



# HOW DO I APPLY TO MUSICIANS INSTITUTE?

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YOUR GUIDE TO APPLYING TO  
MUSICIANS INSTITUTE AND GETTING  
YOUR MUSIC EDUCATION STARTED

**MI** COLLEGE OF  
CONTEMPORARY  
MUSIC

**MI** ONLINE

**MI** GUITAR  
CRAFT  
ACADEMY  
NASHVILLE

# So You're Ready to Apply to Musicians Institute?

**We are so excited that you are taking the first steps in making your dreams of a music career come true!**

Your next question might be: **How do I apply for MI, MI Online or Guitar Craft Academy Nashville and what exactly do I need?**

We made this guide to help you get all of those answers, so you can get your application completed and submitted as smoothly as possible.

We will first go over the admissions requirements for any and ALL prospective students applying to MI. Following, will be specific requirements depending on your program of choice.

Applications are considered complete when the application and all required documents have been approved. All materials must be submitted electronically by the appropriate deadline for consideration.

*TIP: It is highly recommended that you send all materials in a single email file directly to your Admissions advisor or [admissions@mi.edu](mailto:admissions@mi.edu) to ensure timely processing of your application.*

## ALL PROSPECTIVE MI STUDENTS

In order to be considered for admission, every applicant must submit the following materials.

**COMPLETED APPLICATION FORM**

- Submit application on [apply.mi.edu](http://apply.mi.edu) or you can email [admissions@mi.edu](mailto:admissions@mi.edu) and request an application from an advisor.

**PHOTO ID**

- Driver's License, Passport or other government-issued ID
- Green card required for permanent residents
- Passport required for International applicants

**HIGH SCHOOL DIPLOMA OR UNIVERSITY DEGREE**

- Must be in English
- GED accepted
- High school Seniors can submit diploma upon graduation
- Associate, Bachelor or Masters degrees can be accepted in lieu of high school diploma
- Not required for non-credit programs

**PAYMENT**

- \$100 Application Fee (Non-Refundable)
- Pay by check or credit card
- Credit card form is included on the MI Application
- Application fee must be paid at time of initial application

*TIP: Scan or photograph ID and/or diploma/degree documents and email as an attachment.*

## REQUIREMENT CHECKLIST FOR SPECIFIC MI DEGREE PROGRAMS

Read through to your degree program of choice to see a checklist of all the requirements you will need to submit to finish your full application to MI. Remember that these are all in **ADDITION** to the materials in the previous section, which every applicant must submit.

This guide is meant to help you better prepare and gather your materials ahead of time, so the application process to MI will be as smooth and quick as possible. This means you'll be one step closer to the music career of your dreams!

### **MASTERS DEGREE APPLICANTS**

BASS | DRUM | GUITAR | VOCAL | KEYBOARD TECHNOLOGY

#### **PRE-SCREENING VIDEO**

- Please submit a video of four contrasting selections that highlight your performance abilities across a range of styles (i.e.: Rock, Jazz, Fusion, R&B, Funk, Country, Latin, World, etc.)
- Live performance utilizing instrumentation of your choice is required.
- One arrangement OR original composition, complete with a PDF score (Sibelius file preferred).

#### **OFFICIAL COLLEGE TRANSCRIPTS (SEE BACHELOR REQUIREMENTS)**

#### **RÉSUMÉ**

- Contents should include previous academic study (college institutions, dates, degree(s) awarded), private study (subjects, instructor(s), dates), relevant performance experience, awards, and participation in festivals and/or summer programs.

#### **TWO LETTERS OF RECOMMENDATION**

#### **INTERNATIONAL APPLICANTS: TOEFL, IELTS, PTE ACADEMIC TEST RESULTS**

#### **ENGLISH-LANGUAGE TEST WAIVER**

- Waived if you hold a Bachelor degree completed in the U.S., B.A. degree earned at an accredited university in the U.S., or your native language is English

#### **PERSONAL STATEMENT**

- Here is your time to shine! The personal statement (two to three pages in length) provides applicants with the opportunity to introduce themselves to both the admissions committee and graduate faculty. In addition to music, what are you passionate about? Hobbies? Other interests? How has your background influenced your musical endeavors? What are your professional plans for the future? How does obtaining a graduate degree play into these plans? Show off as much of your personality as you can and make your mark!



## BACHELOR DEGREE APPLICANTS

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BASS | DRUM | GUITAR | KEYBOARD TECHNOLOGY | VOCAL | COMPOSITION | SONGWRITING AND PRODUCTION  
SAXOPHONE | TROMBONE | TRUMPET

### ❑ TWO LETTERS OF RECOMMENDATION

- One Academic Letter of Recommendation, and one Music Letter of Recommendation
- Include in body of email or as attachments (Word or PDF)

### ❑ TYPED 250-WORD ESSAY

- Describe why you wish to attend Musicians Institute's Bachelor of Music Degree Program. Please write formally as all grammar, punctuation, and spelling will be considered.

### ❑ DOMESTIC APPLICANTS: SAT OR ACT SCORES - OR COLLEGE TRANSCRIPTS (IF APPLICABLE)

- Scanned or photographed and emailed as an attachment

### ❑ INTERNATIONAL APPLICANTS: TOEFL TEST RESULTS

- Evidence of a minimum TOEFL score of 500 (or computerized test score of 173, or Internet-Based Test/IBT score of 61), IELTS minimum score of 6, or PTEA minimum score of 51.
- Scanned or photographed and emailed as an attachment

### ❑ ENGLISH-LANGUAGE TEST WAIVER

- Waived if you hold a Bachelor degree completed in the U.S., B.A. degree earned at an accredited university in the U.S., or your native language is English

After all the above documents have been reviewed, your Bachelor Entrance Exam will be emailed to you. Your application will not be considered for final approval until the review of your Bachelor Entrance Exam.



## **ASSOCIATE OF SCIENCES ASSOCIATE OF ARTS IN PERFORMANCE CERTIFICATE IN PERFORMANCE APPLICANTS**

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BASS | DRUM | GUITAR | KEYBOARD TECHNOLOGY | VOCAL | SONGWRITING | MUSIC BUSINESS  
LIVE MUSIC EVENT PRODUCTION | STUDIO RECORDING | SAXOPHONE | TROMBONE | TRUMPET

### **□ RECORDING OF YOUR INSTRUMENT AND VOICE**

- See Recording Requirements in next section
- Submit a video of your recording requirements through the following method:
  - » Upload video to YouTube or file sharing platform and email link to Admissions
- Not Required for Music Business, Live Music Event Production and Studio Recording

### **□ ONE LETTER OF RECOMMENDATION**

- Must come from a music teacher or music industry professional
- Include in the body of the email or as an attachment (PDF)
- Not Required for Songwriting, Music Business, Live Music Event Production and Studio Recording

## **INDUSTRY APPLICANTS**

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INDEPENDENT ARTIST DEVELOPMENT | ARTIST/PRODUCER/ENTREPRENEUR  
ELECTRONIC MUSIC PRODUCTION | GUITAR CRAFT ACADEMY NASHVILLE

### **□ RECORDING OF YOUR INSTRUMENT AND VOICE**

- See Recording Requirements in next section
- Submit your audio recording through one of the following methods:
  - » Email MP3 as an attachment
  - » Upload WAV file as an attachment to a file-sharing website & email link
  - » Record YouTube video & email link or upload file

AUDIO ENGINEERING | MUSIC BUSINESS

### **□ SCHOLASTIC LEVEL EXAM (SLE)**

- Contact your Advisor or [admissions@mi.edu](mailto:admissions@mi.edu) for details

## **MI SELECT APPLICANTS**

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BASS | DRUM | GUITAR | KEYBOARD TECHNOLOGY | VOCAL | COMMON COURSE

- See Recording Requirements in next section
- Submit a video of your recording requirements through the following method:
  - » Upload video to YouTube or file sharing platform and email link to Admissions

## RECORDING REQUIREMENTS

### ASSOCIATE DEGREE & CERTIFICATE PROGRAMS

**NOTE: Music Business, Audio Engineering, MI Select Common Course, or Bachelor Degree applicants DO NOT need to submit the recordings described below.**

MI Programs are fast-paced, and certain fundamental musical skills are required before you can begin your program. If you meet entry requirements and are accepted, a one-on-one performance evaluation and placement test will be held during registration to determine whether you qualify for advanced placement in any area of course work. Students are evaluated based on the content of their submission. The sound quality of your recording is not a factor.

**Questions? Contact Admissions 800.255.7529 or 323.462.1384**

### GUITAR AND BASS

Record A. and B. along with a clearly audible metronome, “click track”, or drum machine.

- A. Play two scales and two arpeggios of your choice at any tempo with accurate execution and consistent time.
- B. Play 60 seconds of rhythm groove in any style and tempo.
- C. Submit two performances that best represent your style and abilities. The recordings may be solo or may include other musicians or play-along tracks. You may submit previously-recorded material that features your playing. Original material or covers.
- D. Speaking Voice: Record your own speaking voice with a short narrative explaining why you wish to attend Musicians Institute.

### GUITAR CRAFT ACADEMY NASHVILLE

- A. Submit two performances that best represent your style and abilities on either guitar or bass. The recording may be solo or may include other musicians or play-along tracks. You may submit previously-recorded material that features your playing.
- B. Speaking Voice: Record your own speaking voice with a short narrative explaining why you wish to attend Musicians Institute.

## KEYBOARD TECHNOLOGY

Record A. and B. along with a clearly audible metronome, “click track”, or drum machine.

- A. Play two scales and two arpeggios of your choice in three octaves using both hands, with accurate execution and consistent time.\*
- B. Play 60 seconds of a rhythm groove in any style and tempo.
- C. Submit two performances that best represent your style and abilities. The recording may be solo or may include other musicians or play-along tracks. You may submit previously-recorded material that features your playing. Original material or covers.
- D. Speaking Voice: Record your own speaking voice with a short narrative explaining why you wish to attend Musicians Institute.

*\* If you have not received formal keyboard training, please play an example of what you would play for personal enjoyment when sitting at a piano. No sequencing or programming please.*

## DRUMS

Record A. and B. along with a clearly audible metronome or drum machine (your playing must be distinct from the accompaniment).

- A. Play two of the following rudiments at any tempo with consistent execution: Paradiddle, Double-Stroke Roll, Five-Stroke Roll, Six-Stroke Roll, Flam Taps, Four-Stroke Ruff.
- B. Play 60 seconds of a syncopated rhythm groove with fills in any style and any tempo (NOT a solo).
- C. Submit two performances that best represent your style and abilities. The recording may be solo or may include other musicians or play-along tracks. You may submit previously-recorded material that features your playing. Original material or covers.
- D. Speaking Voice: Record your own speaking voice with a short narrative explaining why you wish to attend Musicians Institute.

## VOCALS

- A. Match Pitch: Play a note on an instrument, let the note stop ringing, and then sing the same pitch. Repeat this with ten randomly-chosen notes. (Please DO NOT sing “on top of” the notes played, only after them).
- B. Song with Accompaniment: Sing one song with accompaniment (instrument or backing track). The vocal melody must cover a range of at least one half-octave. You may submit previously recorded material, but using Autotune or an equivalent on your voice is not permitted. Original material or covers.
- C. Song without Accompaniment: Sing one song without accompaniment (“a cappella”-this should not be the soloed vocal track from the song with accompaniment from Section B; it should be a different song). At least one of the two songs in categories B and C must be performed in English.
- D. Speaking Voice: Record your own speaking voice with a short narrative in English explaining why you wish to attend Musicians Institute.

## **SAXOPHONE, TROMBONE & TRUMPET**

Record A. and B. along with a clearly audible metronome, “click track,” or drum machine.

A. Play the chromatic scale at any tempo with accurate execution and consistent time.

Saxophone: From Low Bb to high F

Trumpet: From low F# to highest comfortable note

Trombone: From low E below the staff to high Bb

B. Play 2 one octave scales

Saxophone: Concert Bb and Eb major scales

Trumpet: Concert Bb and Eb major scales

Trombone: Bb and G major scales

## **ARTIST/PRODUCER/ENTREPRENEUR**

### **INDEPENDENT ARTIST**

### **ELECTRONIC MUSIC PRODUCTION**

A. Submit two examples of your original material or arrangements (voice or instrumental, any style) representing your strengths and creative direction as an artist or producer.

B. Speaking Voice: Record your own speaking voice explaining the following:

1. Why you want to attend Musicians Institute.

2. What your role was in the recorded examples you have submitted, including what instruments you played (if applicable) and who wrote, produced and engineered each song.

## **CERTIFICATE IN SONGWRITING**

A. Submit two original pieces that best represent your styles. Please submit charts for your songs (Handwritten charts are accepted, charts created using a notation software program are preferred).

B. Speaking Voice: Record your own speaking voice with a short narrative explaining why you wish to attend Musicians Institute.





# I SENT IN MY COMPLETED APPLICATION! NOW WHAT?

## **APPLICATION REVIEW AND NOTIFICATION**

MI class sizes are limited and placement priority is given to students in order of acceptance. Fully completed applications are reviewed for acceptance on an ongoing basis. Accepted applicants will be notified by mail and/or telephone. Applicants who are not accepted will be notified by mail.

## **COMPLETE YOUR FINANCIAL AID APPLICATION (IF APPLICABLE)**

Please note that your FAFSA will only be reviewed after you submit an application for admission to Musicians Institute. Once you submit a FAFSA, you will be contacted by a Financial Aid Administrator (FAA) with further instructions.

## **REGISTRATION**

Students are expected to arrive for registration and orientation during a 4 week period prior to the start of classes.

Applicants may register up until the second week of classes only with permission from the program director.

Students who need housing/roommate assistance should arrive at least four weeks prior to the start of classes. Daily housing meetings and new student tours will take place during registration week.

## **PLACEMENT EVALUATION**

If you are admitted to Musicians Institute, you will be given a placement evaluation that will measure your current level of knowledge and experience in several fundamental musical areas. Placement evaluations take place during registration week and you will not be scheduled for classes until your evaluation is complete. In some cases, a student may be recommended for advanced placement in courses in which he or she may already be proficient. Does not apply to Associate of Science Degree.

## **NEW STUDENT ORIENTATION**

Orientation will be held on the Thursday prior to the start of classes. During this time, you will learn about school policy and procedures, Student Affairs, LPW sign-ups and other school-related topics.

*With the resources in this guide, you'll have everything you need to get prepared to apply to MI!  
You've taken the first step, and we hope to hear from you soon.*



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