

## Portfolio Guidelines 2011

You need to submit a portfolio of work as part of your application to study at AUT for the following art and design qualifications:

- Certificate in Art and Design Intermediate
- Bachelor of Design
- Bachelor of Visual Arts

### Before you submit your art portfolio

- Apply to enroll at AUT University. Do this online or by submitting your application form. (We give you a student ID number once you have applied, and you need to include your ID number with your portfolio.)
- We will not review portfolios that do not have an AUT student ID number

### Deadlines for course application and portfolio submission

Art and design programmes will be open for applications from:

**1 June 2011 to 2 September 2011.**

We will accept late applications if there are places available.

### What to include in your portfolio

- Twelve to 24 images/photos of your work that are compatible with the major(s) for which you are applying, such as fashion, digital design, graphic design, product design, spatial design or textiles
- A short cover letter that outlines your background and achievements. Include this letter either as: (a) the first page of your hardcopy/printed portfolio; or (b) a Microsoft Word or PDF file in your electronic portfolio (CD/DVD or email submission)

#### **Please note:**

- A significant portion of your portfolio should reflect your first choice of programme or major (as per your application form)
- Include working drawings where available
- Ensure your portfolio includes your best work (because you cannot re-submit or update your portfolio)
- Submit only 1 portfolio (regardless of how many course or programmes for which you apply.)

**Do not include:**

- Original work – instead, send us photos or copies of your work. (You can always bring original work to your interview)

**How to submit your portfolio**

Choose 1 of the 3 options:

**Hardcopy**

- Print out the 12-24 images/photos of your work, and cover letter, and put them in an A4-size folder
- Clearly label the A4-size folder with your name, student ID, number, a contact phone number and the name of the qualification(s) for which you are applying
- Post or drop-off your hardcopy/printed portfolio to AUT University, as per the addresses below

**CD/DVD**

- Save the 12-24 images/photos of your work, and cover letter, to a CD/DVD, and put it in a protective case
- Clearly label the CD/DVD with your name, student ID number, a contact phone number and the name of the qualification(s) for which you are applying
- Post or drop-off your CD/DVD portfolio to AUT University, as per the addresses below

**Email (only for applicants who are overseas)**

- In an email message, attach jpeg file(s) of the 12-24 images/photos of your work.
- Send us a maximum of 15 files, with each file being a maximum of 1000MB/1GB
- In the email subject line, write your name, student ID number and the name of the qualification(s) for which you are applying

**Send your completed art portfolio to:**

School of Art and Design  
AUT University  
Private Bag 92006  
Wellesley Street  
Auckland 1142  
New Zealand

Email : [artbox@aut.ac.nz](mailto:artbox@aut.ac.nz)