

**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:

Completion of the online application form, along with the application fee
(For Students with Canadian transcripts the application fee is \$90.00 CDN.
For Students with International transcripts the application fee is \$125.00 CDN).

Transcripts:

Official transcripts from previous institutions *mailed directly* to the School of Interactive Arts & Technology Graduate Admissions by the issuing university in a signed sealed envelope. 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 Referee Form in the forms section may be used instead of or in conjunction with letters of reference. Reference letters must be kept confidential from the applicant and are to be submitted directly from the Referee. We cannot accept reference letters that have been emailed or faxed by applicants and will require a new letter sent directly from the referee.

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. This can submitted via email as a single PDF, hardcopies are not required.

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. This can be submitted via email as a single PDF, hardcopies are not required.

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.
- A minimum score of 88 on the internet-based TOEFL with a minimum of 20 in each category
- 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 codes for your TOEFL score submission are: Institution Code 0999 and Department Code 99.

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

Previous degrees or TOEFL results must be completed within the last two years

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: siatgrad-admissions@sfu.ca
*fax: 778-782-9422

note you must still submit hardcopy originals of all documents submitted by fax or email EXCEPT for the letter of intent and CV

Please make sure all documents you submit either by mail or e-mail or fax 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.