



## Instructions for Applicants

There are four parts to the application process.

1. Payment of \$35 application fee
2. Submission of the online application form
3. Transfer of audio files
4. Submission of recommendation letters

### 1. PAYMENT OF \$35 APPLICATION FEE

Click on the "Pay Application Fee" link on the right side of the page located at <http://americanbach.org/academy/application>

### 2. SUBMISSION OF ONLINE APPLICATION FORM

Click on the "Submit Application Form" link on the right side of the page located at <http://americanbach.org/academy/application>

Note that you must complete the form in one session and that changes are not permitted once the form has been submitted. You will be asked to provide the following information:

- Name
- Primary (and optional secondary) instrument(s)
- Contact information including mailing address, email address, and phone number
- Educational background including institution name(s), years of study, and type of program
- Experience and Qualifications including two short essays. You may wish to compose your responses first, then paste them into the form.
  1. Tell us why you and our Academy are a good fit. Describe your experiences in early music so far, your interests, and your qualifications to participate in a program for advanced students and emerging professionals.
  2. What specific technical, interpretive, historical/cultural, or repertoire aspirations do you hope to accomplish through your participation in the American Bach Soloists Academy?
- The titles of the works that you submit as audio audition materials. Be prepared to list complete information including composer, and all appropriate identifying information including opus and/or catalogue numbers and movement titles.

Example: "Partita No. 3 in E major BWV 1006 7. Giga"

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### 3. TRANSFER OF AUDIO FILES

Note that we can review only .mp3 files. You may use a number of free applications to convert CD audio or wave files to the mp3 format, including iTunes or Switch Sound Converter from NCH Software

- iTunes – <http://www.apple.com/itunes/download/>
- Switch - <http://www.nch.com.au/switch/index.html>

Before uploading to our applications server, you must rename the files in the format YourLastName\_YourFirstName\_FileNumber.mp3 (using the underscore character as indicated).

Examples: Doe\_John\_1.mp3 Doe\_John\_2.mp3 Doe\_John\_3.mp3

To begin the upload process, will need to enter a username and password. Click on “Request Email Authorization to Upload Audio Files” on the right side of the page located at <http://americanbach.org/academy/application> to send a request for authorization. You will immediately receive an email with the upload web address and a username and password.

### 4. REQUEST LETTERS OF RECOMMENDATION

Click on the “Request Recommendation Letters” link on the right side of the page located at <http://americanbach.org/academy/application> for further instructions.