Submitting Media through the Sarah Lawrence College Application Status Portal
Updated August 25, 2020

For applicants who indicated interest in submitting supplemental creative materials on the Common Application, please follow the instructions below.

Log into the Sarah Lawrence College Portal. Your portal login information is sent to the email address you used for your application within 24 hours after submitting your Common Application.

On the Sarah Lawrence College Application Portal, locate the **"Portfolio"** Section:

Portfolio

You have chosen to submit creative materials. Please refer to these instructions before uploading your creative files. Please do not upload more items than specified in the instructions. To begin uploading materials click on **"Edit Portfolio."**
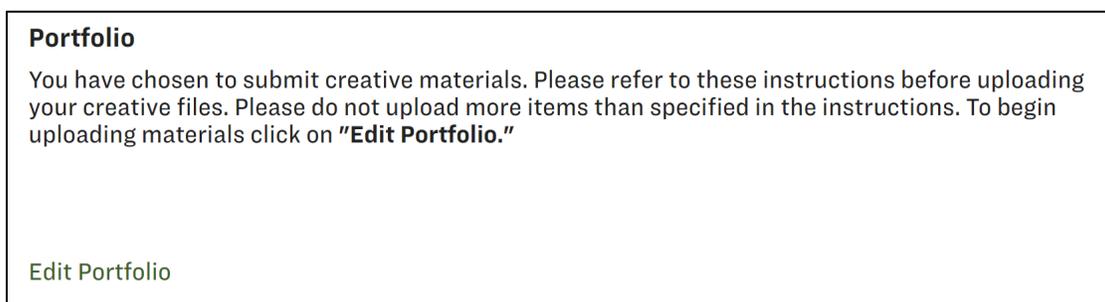
Edit Portfolio

Click on **"Edit Portfolio"**.

This is where you will upload your media files.

Select Files   Start Upload

Drag files here...
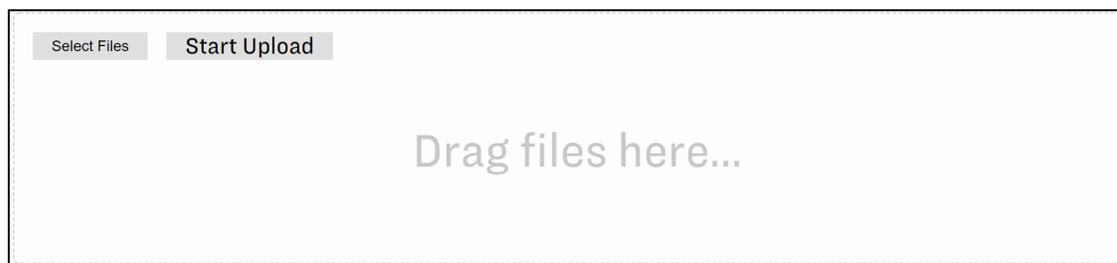
Use the **"Select Files"** button to add the files you want to upload. Once you have selected your files, you will click **"Start Upload"**. Instructions on the page will help you through the process.

Here are some points to keep in mind:

- Make sure your web browser is up to date. Chrome, Firefox, or Safari are preferred.
- Loading time is dependent on your Internet speed and the size of the file(s). For large files, a wired connection is recommended.
- The largest single file size is 5GB.
- Uploaded documents may contain no more than 75 pages.

The following file types are supported:

- **Video:** .avi, .flv, .m1v, .m2v, .m4v, .mkv, .mov, .mpeg, .mpg, .mp4, .webm, .wmv
  Apple ProRes is not currently supported. If uploading a .mov, please use an alternate codec.
- **Audio:** .aac, .aif, .aiff, .iff, .fla, .m4a, .mpa, .mp3, .ra, .wav, .wma
- **Slide:** .bmp, .gif, .jpg, .jpeg, .png, .tif, .tiff
- **Document:** .doc, .docx, .odg, .odp, .odt, .pdf, .ppt, .pptx, .rtf, .wpd

To add a **URL link**, click on **"Upload Link"** which is available in **"Edit Portfolio"** on your Application Status Portal.

- **Video:** .avi, .flv, .m1v, .m2v, .m4v, .mkv, .mov, .mpeg, .mpg, .mp4, .webm, .wmv
  Apple ProRes is not currently supported. If uploading a .mov, please use an alternate codec.
- **Audio:** .aac, .aif, .aiff, .iff, .fla, .m4a, .mpa, .mp3, .ra, .wav, .wma
- **Slide:** .bmp, .gif, .jpg, .jpeg, .png, .tif, .tiff
- **Document:** .doc, .docx, .odg, .odp, .odt, .pdf, .ppt, .pptx, .rtf, .wpd
- **Link:** Upload Link

Please follow the recommended file types and sizes each type of media:

Music submissions (Performance and Composition/Arranging)

In a single PDF document, please include a resume and a statement share anything you would like us to know about your musical background. If your primary focus differs from your submission, please indicate this as well. For example, "I am currently a composer but would like to study piano."

For Music Performance:
Uploads: 1 PDF resume/statement and 1 media file not to exceed 10 minutes.

For Music Composition and/or Arranging
Uploads: 1 PDF resume/statement, 1 PDF of your scores, 1 media file of the performance of your score, not to exceed 10 minutes.

Filmmaking submissions

In a single PDF document, briefly describe each film. What do you want the reviewer to know about these works? Please describe your role in the production and include the type of film(s) you are submitting from one of the following:

- Animated Film
- Documentary
- Digital/Trans Media and Gaming
- Experimental and Media
- Narrative Fiction
- TV and Web Series
- Other

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Uploads: 1 PDF document plus 1 to 2 media files or film submissions. A single uploaded file may not exceed 10 minutes running time. This limitation does not apply to URL links.

Screenwriting submissions

In a single PDF document briefly describe your screenplay. What do you want the reviewer to know about your work? Submit your screenplay as a separate PDF.

Uploads: 2 PDF documents

Dance submissions

In a single PDF document describe your submission. This should include whether or not this is a classroom piece, improvisation, or a finished work. If you are submitting a group piece, tell us who you are.

Uploads: 1 PDF document plus 1 media file. Video submission should not exceed 5 minutes

Theatre submissions

Acting: Submit a maximum of 2 media files. Each performance should not exceed 5 minutes. If you are submitting a group performance, please clearly identify who you are in the description of the piece when you upload the file.

Directing: Submit 1 media file. An optional PDF document with additional information about your submission is permitted.

Playwriting: Submit 1 PDF script.

Design: Submit up to 2 images or videos or a link to an external URL.

Visual and Studio Arts submissions

Photography, Sculpture, Printmaking, Drawing, Painting, Video Art, **Games and Interactive Art**

 Uploads: Min 10, max 20 image files.

Creative Writing submissions

Submit examples of fiction, nonfiction, journalism, poetry, spoken work, or podcasts. Long-form writers should choose an excerpt of their favorite sections or submit a sampling of shorter passages.

Number of uploads: Maximum of 5 submissions: PDF or video or external links.