Document Requirements for Application to
SFU Graduate Program
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:
Applicants are to upload UNOFFICIAL copies of their previous transcripts into the online application system followed by the submission of the OFFICIAL hardcopy 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. When selecting your referees please ensure you have their email address correct as the online system sends them an automated email providing them access to the online referee form they need to complete.

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. **You must upload this as a single PDF.**
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. You must upload this as a single PDF.

English language proficiency requirement:
Demonstrated proficiency in the English language through one of the following means:
- A previous undergraduate or graduate degree completed at an institution where the language of instruction and examination was in English, in a country where English is the primary language.
- A minimum score of 580 on the paper-based TOEFL test with a minimum TWE score of 5.
- A minimum score of 93 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. When ordering your results for both the IELTS and TOEFL be sure to have the centre submit them to Simon Fraser University electronically. We do not require hardcopy results. If your test results cannot be sent electronically have the centre issue the official hardcopy results to Simon Fraser University directly. 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.

**TOEFL or IELTS 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.

Official Transcripts and TOEFL/IELTS* reports (*if not available electronically) are to be submitted to:

School of Interactive Arts and Technology.
Graduate Admissions
Simon Fraser University Surrey
250 - 13450 102 Avenue
Surrey, BC, Canada, V3T 0A3

Please make sure all documents submitted 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.