

The Tepper Semester Application Checklist

Please submit the following:

- The Application.** The application completed in full.
- Study New York Approval Form.** Non-Syracuse students please submit the Approval Form to the appropriate person on your home campus, who can then complete it and return it to the Tepper Semester office.
- Transcript.** Non-Syracuse students are asked to have one official transcript of all college work sent to:
The Tepper Semester
c/o Theatre Row Studios
410 West 42nd St.
New York, NY 10036

Students who have transferred to their present colleges should also request that a transcript from their previous college or colleges be sent to the Tepper Semester program office.
- Two Letters of Recommendation.** Non-Syracuse students submit two letters of recommendation from an academic reference (Design/Tech. and Stage Management students may also choose to submit a letter of recommendation from an employer).
- Financial Aid Applicants. All SU students** who apply for the Tepper program will automatically be considered for grants and scholarships funded by the University. No separate application is required. Students will be notified of their award at the time they are accepted into the program. In addition to grants and scholarships, students may apply for loans. Information is available on loan options on the Tepper program web site.

All Non-SU matriculated students please contact the financial aid office at their home college regarding availability of funding. Under certain circumstances, students matriculated at other institutions, where the home institution will not provide assistance while the student is enrolled at SU, the student may receive a federal student loan through Syracuse University. If you are in this position, you should contact the Tepper program office for additional information.

- A Non-Refundable Application Fee of \$60.** Make your check or money order payable to Syracuse University.

Additional Checklist for Design/Tech. and Stage Management:

Please review the following instructions that may pertain to your application.

- Resume** of Academic and Professional Experience and Cover Letter
- Written Statement.** Non-Syracuse students are asked to complete a written statement. Please see attached written statement form.
- Internship.** With the guidance of the Tepper Center students are required to secure a New York City internship by August 15th in preparation for the program. Students may also contact the Tepper Semester Program office for further information.
- Portfolio and Production Book Materials.** Students are required to provide samples of (Production Book Materials for Stage Management students and a Portfolio for Design/Tech. students) Syracuse University students will submit all materials in-person. Non-Syracuse students can submit materials in-person, through the mail, on disc or by e-mail.

Submission Guidelines are posted on the web at:
www.teppersemester.com

Syracuse University

The Tepper Semester
c/o Theatre Row Studios
410 West 42nd St.
New York, NY 10036

Phone: 212-239-1113

Fax: 212-594-7959

Application for Admission

The Tepper Semester

INSTRUCTIONS: Please complete this application in full and return it to the above address. It is requested that your application is accompanied by the **\$60 APPLICATION FEE**. Please print in black ink or type.

PERSONAL INFORMATION

Name: _____ Social Security #: _____
last first middle

Date of birth: _____ (use numbers) Sex: _____ Citizenship: _____

Campus address: _____ E-mail: _____

_____ Telephone: _____
zip area code

My campus address can be used until the following date: _____ Cell phone: _____
area code

Home address: _____ Telephone: _____
zip area code

Father's (or guardian's) name: _____ Home telephone: _____
area code

Father's (or guardian's) address: _____

Business address: _____ Business telephone: _____
zip area code

Occupation: _____ E-mail: _____

Mother's name: _____ Home telephone: _____
area code

Mother's address: _____

Business address: _____ Business telephone: _____
zip area code

Occupation: _____ E-mail: _____

Once students are admitted to the program, information is also sent to parents. Please indicate which address should be used for:

a. general contact: Father's Mother's Other *Please explain:* _____

b. billing purposes: Father's Mother's Other *Please explain:* _____

Emergency Contact (if other than parents): _____ Relationship: _____

Address: _____ Telephone: _____
zip area code

We provide a complete list of participants to accepted students. If you do NOT want your name and address included, check this box.

PROGRAM INFORMATION

Program: Acting Musical Theater Design/Tech. Stage Management Directing

Date you are applying to study in New York City: Spring _____ Fall _____ (Directing Program only)
year year

ACADEMIC INFORMATION

University now attending: _____

College or school within your university: _____

Major field of study: _____ Minor field: _____ Dual major: _____

Cumulative grade point average: _____ Semester grade point average: _____

Are you currently a freshman sophomore junior senior graduate other (please explain) _____

Year of expected graduation: _____

List any other colleges, business or professional schools you have attended, including dates, degrees, diplomas and academic honors received:

Please list the courses you are currently taking:

Course #	Title	Course #	Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GENERAL INFORMATION (FOR NON-SYRACUSE STUDENTS)

List below the persons who will submit recommendations on your behalf.

Name: _____ Position: _____

Address: _____ zip _____ Telephone: _____ area code _____

Name: _____ Position: _____

Address: _____ zip _____ Telephone: _____ area code _____

How did you first find out about this program? (check all applicable):

- past participant
- faculty member
- campus newspaper
- internet
- Tepper office
- campus fair
- class presentation
- other _____
- brochure

If you wish to identify yourself as a member of an ethnic and racial group, please indicate:

- 1. African-American, not of Hispanic origin
- 2. American Indian/Alaskan Native
- 3. Asian/Pacific Islander
- 4. Puerto Rican
- 5. Mexican
- 6. Hispanic, not of Puerto Rican origin
- 7. White, not of Hispanic origin

AUTHORIZATION FORM

I hereby authorize the release of information from my student personnel record upon the request of Syracuse University's Tepper Semester in NYC Program.

I certify that the information on this application is correct, and I understand that on becoming a student in this program, I shall be subject to all rules, regulations, and requirements as to conduct, scholarship, and continuance in Syracuse University. I understand that Syracuse University reserves the right to require the withdrawal of any student on account of unsatisfactory academic work or behavior.

Signature of student: _____ Date: _____

PERSONAL STATEMENT (FOR ACTING AND MUSICAL THEATER STUDENTS ONLY)

Please write a brief statement, including any information about yourself that you think would be of interest to the admissions committee in evaluating your application. Have you ever lived or traveled in New York City?

Explain why study in New York City is important to you. How would a semester in New York City complement your academic experience to date?

What are your expectations for personal growth and change through the Tepper Semester in New York City?

PERSONAL STATEMENT (FOR DIRECTING, DESIGN/TECH. AND STAGE MANAGEMENT STUDENTS ONLY)

Please write a brief statement, including any information about yourself that you think would be of interest to the admissions committee in evaluating your application. Why is the New York City Internship important to you?

How can a New York City Directing, Design/Tech. or Stage Management internship complement your academic experience to date?

How can the New York City Internship help you fulfill career goals or interests that you have?

What types of organizations would enable you to achieve these goals?

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**Study New York City
Approval Form**

Please print or type.

I. Please have this form completed by your academic adviser or appropriate person at your home school who approves study in New York City. It is important that you understand your school's policy for accepting credits earned for study in New York City **before you leave.**

Student's name: _____ Social Security no.: _____

Program: _____

II. TO THE COLLEGE OFFICIAL: The student named above is applying for a Syracuse University Tepper Semester in NYC. If selected, the student is expected to enroll in a full academic program. We would appreciate you evaluating the student.

1. Is the student in good academic standing? Yes No

If no, please explain: _____

2. Has this student been subject to disciplinary action? No Yes

If yes, please explain: _____

3. Will credits earned by the student in this program be applied toward completion of a degree awarded by your institution?

Yes, provided the student passes each course with a grade of _____ or better.
 Yes, on the following condition: _____
 No

4. Will the student be permitted to transfer credit for courses taken on a Pass/Fail basis, given that a Pass grade from Syracuse University represents a grade of D or higher? Yes No

5. Have you discussed your institution's policy for accepting credit with the above-named student? Yes No

6. Has the student shown satisfactory adjustment to college life in general? Yes No

If no, please explain: _____

7. Do you recommend the student? Yes Yes, with reservations No

If yes, with reservations, or no, please explain: _____

8. For additional comments, please use reverse side of this form:

Name of college official: _____ Position: _____

Institution: _____ Fax: _____

Address: _____ Telephone: _____

_____ E-mail: _____

zip

Signature of college official: _____ Date: _____

4. Please comment on how the student relates to other people such as faculty members and peers.

5. Please make any additional comments you wish about the student's qualifications for a program of study in New York City.

6. In light of the above,

- I strongly recommend this student for the New York City program.
- I recommend this student but have some reservations as noted above.
- I cannot recommend this student for the New York City program.

Please print or type.

Name of recommender: _____ Position: _____

University/Organization: _____

Address: _____ E-mail: _____

_____ Telephone: _____
zip area code

May we contact you if we have any questions about your recommendation? _____

Signature of recommender: _____ Date: _____

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