

Transfer Portfolio Checklist

1. Work from each studio course being transferred

Artwork must be presented in a neat, organized manner and sorted by course. Digital images must be no larger than 1000 pixels in height or width and 72 dpi. File formats must be PDF, JPEG, PNG or GIF. Video files should be MPEG4 or MOV.

2. Completed Transfer Portfolio Form

3. Transcripts from your previous college *(If available at time of review)*

Admissions will request transcripts for final transfer credit decisions. Credits for accepted courses must transfer to RIC.

4. Course descriptions of transferred courses from the previous college's catalog

CCRI and URI portfolios do not need course descriptions.

5. For preliminary reviews only — a copy of the application fee receipt

For applicants who have not made a final decision or submitted the enrollment deposit.

Please submit portfolios per guidelines to avoid any delay in the review decision.

Submissions will be reviewed as quickly as possible.

Portfolios submitted during the winter break between Fall and Spring semesters or after the end of the academic year and summer sessions will be reviewed as soon as possible. Review results may not be available until a short time before the semester begins.

Students will be contacted as soon as possible when the review is completed.

Students may call the Department of Art at 401.456.8054 or email us at artdepartment@ric.edu for review results.

How To Submit Portfolios

Physical Portfolios may be delivered to:

The Department of Art Administration Office
ALEX AND ANI Hall #143
Rhode Island College, 600 Mount Pleasant Avenue,
Providence, RI 02908

Please call 401.456.8054 for office hours.

For digital examples on USB drive:

Please place the USB drive in an envelope with a printed Transfer Portfolio Form.
The Transfer Portfolio Form may be completed digitally and included on the USB drive.

For cloud storage or URL links:

Email to: artdepartment@ric.edu

Subject: Transfer Portfolio Submission

The Transfer Portfolio Form may be completed digitally and emailed as an attachment.

Please do not attach portfolios or images to emails.

Thank you for choosing Rhode Island College!

Transfer students bring a variety of experiences and talents and enrich our educational community.