



2007 APPLICATION INSTRUCTIONS

Before assembling your application, please read these instructions carefully.

Submitting the Application

You are encouraged to submit all application materials at one time in a single package. If necessary, the Fellowship Office will accept materials such as transcripts and letters of recommendation separately. All submitted materials should clearly bear your name and social security number or date of birth.

Presentation of Materials

Neatness and organization count. As part of the selection process the committee will evaluate the professionalism of the presentation and the relevance of the submitted materials. To assist us in processing your application, please do not use permanent bindings, notebooks or oversize paper.

Procedure for Recommendations

Complete and sign the applicant portion of the recommendation form. Provide the form, along with a self-addressed and stamped envelope, to each recommender. Recommenders can be undergraduate, graduate, or professional contacts; they should be people who can speak to your business and creative abilities and potential. Request that they (1) enclose the recommendation; (2) seal the envelope; (3) sign their name across the seal; (4) return the envelope directly to you. Please do not mail recommendations separately.

Proof of US Citizenship or Green Card status

All applicants must be United States citizens or have permanent resident status. PLEASE DO NOT SEND ORIGINALS. You may prove U.S. Citizenship or Green Card Status with a *photocopy* of any one of the following: U.S. Passport, Green Card, Consular Report of Birth Abroad, Naturalization Certificate, Certificate of Citizenship or Certified birth certificate issued by the city, county or state, with registrar's seal and signature.

The following are NOT adequate proof of citizenship: driver's license, voter registration card, or army discharge papers.

Additional Creative Materials

Applicants are evaluated on the basis of the quality of their past work and their potential as Creative Producers. The submission of relevant additional materials, over and above those that are required as part of the application, is highly recommended. Such additional materials might include photographs of work, press releases, reviews, etc. Please underline (do not highlight) pertinent passages in any promotional material or reviews you submit.

Responsibility for Application Materials

All materials included in your application become the property of Columbia University and the T Fellowship Program. In order to have your creative materials returned, you must include a stamped, self-addressed envelope in the application package, in which case every effort will be made to return materials following the admissions period. However, please note that the Program will retain all materials submitted by an admitted applicant. In addition, the Program cannot be held responsible for the safekeeping and return of the materials submitted for review. No one will be permitted to pick up submitted materials in person. You are sending these materials at your own risk so please DO NOT SEND YOUR ONLY COPY!



2007 APPLICATION INSTRUCTIONS (continued)

Deadline

ALL application materials for the T Fellowship must be postmarked no later than FEBRUARY 1, 2007. It is your responsibility to meet this deadline. Please allow sufficient time for the mailing of international and/or oversized packages. When possible, collect all materials (letters of recommendation, transcripts, and creative materials) and submit them together in one single package, along with the fee and application. Though we will, of course, do our best to compile application materials sent piecemeal, we cannot be responsible for transcripts, letters of recommendation, or any other documents received before your application form is submitted and the fee is paid. Be sure that all material is mailed to:

T FELLOWSHIP PROGRAM
c/o Columbia University Theatre Arts Division
2960 Broadway, mc 1807
New York, NY 10027

Notification of Receipt of your Application

You will receive notification confirming receipt of your application via email within 3 weeks of receipt.

Interviews

Interviews will take place in New York City in March 2007 and will be scheduled for select applicants at the discretion of the Admissions Committee.

Notification of Admission

Applicants generally will be notified no later than June, with the bulk of notifications occurring in late April and early May. Official notification will be sent to the applicant by mail (not over the phone or by email) at the address indicated on the application form. To ensure prompt notification, please keep the Fellowship Office up to date with respect to any changes to your mailing address, email, and phone number. Admissions decisions are made by the T Fellowship Admissions Committee and all Committee decisions are final. The Program regrets that, due to the large volume of applications, it cannot provide individual feedback to those who are not admitted.

Length of Residence

Accepted applicants cannot defer admission into the program. T Fellows must complete all academic and production work within one year of entering the program. Exceptions to the foregoing will be considered on a case by case basis.

Satisfactory Progress

Fellows who do not make satisfactory progress may be cut from the program.



2007 REQUIRED MATERIALS

1. Completed **APPLICATION FORM**: Please be sure to check all applicable boxes and to sign the completed application form.
2. **A NONREFUNDABLE APPLICATION FEE** of \$100, in the form of a check or money order drawn on a U.S. bank in U.S. dollars only and made payable to Columbia University T Fellowship. Checks must have a routing number, and Postal Money Orders of any kind cannot be accepted. The applicant's name and social security number (or date of birth) must be written on the check or money order. Please do not send cash. The application fee may not be waived; no application will be considered without it.
3. **OFFICIAL TRANSCRIPTS** issued by any institution from which the applicant received a degree or certificate. To be considered official, transcripts must include the institution's seal or stamp and should be submitted in an unopened envelope, signed or stamped across the seal. The Committee will also accept official transcripts directly from the issuing institutions. While transcripts from all institutions attended (master's degree, non-degree classes, etc.) must be submitted, an undergraduate degree is not required for admission.
4. **THREE LETTERS OF RECOMMENDATION**: Recommendations may be from undergraduate or graduate instructors, employers, professional contacts, or creative colleagues. Knowledge of the applicant's work and track record and/or potential in the theatre industry, as well as his or her capabilities and qualifications for the program, are particularly helpful. Please use the downloadable forms. A minimum of three letters of recommendation must be submitted, including at least one from each of the following categories:
 1. **ACADEMIC**: academic reference from a teacher;
 2. **EMPLOYMENT**: a professional recommendation from an employer (ideally, an employer in the theatre industry);
 3. **CREATIVE**: a creative person (playwright, director, etc.) with whom the applicant has worked.
5. **CURRENT THEATRICAL RESUME**
6. **BRIEF AUTOBIOGRAPHY**: Approximately 500 words summarizing the applicant's life and theatrical experience.
7. **STATEMENT OF THEATRICAL AND PERSONAL OBJECTIVES**: Approximately 500 words indicating theatrical figures and/or principles that inspire the applicant.
8. **ESSAY**: Please write one or more essays that include responses to ALL of the following questions.
 - (A) Why is the T Fellowship Program attractive to you?
 - (B) What other options have you pursued or considered for your professional development?
 - (C) What does it mean to be a creative producer? Can you point to any current or recent examples of creative producing in the commercial theatre?
 - (D) Why do you believe you would be a good creative producer?
 - (E) Do you currently have any theatrical projects in mind? Are any of these in active development?
 - (F) Name a group of artists you would consider your dream team to work with on a production.
 - (G) Please provide a list of books you have read that have most influenced you as a theatre professional or practitioner.
9. **PROOF OF U.S. CITIZENSHIP OR GREEN CARD STATUS**: Please see Application Instructions for further information.