Westminster Choir College

graduate admission application
domestic and international students
Dear Applicant,

Thank you for considering Westminster Choir College — the centerpiece of Rider University’s Westminster College of the Arts — in your educational plans. In this application booklet you will find all of the information you need to apply for admission to any of the College’s graduate programs. Please read the instructions carefully and be sure to submit a complete application as early as possible so that we may provide you with a prompt admission decision.

The admission staff is available to help you at any time with questions you might have about applying to Westminster for graduate study. Please feel free to contact our office toll free at 800-962-4647 or at 609-921-7144.

The entire Westminster community — faculty, staff and students — are dedicated to fostering the creation of musical leaders and encouraging your artistic, academic and personal growth.

Westminster Choir College truly is the only school of its kind in the world and we look forward to receiving your application for admission.

Best wishes for future success.

Sincerely,

Katherine M. Shields
Director of Admission

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Graduate Auditions 2008–2009
Westminster Choir College of Rider University

Friday, Dec. 5, 2008 (no conducting)
Friday, Jan. 30, 2009 (no conducting)
Friday, Feb. 13, 2009
Friday, Feb. 27, 2009

Regional Auditions
Note: These dates and locations may be subject to change.

San Francisco, CA – Monday, Jan. 5, 2009
Chicago, IL – Thursday, Jan. 8, 2009

Houston, TX – Monday, Jan. 19, 2009
Atlanta, GA – Saturday, Jan. 24, 2009

Piano and Organ Auditions and Scholarship Competitions
Saturday, Feb. 7, 2009 – Piano
Saturday, Feb. 28, 2009 – Organ

All graduate conducting applicants must submit their application for admission and preliminary recordings postmarked no later than December 1, 2008 to be considered for invitation to the on-campus auditions. For specific guidelines, visit the Westminster Web site noted below.

For more details or to schedule an audition, contact: Office of Admission • Westminster Choir College of Rider University
101 Walnut Lane • Princeton, New Jersey 08540
Telephone: 800-962-4647 • E-Mail: wccadmission@rider.edu
Web Site: www.rider.edu/westminster
General Information on Applying to Westminster Choir College

Most graduate admission decisions are made on a "rolling admissions" basis. Applications are evaluated when your audition has been completed and required application materials are received. The Admission Committee will evaluate your application and notify you of an admission decision as soon as your file is complete.

Financial aid decisions and awards are made each spring and awards for the following academic year are announced beginning April 1. Students accepted prior to that date are automatically considered for both merit and endowed scholarships, and those students applying for financial aid (by submitting the FAFSA) are considered for need-based grants as well.

All students are encouraged to submit the FAFSA directly to the federal processor so that it is received by March 1 to be considered for maximum need-based aid. Students accepted after June 1 will be considered for remaining funds.

Enrollment

Accepted applicants must confirm their intention to enroll by returning the non-refundable deposit by the due date indicated on the Admission Decision Form.

Filing Instructions

It is very important to make copies of the completed application and all supporting materials for your records. Please note that CDs, DVDs and videotapes will not be returned. Mail all application materials and audition recordings with the application fee to:

Office of Admission
Westminster Application Processing Center
Rider University
2083 Lawrenceville Road
Lawrenceville, NJ, 08648-9943 U.S.A.

Application Procedures

Before completing the application, please read the following instructions carefully.

FOR ALL APPLICANTS (Except Summer Program Students)

All applicants to Westminster Choir College must meet the following requirements. Instructions for Summer Program applicants can be found on page 2.

1. Submit the completed application with a $50 non-refundable application fee. This fee is payable in U.S. funds and only by personal check or money order. Do not send cash. Applications received without an application fee will not be processed.

2. Schedule an audition or submit an audition DVD or tape with the application. IMPORTANT: Auditions will not be scheduled and audition tapes will not be evaluated until you have submitted your application and fee. You are encouraged to send in all required documents before auditioning. Your application must be received by the Office of Admission at least three weeks prior to the requested audition date.

3. Submit a repertoire list. All applicants must submit a current and complete list of works performed.

4. Submit at least two letters of recommendation. One should be from your current or most recent music teacher. Letters of recommendation should be mailed directly to the address indicated in the Filing Instructions on this page.

5. Official college transcripts. Transcripts must be forwarded directly from the institution(s) where undergraduate work was completed.

6. A substantial essay of at least 500 words. See page 6 for guidelines.

7. A current résumé listing all college and professional activities.

FOR INTERNATIONAL STUDENTS

Applicants who are not U.S. citizens or permanent residents must meet the requirements for all applicants and submit the following:

1. All transcripts and recommendations submitted in a language other than English must be accompanied by notarized English translations. All transcripts should include the following information:
   - Dates of attendance
   - Courses taken and grades received
   - Degree earned and date received

2. International students whose native language is not English must submit an official TOEFL score report. The minimum score that must be achieved to be considered for admission is as follows:
   - 550/paper-based
   - 213/computer-based
   - 80/Internet-based
   - 6.5/IELTS

3. All international students must submit a Statement of Finance, located online at www.rider.edu/admissions. Proof of support may be a bank statement or other document guaranteeing the student’s ability to meet the costs of studying in the U.S. If the funds belong to a parent or sponsor, that person must also submit a letter of intent to sponsor the student’s tuition and living expenses. All bank documents must display the official bank seal, while all financial support letters must be notarized.

When an international student has been accepted for admission and provided a Statement of Finance, the Admission Office will issue the I-20 travel document necessary for you to obtain a non-immigrant student visa.

International students must also submit the following materials as appropriate to their circumstances:
   - If seeking F-1 visa status, you must complete the International Student Supplement, available online at www.rider.edu/admissions
   - Copies of all previous I-20s and permanent residence cards.

(continued on next page)
Summer Graduate Programs Application Procedures
Westminster Choir College of Rider University offers summer programs for the Master of Voice Pedagogy and the Master of Music Education. Application instructions for these two programs are listed below.

**MASTER OF MUSIC EDUCATION (M.M.E.)**
Students interested in this program must submit a completed admission application and the $50 nonrefundable application fee. Additional requirements include:

1. Academic transcripts from all past college, university and/or conservatory study.
2. Two letters of recommendation.
3. Professional résumé.
4. DVD or videotape of conducting or classroom teaching (minimum of 40 minutes and should not be a concert or performance).
5. Written proposal for the “focus track” of study (Examples: Vocal Music, Orff Certification, Kodaly Certification, Music Technology, Kindermusik or New Jersey Teacher Certificate).
6. Personal interview.

**MASTER OF VOICE PEDAGOGY (M.V.P.)**
Students interested in this program must submit a completed admission application and $50 nonrefundable application fee. Additional requirements include:

1. Academic transcripts from all previous college and/or conservatory study.
2. Professional résumé.
3. Audio recording demonstrating singing ability (need not be current).
4. Two letters of recommendation speaking to singing and/or teaching ability.
5. A statement of intent, outlining professional goals and expectations for Westminster’s M.V.P. program.
6. A sample of academic/professional writing, new or previously composed (e.g., research paper completed for previous academic work, published or submitted article, an original review of an article from the *Journal of Voice* or *Journal of Singing* or a brief, original paper on a topic, such as breathing, phonation, registration or voice literature).
7. Candidates with significant prior teaching experience may include printed programs, audio recordings, reviews or letters of support from former or current students (optional).
8. Admission interview (under extraordinary circumstances, this may be replaced by a telephone conference call).
Application for Admission for Graduate Students

This form is for use by both domestic and international applicants. Please complete all sections and carefully check all information for accuracy before submitting your application. Please print or type for legibility.

**I. PERSONAL INFORMATION (All applicants to complete.)**

Name____________________________________________________________________________________________________________

Name you prefer to be called________________________________________________________________________________________

Permanent address (home address)_____________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

City                                                                                     State/Province                             Zip code                                                            Country

Telephone ( _____ ) ____________________ E-mail ____________________________________________________________________

Mailing address (temporary address)____________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

City                                                                                     State/Province                             Zip code                                                            Country

Telephone ( _____ ) ____________________ E-mail ____________________________________________________________________

Temporary address and telephone number in effect until __________________________________________________________________

Marital status ______________________________  Former name, if used _____________________________________________________

Social Security Number ______________________________________________________________________________________________

Birth date ____________________/____________________/____________________ Gender (optional)   ☐ Male   ☐ Female

Are you planning to apply for financial aid? ☐ Yes   ☐ No   

*Note:* Westminster Choir College of Rider University follows a “need-blind” admission policy; your admission decision will not be affected by applying for aid.

Are you a U.S. citizen? ☐ Yes   ☐ No   If yes, turn to page 4. If no, answer the five questions below:

1. Of what country are you a citizen?________________________________________________

2. Is English your native language? ☐ Yes   ☐ No

3. What is your country of birth?____________________________________________________

4. What is your Permanent Alien Registration Number?________________________________

*Note:* If you are a permanent resident you must provide a copy of your alien registration card (green card) with this application.

5. What is your immigration status?__________________________________________________

*Please note:* If you are seeking an F-1 visa, you must complete the International Student Supplement, available at www.rider.edu/admissions
Indicate your degree program by checking the appropriate box (choose one):

MASTER OF MUSIC IN:

☐ Choral Conducting
☐ Composition
Music Education
with a concentration in (choose one):
  ☐ Composition
  ☐ Conducting
  ☐ Organ
  ☐ Piano
  ☐ Voice
☒ Organ Performance
☐ Piano Accompanying & Coaching
☐ Piano Pedagogy & Performance
☐ Piano Performance

Sacred Music
with a concentration in (choose one):
  ☐ Composition
  ☐ Organ
  ☐ Piano
  ☐ Voice
  ☐ Other Instrumental Concentration
  ____________________________
  please specify

Voice Pedagogy & Performance
with an emphasis in (choose one):
  ☐ Pedagogy
  ☐ Performance

II. AUDITION INFORMATION (All applicants to complete as appropriate.)

A. GENERAL AUDITION

How will you audition?

☐ On-campus audition __________________________
(Select a preferred date from the list of dates provided on the inside front cover.)

☐ DVD or tape enclosed

☐ Regional Auditions

Location

Date

B. CHORAL CONDUCTING AUDITIONS

All graduate conducting applicants must submit their application for admission and preliminary recordings postmarked no later than December 1, 2008 to be considered for invitation to the on-campus auditions. For specific requirements, visit www.rider.edu/westminster.

☐ DVD or VHS tape enclosed
☐ DVD or VHS tape to arrive by (indicate date) __________________________

☐ Preferred audition date __________________________
(Select a preferred date from the list of dates provided on the inside front cover.)
C. AUDITION REPERTOIRE (All applicants to complete. For specific requirements visit the Web site at www.rider.edu/westminster.)

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<th>Work</th>
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Accompanists will be provided for all voice auditions. Candidates for the graduate programs in voice should communicate any changes in their audition repertoire to Westminster Choir College's Office of Admission at least three weeks in advance of their scheduled audition date.

III. MUSIC HISTORY (All applicants to complete.)

Name of most recent music teacher____________________________________ Discipline studied ________________________

Address_________________________________________________________________ __________________________________________

_________________________________________________________________________________________________________________

City                                                                                                                                           State                                                          Zip code

Telephone

Name of other music teacher______________________________________________ Discipline studied ________________________

Address_________________________________________________________________ __________________________________________

_________________________________________________________________________________________________________________

City                                                                                                                                           State                                                          Zip code

Telephone

Other instrument(s) studied______________________________________________ Years studied ______________________________

Voice Part (needed for all applicants for choral placement)______________________________

Please attach a résumé listing your college and professional activities.
IV. COLLEGE INFORMATION

Please list all colleges/universities previously attended.

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<tr>
<th>Institution</th>
<th>Location</th>
<th>Major</th>
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<th>Date Attended</th>
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</thead>
</table>

If you have not been enrolled in school for six consecutive months or longer, please describe how your time has been spent (attach additional sheets as necessary).

V. WORK EXPERIENCE

List any job(s) including summer employment you have held during the past two years.

<table>
<thead>
<tr>
<th>Specific nature of work</th>
<th>Employer</th>
<th>Dates of employment</th>
<th># of hours per week</th>
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</tr>
</thead>
</table>

VI. ESSAY

Please follow the instructions below for your desired degree program and provide your essay on a separate sheet of paper. All essays must be typed. Include your full name at the top of each sheet. Attach the sheet(s) to this form.

A. MASTER OF MUSIC APPLICANTS
Type an essay of at least 500 words on an issue that you believe should be of concern to an individual in your field of study.

B. MASTER OF MUSIC EDUCATION & MASTER OF VOICE PEDAGOGY APPLICANTS
Please follow the appropriate instructions on page 2 pertaining to your choice of study.
VII. ADDITIONAL INFORMATION  (All applicants to complete.)

How did you first hear of Westminster Choir College of Rider University?

☐ Alumnus/Alumna  ☐ Music Teacher  ☐ University Representative  ☐ Friend/Relative

Name of above person(s) ________________________________________________________________

☐ Internet  ☐ Poster/Viewbook  ☐ Newspaper  ☐ College Fair (specify)_____________
☐ Open House  ☐ Other (specify)_____________

Who or what influenced your decision to apply to Westminster? ____________________________________________________________

Please check each box and sign below:

☐ I certify that the information I have provided is accurate to the best of my knowledge. I understand that intentional omission or falsification of requested information can lead to disqualification.

☐ I understand it is my responsibility to ensure that all required academic records are sent directly to the Rider University Westminster Application Processing Center (see page 1 for address). I also understand that an audition is required of all applicants.

☐ I have enclosed the $50 nonrefundable application fee in U.S. dollars, payable to Rider University.

Applicant’s signature ___________________________________________ Date ______________________

Westminster Choir College of Rider University does not discriminate on the basis of race, color, creed, gender, age, sexual orientation, national or ethnic origin, or disability status in the administration of its educational or admission policies, employment practices, scholarship and loan programs, athletic programs and any other College-sponsored program.
All applicants are required to submit two recommendations. It is preferred that one of your recommendations come from a current or former music teacher.

To the Student: All applicants are required to submit two recommendations from individuals who know you well and can give fair and accurate insight into your musical ability, character, personality, strengths and weaknesses. At least one recommendation must be from a teacher, coach or instructor in your area of study.

NOTE: Applicants to the Master of Music in Voice Pedagogy program must submit recommendations that specifically address their singing and/or teaching abilities.

After completing this information below about yourself, give this form to the individual from whom you seek a recommendation. Please provide this individual with a stamped envelope addressed to: Office of Admission, Westminster Application Processing Center, Rider University, 2083 Lawrenceville Road, Lawrenceville, NJ 08648-9943 U.S.A.

Please print or type.

Student Name______________________________________________________________ Social Security No.________________________

Last                      First                          Middle Initial

Address_________________________________________________________________ __________________________________________
_________________________________________________________________________________________________________________
City                                                                                     State/Province                             Zip code                        County                                    Country
_________________________________________________________________________________________________________________

To the Recommender: This student has applied for admission to Westminster Choir College of Rider University. We are primarily interested in what you think is important about this student’s musical, academic, professional and/or personal qualifications. You have the option of completing this form; attaching a separate letter of recommendation; or providing a copy of another reference you have prepared on behalf of this student. Please attach all additional materials to this recommendation form.

Recommender’s Name ______________________________________________________

Position__________________________________________________________________

Employer___________________________________________________________________________________________________________

Work Address ____________________________________________________________
_________________________________________________________________________________________________________________
City                                                                                     State/Province                             Zip code                        County                                    Country
_________________________________________________________________________________________________________________

Daytime Telephone

E-mail

In what capacity have you come to know this student? _____________________________________________________

(continued on next page)
Please rate this student in the following areas:

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<tr>
<th></th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Excellent</th>
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<tr>
<td>Motivation to Succeed</td>
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<td>Effort Expended/Perseverance</td>
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<td>Individual Initiative</td>
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<td>Intellectual Ability</td>
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<td>Academic Achievement</td>
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<td>Leadership Potential</td>
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Please use the following area to describe this student’s musical ability and academic and personal strengths and weaknesses, as you are aware of them. You may also note the student’s special interests or talents, explain unusual circumstances, or present other background information that would help us get to know this applicant. Attach a separate sheet to this form, if necessary. Please print carefully for legibility.

_________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________

I recommend this student:  □ Enthusiastically  □ Strongly  □ Fairly strongly  □ With reservation

Signature ___________________________ Date ____________________

Confidentiality: We value your comments highly and ask that you complete this form with the knowledge that it may be retained in the student’s file should the applicant matriculate at Westminster Choir College of Rider University. In accordance with the Family Educational Rights and Privacy Act of 1974, matriculating students do not have access to their permanent files, which may include forms such as this one. Colleges do not provide access to admissions records to applicants, those students who are denied admission, or those students who decline an offer of admission. Thank you again for your cooperation.

Please return the completed form to Office of Admission, Westminster Application Processing Center, Rider University, 2083 Lawrenceville Road, Lawrenceville, NJ 08648-9943 U.S.A.
All applicants are required to submit two recommendations. It is preferred that one of your recommendations come from a current or former music teacher.

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Please print or type.

Student Name______________________________________________________________ Social Security No.________________________

Y

Last First Middle Initial

Address_________________________________________________________________

City                                                                                     State/Province                             Zip code                        County                                    Country

_________________________________________________________________________________________________________________

Home Telephone                      E-mail

To the Recommender: This student has applied for admission to Westminster Choir College of Rider University. We are primarily interested in what you think is important about this student’s musical, academic, professional and/or personal qualifications. You have the option of completing this form; attaching a separate letter of recommendation; or providing a copy of another reference you have prepared on behalf of this student. Please attach all additional materials to this recommendation form.

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Position______________________________________________________________

Employer______________________________________________________________

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City                                                                                     State/Province                             Zip code                        County                                    Country

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