

HOW TO DELIVER YOUR SUPPORTING MATERIALS USING MUSICCAS

N.B YOU DO NOT HAVE TO PAY FOR THIS SERVICE. PLEASE SKIP THE POSSIBLE PAYMENT PART.

N.B THERE ARE TWO PHASES:

- 1) uploading the materials in the files library**
- 2) submitting the materials to the Sibelius Academy**

Deadline:

- Malaysia auditions: **15 December 2014** (3pm Finnish time)
- Helsinki auditions: **10 February 2015** (3pm Finnish time)

Making the video

- Accepted formats: see <http://www.musiccas.com/features/programs>
- Maximum file size 1024 MB
- The video may be a compilation, representing a range of different skills

A step-by-step guide (Please note the Musiccas page is only available in English):

1. Create an account at <http://www.musiccas.com/user/register>
2. Fill in your personal details and contact information. N.B. No other fields are required.
3. Upload the files to your Files Library at **View Files Library** >> Return to your dashboard
4. Start the “application” / delivering materials to the Sibelius Academy (University of the Arts Helsinki).
N.B. If you wish to use the search, use only the name of the institution as a search criterion!
University of the Arts – Sibelius Academy
N.B. If you are applying in Aarhus, you should still submit the materials to the Sibelius Academy (University of the Arts Helsinki) in Musiccas. All reviewers from both Finland and Denmark will be able to view your materials.
5. Attach the files from your Files Library. Continue.
6. Check that everything is OK. **Submit.**

N.B YOU ONLY NEED TO UPLOAD YOUR SUPPORTING MATERIALS ONCE TO THE MUSICCAS SITE, REGARDLESS OF WHETHER YOU ARE APPLYING IN FINLAND OR DENMARK. ALL REVIEWERS IN FINLAND AND DENMARK WILL BE ABLE TO VIEW YOUR MATERIALS

REQUIRED SUPPORTING MATERIALS

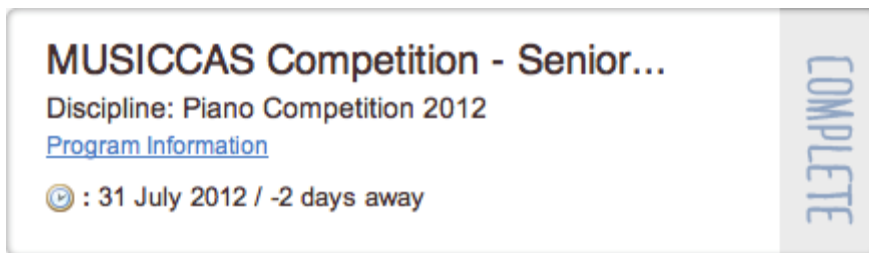
(please remember to send also your certificates!)

1. Upload or provide links to short video excerpts representing a range of relevant skills. This must include footage of performance skills, with optional excerpts from teaching situations, workshops etc.
2. Curriculum Vitae
3. Motivation letter in English (max 2 pages) including:
 - a. Description of musical and educational background
 - b. Description of reasons for wanting to enter the programme
 - c. Description of long-term professional goals

4. Optional sample of previous written research. This is only required if you intend to focus on written research as part of your studies. Note well, this is an optional requirement. The supporting material must be uploaded at www.musiccas.com so that it arrives by the deadline. Please reserve ample time for uploading your advance assignments.

IMPORTANT!

When submission is complete, tab will be 'White' and 'Complete' on your Applicant Dashboard. (See example image below)



MUSICCAS Support

Contact MUSICCAS to address **any** technical difficulties regarding media submissions.

Email: support@musiccas.com

Phone: [\(408\) 915-5131](tel:(408)915-5131)

Support Tab on Left: Live Chat or Submit Support Tickets

N.B! Remember to also email your bachelor or equivalent certificate, as well as your language certificate to siba.study@uniarts.fi.

- Bachelor Certificate (deadline 10.02.2015) or; Applicable polytechnic degree; or Applicable education completed abroad, which in the awarding country gives eligibility for corresponding higher education.

- English language certificate (deadline 20.5.2015)

Note Well: If candidates are applying with a foreign degree and are not citizens of an EU/EFTA-country, they must demonstrate their language skills in English with an accepted international English language certificate.