

**Document Requirements for Application to  
SFU Graduate Program  
Faculty of Applied Science  
School of Interactive Arts & Technology**

**Application Checklist**

Applications cannot be considered complete until all the required documents and the application fee has been received.

*Application Form:*

Three (3) copies of the application form, along with the application fee (CDN\$75.00). Please send a cheque or money order in Canadian funds made payable to Simon Fraser University.

*Transcripts:*

Official transcripts from previous institutions *mailed directly* to the School of Interactive Arts & Technology Graduate Admissions by the issuing university. If transcripts are in a language other than English, please submit official English translation along with the original transcript documents.

*References:*

All applicants to the Master's program must provide *two* reference forms or letters of reference. All applicants to the PhD program must provide *three* reference forms or letters of reference. These are to be written by individuals who can report fairly on your academic ability and qualifications and sent directly to Graduate Admissions. The accompanying Referee Form may be used instead of or in conjunction with letters of reference.

*Letter of Intent:*

This is a statement of your research interests and scholarly goals. There should be an identified fit between this and the research faculty and programs offered by School of Interactive Arts and Technology at SFU Surrey. Give us some initial ideas on thesis or project work and perhaps some occupational aspirations you have following graduate work. Remember that ours is an interdisciplinary program. Your intended study described in the Letter of Intent should show clearly the compatible, interdisciplinary nature of your intended graduate research with us. It is useful to look over our Internet information to identify faculty who might support your plans. Further, look over the website information on our laboratory facilities, which might play importantly in the completion of your thesis or dissertation research. A keystone of our work is technology as new forms of communications, education, business and as vehicles for artistic expression. Describe in some detail (at least several paragraphs) how your interests fit and would be enhanced by our faculty and lab resources.

*Curriculum Vitae:*

This details the professional work experience you have experienced in the past 5 to 8 years that is relevant to your proposed field of study. We are particularly interested in your research experience generally and particularly with computational/digital media, and computation-dependent fields such as art, educational technology, telecommunications, engineering, computer science and on-line commerce. You may organize your C.V. according to your preferences, but it should be clear, orderly and detailed.

*English language proficiency requirement:*



Demonstrated proficiency in the English language through one of the following means:

- A previous undergraduate or graduate degree completed at a university where English is the applicant's primary language of instruction.
- A minimum score of 570 on the paper-based TOEFL test with a minimum TWE score of 5.
- A minimum score of 230 on the computer-based TOEFL with a minimum TWE score of 5.
- IELTS with overall band score of 7.0.

**TOEFL scores** as required need to be sent directly to us by Educational Testing Service. If you have already taken these tests, you may send photocopies with your application form to speed its processing, but original scores are still required.

The Graduate Admissions Committee may ask you for a major research paper written in English from your recent, prior university work.

*Portfolio/Interview:*

Candidates who are being strongly considered for admission may be required to submit a previous thesis or portfolio of their work and/or be required to attend a personal or telephone interview during the latter stages of the admissions process.

Submit documents to:

School of Interactive Arts and Technology.  
Graduate Admissions  
Simon Fraser University Surrey  
250 - 13450 – 102 Avenue  
Surrey, BC, Canada, V3T 0A3  
e-mail: admissions-siat@sfu.ca  
Fax: 778-782-7478

**Please make sure all documents you submit either by mail or e-mail have your name attached.**

***The Admissions Committee may, in its sole and absolute discretion, deny admission to any applicant notwithstanding that the applicant meets the minimum standard entrance requirements.***