown University must be sent **separately** to the Undergraduate Admissions Office.

Supplementary submission of a portfolio with no more than 20 images may make sense for students with substantial and well-developed talent that cannot be conveyed adequately in the rest of the application. But you should think carefully before submitting supplementary materials with your Georgetown application.

The Department of Art and Art History does not make any admissions decisions. All decisions are made by the Office of Undergraduate Admissions primarily on the basis of the general application materials submitted there. Most successful applicants submit only those materials. In rare instances, when we review a portfolio from prospective art students with truly exceptional credentials who we feel are a strong fit for our [Studio Art Program](#), we are able to provide a statement about that strength to be added to the student's admissions file. Submitting Studio Art supplemental materials does not require or presume that a student necessarily plans to major in Art.

Due to University policy and the large amount of material we receive, we cannot offer any feedback or evaluation to candidates on their submissions.

## MATERIALS

In order to have visual art material reviewed you must submit:

- 1) **A portfolio of your artwork.** Please provide up to 20 images that are 2000 px in the longest dimension, 72 dpi, and high quality in jpeg compression. Each image should be approximately 283 KB in size. Do not submit images of collaborative artworks for which you are not the primary artist. Time-based files, such as videos or animations, should be an mp4 file of no more than 5 minutes.

## SUBMISSION PROCESS

Please note that if you choose to submit, materials must be uploaded electronically via [Box.com](https://box.com) by the respective admissions deadlines (**November 1 for Early Action and January 10 for Regular Decision**) to ensure receipt and review.

Box is an online file sharing service that lets you access, manage, and share your content from anywhere.

To get started, [please review these step-by-step instructions](#).

Subsequent inquiries regarding the status of your Georgetown University application should be directed to the [Undergraduate Admissions Office](#). The Department of and Art History is not able to comment on the status of your materials.

## BOX INSTRUCTIONS INSTRUCTIONS FOR UPLOADING SUPPLEMENTAL MATERIALS:

1. Visit <https://app.box.com/signup/personal/> to create your free 10GB account.
2. If you don't already have a Box account, just fill out the required info and click the "Submit" button.

## Box Individual

Let's Get Started

### Your Information

Full Name

Joe Hoya

Email Address

joe\_hoya2000@gmail.com

Password

••••••••••

Good

Phone Number

202-888-8888

Country

United States

 I'm not a robot



Continue

By submitting this form, you confirm that you agree to the storing and processing of your personal data by Box as described in our [Terms of Service](#) and [Privacy Policy](#).

### Box Individual

Free

10GB Storage

Securely Access Your Content  
from Anywhere

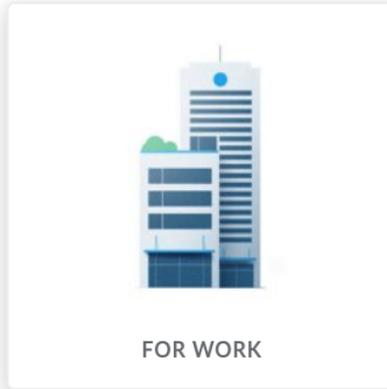
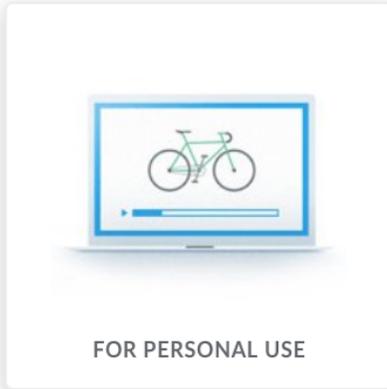
 Selected

3. A confirmation e-mail will be sent to your provided e-mail address. Click the "Verify Your Email" button and sign into your account.

4. Once you are taken to your new account, you'll see the "Welcome to Box" message. You may choose to customize your account "for personal use" or "for work," or you can select "skip this and go straight to Box."

# Welcome to Box, Joe Hoya!

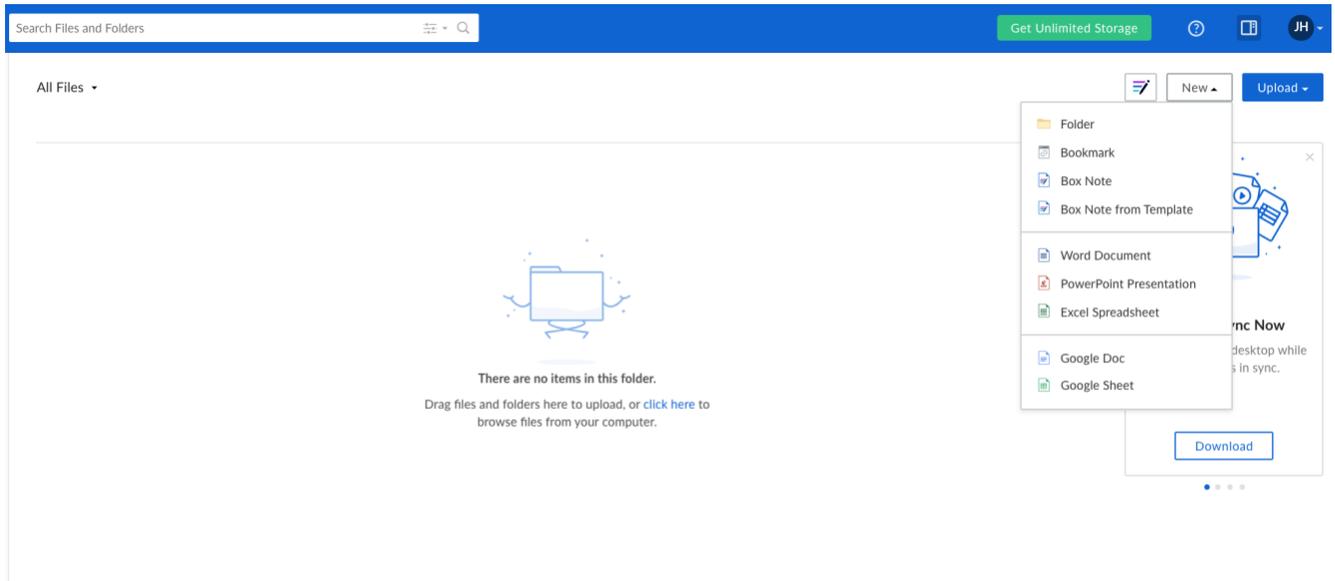
Let's personalize your experience.  
What do you mostly plan to use Box for?



Next

[Skip this and go straight to Box](#)

In the upper right corner, click on the "New" drop down menu and select "Folder."



**5. IMPORTANT: Under “Create a New Folder” and “Folder Name,” please name your folder with the following protocol: (For early action):**

**Early\_Last name\_first name\_your Date of Birth OR Application Number**

which you would have received as confirmation of the submission of the first part of your Georgetown University application.

(For regular admission):

**REG\_Last name\_first name\_your Date of Birth OR Application Number**

which you would have received as confirmation of the submission of the first part of your Georgetown University application.

Create a New Folder ×

Folder Name

Invite People

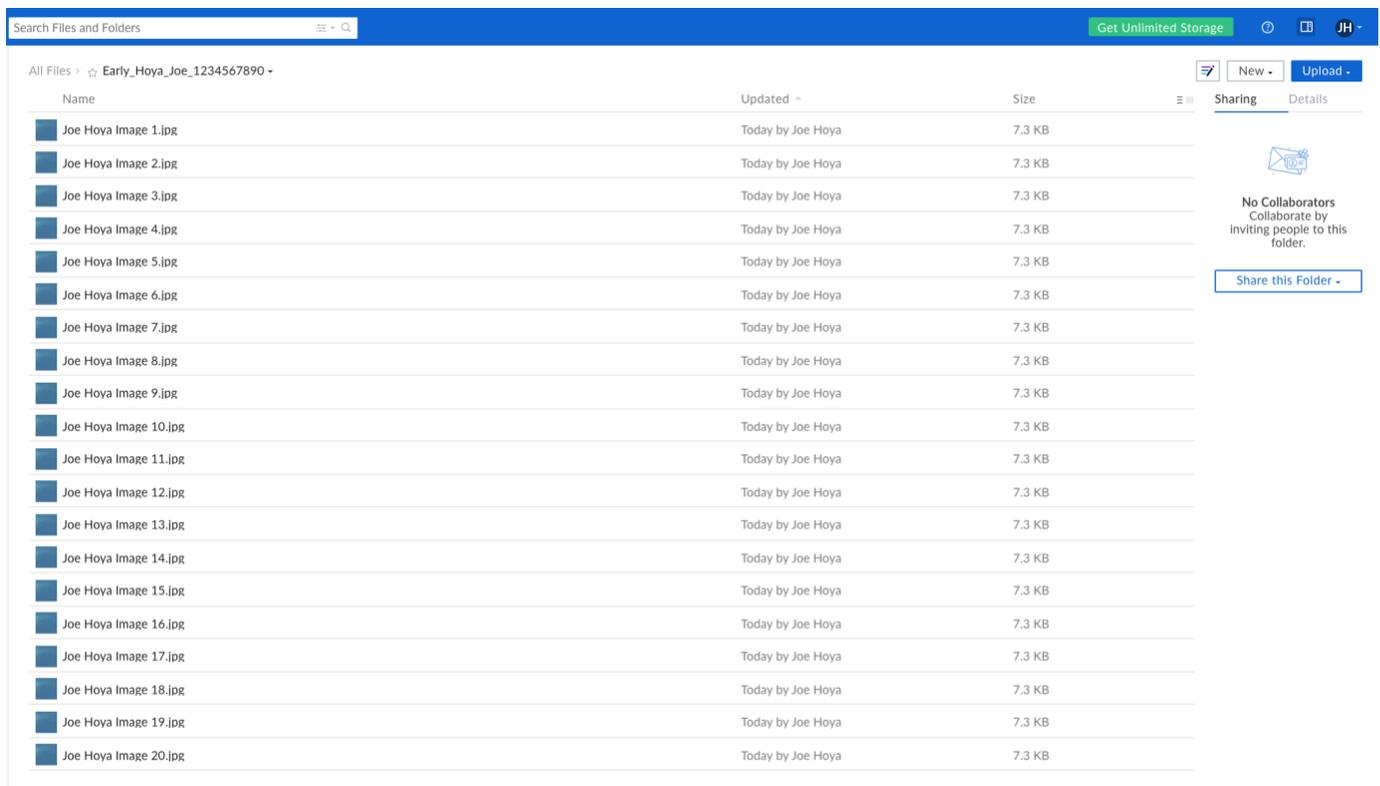
Permission

Learn More

6. Leave "Invite People" blank for now and leave Permission on "Editor" (you will share your entire folder later once all of your individual files are uploaded, in step 9). Click "Create."

7. Click into your newly created folder. You can drag or drop image files from your desktop or use the "upload" option.

**Example of uploaded files:**



8. Once you have finished uploading files into the folder you wish to share (before or by the **November 1/January 10 admissions** deadline), click on "All Files" to return to the "All Files" screen. This will ensure that you share the entire protocol-named folder and its full contents, rather than individual files.

9. To the far right of your completed folder, click the button with 3 dots next to the "Share" drop down. Go to "Share," click on "Invite Collaborators," and type the following addresses:  
**artportfolio@georgetown.edu**

Click "Send Invites."

Invite to Early\_Hoya\_Joe\_1234567890 ×

Invite

artportfolio@georgetown.edu

Invitee Permissions

Editor

[Learn More](#)

**UPGRADE** 62% of customers on your plan [upgrade](#) to manage collaborators' access and permission settings

Personal Message (Optional)

Hello, I want to share my folder,  
"Early\_Hoya\_Joe\_1234567890", on Box.

Cancel

Send Invites

**Note:** *Do not send direct e-mail messages to any of these accounts. These addresses are used for Box uploads only, and messages sent to these e-mail accounts are not reviewed/read.*

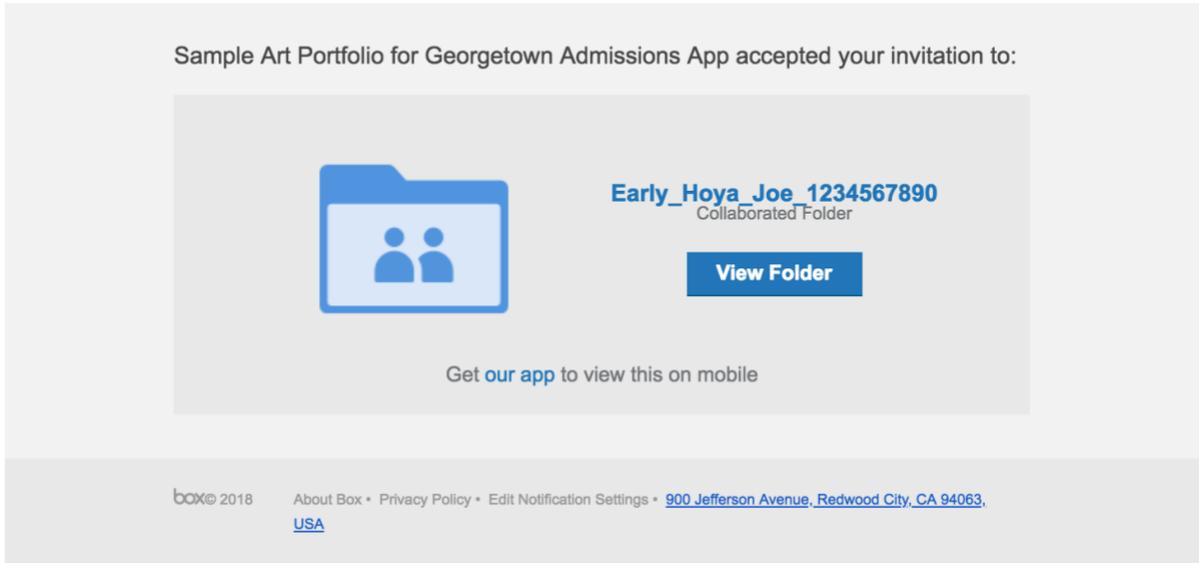
10. You will receive a confirmation e-mail from Box when the invitation to collaborate on your folder has been accepted. Again, please note that due to University policy, and to the large amount of material we receive, we cannot offer any feedback or evaluation to candidates on their submissions, and that ultimately the Department of Art and Art History does NOT render the admissions decision.

Sample Art Portfolio for Georgetown Admissions App has accepted the invitation to your 'Early\_Hoya\_Joe\_1234567890' folder on Box

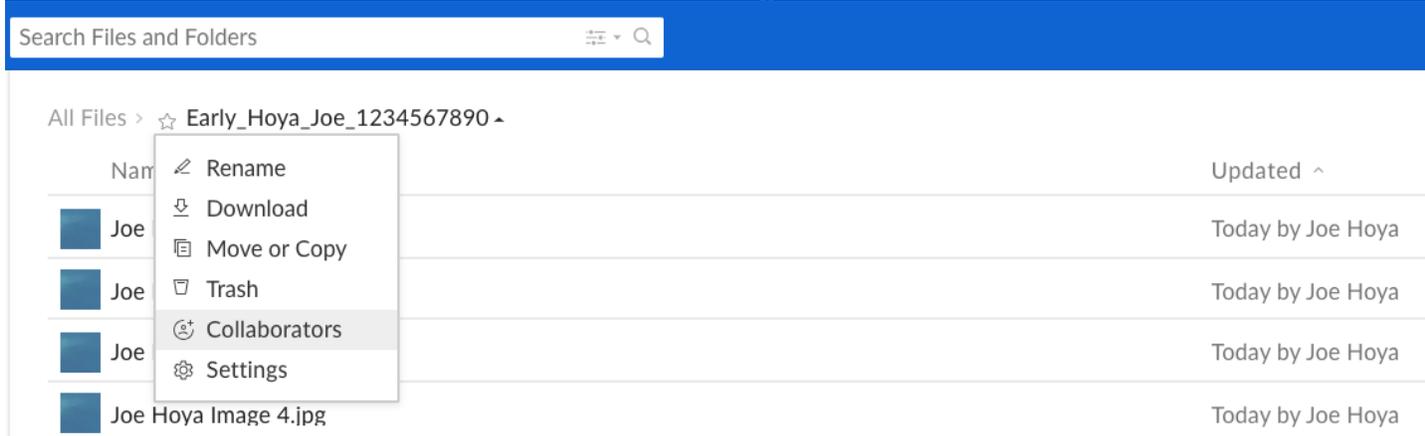


Sample Art Portfolio for Georgetown Admissions App <noreply@box.com>  
to me

1:14 PM (14 minutes ago)



11. The final step is transferring ownership of the folder. Make sure you can see the folder and click the button with 3 dots next to the “Share” drop down. Then select “Share” and click on “Manage Collaborators.”



12. Once you are viewing the list of Collaborators, click on the drop down arrow in the Permissions column next to the supplemental account to which you are submitting materials. You will see a dropdown menu. Click “Owner.” A box will come up asking if you’re sure; click “Okay.”

Search Files and Folders		
Early_Hoya_Joe_1234567890 > Collaborators		
Name	Email Address	Permissions
 Joe Hoya		Owner
 Sample Art Portfolio for Georgetown A...	artportfolio@georgetown.edu	Editor
		<ul style="list-style-type: none"><li>Owner</li><li>✓ Editor</li><li>Viewer</li><li>Remove</li></ul>

Subsequent inquiries regarding the status of your Georgetown University application should be directed to the Undergraduate Admissions Office. We are not able to comment on the status of your materials.

Thank you for your interest in the Department of Art and Art History!