

Helpful Hints for Portfolio Submission

Fall 2023 Selective Admission Programs

This guide is to assist you with some common questions about the actual submission of your portfolio. It acts as a supplement to the admissions packet and the information session for your program of choice – not a replacement.

Strongly Encouraged	Try to Avoid
What type of folder should I use for my portfolio?	
<ul style="list-style-type: none"> ✓ Large Manila Envelope 	<ul style="list-style-type: none"> x Bubble Mailers x File Folders x Binders x 2 Pocket Folders (even with prongs) x Letter-Sized Envelopes
What should I use to fill out Section III of my admissions packet?	
<ul style="list-style-type: none"> ✓ Ballpoint Pen (black or blue ink) ✓ Typed with handwritten signatures 	<ul style="list-style-type: none"> x Pens with colorful ink x Pencil x Sharpie or other felt-tip pens
Where should I send the copies of my transcripts I'll use for my portfolio?	
<ul style="list-style-type: none"> ✓ Mail to your home address ✓ Pick up in-person at your college or high school ✓ Do not open – keep in sealed envelopes 	<ul style="list-style-type: none"> x Send to campus admissions office – will not be added to your portfolio for you x <i>Printed copies of electronic transcripts (non-RCSJ) are prohibited</i>
How should I print non-transcript documents I need to include in my portfolio? (Examples: proof of attendance email, proof of registration, unofficial RCSJ transcript)	
<ul style="list-style-type: none"> ✓ Print from a laptop or desktop computer ✓ Use Word, Pages, or PDF format for required documents ✓ All contents are easily readable ✓ One-sided printing is preferable 	<ul style="list-style-type: none"> x Screenshots taken from a phone, laptop, or tablet x Printing double-sided, if possible
How should I submit my portfolio?	
<ul style="list-style-type: none"> ✓ In-person at your designated campus's admissions office 	<ul style="list-style-type: none"> x Sent via snail-mail x <i>Electronic submissions are prohibited</i>
When should I submit my portfolio?	
<ul style="list-style-type: none"> ✓ After your Fall 2022 and/or Winter 2023 final grades post to your transcript ✓ Any time during the posted submission window ✓ After you've checked its contents multiple times and asked Selective Admissions for clarification (if needed) on required documents ✓ When it is totally complete per the checklists in the admissions packet 	<ul style="list-style-type: none"> x Rushing to "be first" – it will not give you an edge or boost in program admission x After posted deadline (it's firm) x If you do not meet one or more general or selective admissions requirements, please avoid submitting a portfolio for that year.

Applicants should consult the admissions packet for their program of choice for all required portfolio materials. Current admission packets can be found at <http://www.rcsj.edu/selectiveadmissions>