**APPLICATION PROCESS**

You are applying to the Graduate School **AND** the School of Music. You will complete **TWO** separate online applications.

1. Gather your application materials. Send your GRE and/or TOEFL scores electronically. If your transcripts are in another language, they must include an English translation. Send two copies of each transcript to:

   James Doing, Jr.
   Graduate Admissions & Funding
   UW-Madison School of Music
   455 N. Park Street
   Madison, WI 53706

2. Start the Graduate School application here: https://www.gradsch.wisc.edu/eapp/eapp.pl

3. Select your desired degree. The School of Music does not admit “Doctoral track” students. If you do not already have a Master’s degree, please do not apply for the Doctoral program.

   **Warning:** Selecting the wrong degree program will cause major problems throughout the application process. Please make sure you are selecting the correct degree.

   **Note:** Composition and String Development are M.M. or D.M.A. Music Performance.

   **Note:** Music Education is M.M. Music Education.

4. Enter the email addresses of at least three recommenders. When you hit “submit”, they will be sent an automated message asking them to upload their letters electronically to the Graduate School website. You can send your recommenders automated reminders after you have submitted the application.

5. The Graduate School will give you the option of submitting your Statement of Purpose now or later. Please submit it now so that I can set up your application file.

6. You will need to pay a processing fee in order to submit your application. Once you have submitted your Graduate School application, you will receive a confirmation email containing a PIN and password to access the application in the future. Do not confuse these login codes with the School of Music login information.

Within 2-3 days of completing your Graduate School application, you will receive an automated email called “School of Music Graduate Applicant” containing a password and link to the music application.

**Do not expect this email any sooner than 2-3 days after applying!**

7. The automated email will contain your 9-digit Campus ID, which will function as your student ID number throughout your time at UW-Madison.

8. Once you’ve logged into your School of Music application, you'll be asked to do the following:

   - Select your specific instrument/specialty and preferred teacher (if applicable).
   - Upload preliminary recordings, video links, composition scores, and/or writing samples.

     **Tip:** If you have problems with this step, please contact James (below).

   - Select your preferred audition date (if applicable); you will be scheduled on this date if your preliminary recordings are accepted by the faculty.
   - Upload your Statement of Purpose again so that faculty can read it online.

9. Submit your School of Music application. You are now done with the application process.

   **Careful!** You can save and return, but once you've hit “submit”, you can't edit your application again.

10. Monitor the status of your transcripts and letters of recommendation by logging into your Graduate School application (above). Email James if you have any questions: gradadmissions@music.wisc.edu