

PORTFOLIO GUIDELINES

UNDERGRADUATE INTERCAMPUS and EAP VISITOR APPLICANTS

UCLA Department of Art

In addition to submitting the Intercampus Visitor Program or EAP application, please also provide a portfolio of work consisting of **8 to 10 still images** of your original, most recent artwork. These materials are reviewed by the Art faculty and/or chair when reviewing visitor applications for the undergraduate Art program. The portfolio should be submitted electronically. The original pieces cannot be accepted. The portfolio should reflect your best and most recent work, in any medium.

GUIDELINES:

- **Please prepare a PDF documenting your artwork.**
 - Please be sure that the PDF includes your full name, and the term (eg. Fall 2023) for which you are applying.
 - Please format so that there is no more than one image per page.
 - For each image, include title, date, medium and dimensions on the same page.
 - File size should not exceed 20 MB.
 - Name your file using the following format: LASTNAME_FIRSTINITIAL_TERM.pdf (So, for example: Bruin_J_Fall23.pdf)
- In addition to the still image submission, **applicants with time-based work may also include a link** (YouTube, Vimeo, etc) where their time-based media may be viewed online. Please include the link on the last page of the PDF document, as described above. Please note that reviewers are unlikely to view more than three (3) minutes, so applicants should provide excerpts as appropriate.
- **UPLOAD** complete portfolio here to our [BOX folder for EAP and INTERCAMPUS EXCHANGE](#) applicants:

<https://ucla.app.box.com/f/87f459e90cf1437da6fc7f2a081e8d87>

TIPS FOR DOCUMENTING YOUR ARTWORK:

1. When photographing your artwork, use a digital camera with manual features so that you may control exposure. Use a solid white, gray, or black background. You can attach your artwork to a clean white wall or use large sheets of drawing paper for a background.
2. When photographing indoors, use photoflood bulbs for lighting because a flash often produces a glare. If your indoor lighting is not "Daylight Balanced," be sure to set your camera for Tungsten "indoor" lighting for accurate colors. Another option is to photograph outdoors in daylight, which usually produces even lighting. Be sure to prevent shadows from falling on your two-dimensional work. Shadows are sometimes desirable for three-dimensional work if they help to define edges or textures.
3. If possible, fill the frame in the viewfinder with the images of your work so that it is centered and parallel with the frame lines. Please note that some cameras will not focus on distances less than three feet.
4. Take at least three shots of each piece at different settings and choose the best shot to put in your portfolio. You may want to color correct or crop the image to best fit the artwork using a photo editing software such as Adobe Photoshop.