



TRANSIT application checklist for Hamilton outbound program 2017

Thank you for your interest in the upcoming TRANSIT residency program. Here is a list to help you remember to include all parts of the application packet. Best of luck!

To apply, please submit the following:

- Your CV (resume).
- Fill out and sign "Applicant Contact Information Form" PDF (download from Transit's website: [TRANSIT_ApplicantContactInfo.PDF](#)).
- A brief statement of what you hope to achieve during your residency and why the Hamilton Wood Type & Printing Museum is your preferred location.
- A brief artistic statement.
- Work samples which demonstrate technical ability and creative aptitude, and corresponding list: 10-20 *digital* images in Mac-compatible format - images may be low-resolution (72dpi) or hires (300 dpi); size not to exceed 5 x 7 inches/6 x 6 inches); website links are acceptable. PLEASE NOTE: Hardcopy samples sent to us will not be returned and may not be reviewed by our jurors.
- Accompanying numbered list (Word doc recommended) of the specific samples we are to consider from your site(s). All supporting documentation must be correctly labeled: include the title, date, medium, and dimensions/size of each work.
- A \$25 application fee (non-refundable US-currency).
US-checks may be made out to *Transit Residency NFP* and can mailed to us. We can also accept payments via PayPal (email funds to give@transitresidency.org and make sure to put "Hamilton outbound application fee" in the notes/comments - **please note** that if you forget this last step, your fees will be processed as a *donation* rather than as your application fee, and may go to another program).
**If you cannot pay your application fee either of these ways, please contact us for additional alternatives.*

Complete applications (and all fees) must be received by 6pm on March 3rd, 2017 to be considered. Hardcopy prints and/or checks postmarked with this date will be accepted, but not if dated after March 3rd.

*** We encourage you to send us your application electronically (via email to apply@transitresidency.org). However, CD-ROMs or DVDs are acceptable alternative means of sending your digital content. If sending your application materials via email or on a disc, remember to use YOUR NAME as part of the file-names (i.e. no documents called "resume.doc" please!).

We encourage you to send your CV, artist statements, and list of work sample details electronically, *even if* you are sending hardcopies with your application fee.

Our mailing address: Attn: Hamilton outbound program, *Transit Residency*, 2020 N California Ave. suite 155, Chicago IL 60647

Thanks for your interest in our programs, and best of luck applying for the residency!