

Application Materials - Checklist

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| <input type="checkbox"/> Completed online application form | <input type="checkbox"/> Request official transcripts |
| <input type="checkbox"/> Two References | <input type="checkbox"/> Additional supporting material (optional) |
| <input type="checkbox"/> Statement of Purpose | <input type="checkbox"/> ESL Test scores (required for international applicants who are non-native English speakers) |
| <input type="checkbox"/> Portfolio of images of original work | <input type="checkbox"/> Application fee |
| <input type="checkbox"/> Image Inventory | |

How to Apply - Step by Step

1. Visit www.pafa.org/certificate-programs to access the online application. Click the “Apply Now” button.
2. Fill out information on the gateway page of the application. Be sure to use an email you will have continued access to. Click the “Start Application” button at the bottom of the page.
3. Verify your email address using the link sent to the address you provided. You will also receive an email containing an access link. Save this email - you can use the provided link to access your application throughout the application process. Your progress will save automatically.
4. Continue filling out the application. When you reach the “References” section, provide contact information for two references. Clicking the “send” button will trigger an email to the reference at the email provided.
5. In the “Statement of Purpose” section, please provide a thoughtful response to the question.
6. In the “Admissions Portfolio” section, upload 12-15 images (for Foundation and Studio Residency Certificates) and 15-20 images (for Post-Baccalaureate Certificate) of your best original work. Make sure that each image is clear and well-lit. Then, please create an “Image Inventory” that provides details about each image in your portfolio. Every uploaded image must have a corresponding inventory entry.
7. Request official transcripts from previously attended schools. Transcripts must be official (sent directly to PAFA from the school).
8. Upload any additional materials to support your application (optional).
9. Pay the application fee or apply a discount code.
10. Congratulations! Your application is submitted! Contact admissions@pafa.edu with any questions.