

## Application documents

Please compile and title your documents as indicated. Umlauts, special characters and spaces are not allowed in the file name.

### Mandatory application documents

- Tabular curriculum vitae, including details of awards, scholarships and body of work to date (maximum of 2 A4 pages, maximum size: 10 MB, file format: pdf. Please title the file as follows: Last name\_First name\_Curriculum Vitae).
- Cover letter, including description of Turkey / Istanbul reference, mention of possible Turkish partners if applicable (maximum of 2 A4 pages, maximum size: 10 MB, file format: pdf. Please title the file as follows: Last name\_First name\_Cover letter).

### Additional mandatory documents according to division

#### ARCHITECTURE / VISUAL ARTS / DESIGN

- Portfolio with work samples, photos, drafts or other images (maximum of 10 A4 pages. Please title the document as follows: First name\_Firstname\_Portfolio.pdf).

#### FILM

- Filmography: maximum of 10 A4 pages (please in a pdf format, maximum file size: 5 MB. Please title the document as follows: Last name\_First name\_Filmography.pdf).
- Work samples (maximum 3): excerpts from maximum 3 films, in each case the first 10 minutes (relatively low resolution will not affect the application negatively. Maximum size per file: 50 MB. Please title the files as follows: Last name\_First name\_Film [Number 1-3] \_ [Title]. [Format]).

#### PERFORMING ARTS

- • Work samples (max 3): excerpts from the 3 most recent works, cut or uncut (total length of the video documents together: maximum of 25 minutes). For set design: photos of the 3 most recent works (maximum size per file: 50 MB; set design: please in pdf format, maximum size of the file: 5 MB. Please title the files as follows: Last name\_First Name\_Video [Number 1-3] \_ [Title]. [format]).

## MUSIC

- Work samples (maximum 3): recordings of professional performances or studio productions, scores, etc. (maximum size per file: 50 MB, pdf file size maximum: 5 MB). Please title the files as follows: Last name\_First name [Number 1 -3] \_ [title]. [format]).

## LITERATURE

Publication list: list your publications to date (maximum of A4 pages, please in pdf format, maximum size of the file: 5 MB. Please title the document as follows: Last name\_First name\_Publications.pdf).

- A current manuscript (maximum of 25 pages, please in pdf format, maximum size of the file: 5 MB. Please title the document as follows: Last name\_First name [Number 1-2] .pdf).
- Work samples (maximum of 2): extracts from completed works maximum of 10 pages per document (please in pdf format, maximum size per file: 50 MB. Please title the files as follows: Last name\_First name\_Print Sample [Number 1-2] .pdf).

## JOURNALISM / CULTURAL THEORY

Publication list: list of your publications in journalistic, scholarly or essayistic fields (maximum of 10 A4 pages, please in pdf format, maximum size of the file: 5 MB. Please title the document as follows: Last name\_First name\_Publications.pdf).

- Work samples (maximum of 2) in text form (maximum of 10 pages per document, please in pdf format, maximum size per file: 50MB. Please title the files as follows: Last name\_First name\_Print Sample [Number 1-2] .pdf).

## Optional documents for all divisions

Please upload here only additional material, which you could not integrate into your application document, but which is essential for the assessment of your work.

- Press response: maximum of 5 critics, etc., from the national press (please in pdf format, maximum size of the file: 5 MB. Please title the document as follows: Last name\_First name\_Presseecho.pdf).

- You are welcome to mention links in the application form at which the video or audio files are available (preferred). Alternatively as upload: video or audio material (maximum: 3). Please note:
  - Videos in a usual format (e.g., mov / mpg)
  - Audio files exclusively as mp3 (max bit rate: 320 kbit /s) Permitted
  - file formats: flv, mp3, jpg, jpeg, pdfMaximum size per file: 50 MB