



## APPLICATION INSTRUCTIONS

### STEP 1 - FILL OUT THE APPLICANT INFORMATION FORM

Download the PDF file, or pick up a hard copy from our admissions office, or visit [KYCAD.org](http://KYCAD.org) and click "Apply". Submit your application in one of the following ways:

- Online – You can complete the full application online at [www.kycad.org/applicant-form](http://www.kycad.org/applicant-form)
- Via E-mail – e-mail complete pdf form to [admissions@kycad.org](mailto:admissions@kycad.org)
- Via U.S. Mail – mail complete form to:  
Admissions, Kentucky College of Art + Design, 505 W. Ormsby Ave., Louisville, KY, 40203
- In-person – deliver complete form Monday – Friday, 9 am-5 pm, to KyCAD  
Office of Admissions, 505 W. Ormsby Ave., Louisville, KY, 40203

Not able to access our form online? Contact us at [admissions@kycad.org](mailto:admissions@kycad.org) or (502) 430-6191 to schedule a time to pick up a hard copy.

### STEP 2 - SUBMIT YOUR PORTFOLIO

We're excited to see your work! Applicants must submit a portfolio of 10-15 images of recent artwork. The portfolio should demonstrate technical skills and abilities and should represent the applicant's strengths and artistic interests.

Portfolios may be submitted electronically or reviewed in-person.

- Electronically – Upload your portfolio at [kycad.org/portfolio](http://kycad.org/portfolio)  
Instructions on how to label and upload your files can be found on the page.
- In-person – To schedule an in-person portfolio review, please contact us at [admissions@kycad.org](mailto:admissions@kycad.org) or (502) 430-6191.

### STEP 3 - REQUEST TRANSCRIPTS

Official transcripts may be submitted via e-mail to [admissions@kycad.org](mailto:admissions@kycad.org), mail, or inperson. To request transcripts from your high school, contact your school's Registrar, Student Services, or Student Counseling Office.

- Via E-mail – e-mailed transcripts must be received directly from your school to KyCAD at [admissions@kycad.org](mailto:admissions@kycad.org)
- Via U.S. Mail – Mailed transcripts must be received in an unopened envelope stamped and sealed by your school.
- In-person – Hand delivered transcripts will be accepted only if they arrive in an unopened envelope stamped and sealed by your school.

Students with a high school equivalency certificate must submit their official score report in addition to official transcripts from any high school(s) attended, if applicable.



## APPLICATION INSTRUCTIONS

### STEP 4\* - PERSONAL STATEMENT

A personal statement, of at least one page, is highly encouraged but not required. This statement should outline your interests and aspirations. Include how you believe KyCAD and an education in art will further your goals. Alternatively, KyCAD or the applicant may request an interview.

Personal statements may be submitted via the web form, e-mail, mail, or in-person. Please include your full name used on the Applicant Information Form in the file name and/or at the top of the page.

To request an interview in lieu of a written personal statement, please contact us at [admissions@kycad.org](mailto:admissions@kycad.org) or (502) 430-6191.

### STEP 5\* - LETTERS OF RECOMMENDATION

KyCAD will accept up to three letters of recommendation to accompany your application. Letters of recommendation should be from a mentor or school official (such as a teacher, guidance counselor, employer, etc.) who can attest to your academic and artistic experience, personal character, and ability to succeed in a higher education environment. Signed letters must be mailed to KyCAD's Office of Admission in an unopened/sealed envelope. Be sure to provide our address to anyone writing a letter of recommendation on your behalf:

Admissions  
Kentucky College of Art + Design  
505 W. Ormsby Ave.  
Louisville, KY 40204

\*Required for Conditional Admission, optional for all other Applicants