

1. SUPPLEMENTARY ADMISSION DATA FORM

Please fill out the attached Photographic Preservation and Collections Management Supplementary Admission Data form.

2. LETTERS OF RECOMMENDATION

A minimum of two Letters of Recommendation are required for each application.

The two recommendations should be from academic referees – former professors or research supervisors familiar with applicant's abilities. One recommendation may be substituted with a professional letter from a previous employer.

IMPORTANT!

A new online referee portal is now available for the fall 2012 session. You will be asked to complete the referee page on the online application form with their contact information including an active institution e-mail address. Your referee will be contacted electronically within 5-7 business days of your application submission with further instructions.

Reference letters are a key component of your application package and a close attention must be paid prior to selecting a referee. It is also your responsibility to contact the referee before filling out the online application form to confirm their availability.

Please note that we reserve the right to contact your referees at any stage during the application process.

3. STATEMENT OF INTEREST

You are required to submit a brief 500-word statement of interest demonstrating your capacity to succeed in the program. The statement should describe your motivations for pursuing graduate studies, your previous academic preparation, relevant work experience, and career plans.

4. RÉSUMÉ

Please submit an updated résumé and highlight how your previous studies and experiences have prepared you for graduate study at Ryerson University.

5. APPLICATION CHECKLIST (# OF COPIES REQUIRED TO SUBMIT)

Please submit all required items in one package.

- Hard copy printout of your signed online application form pdf format. (2 copies)
- All Official Transcripts (2 copies), *Hard copies not required ONLY if an official transcript(s) from an Ontario university was requested through the online OUAC application form.*
- Two Letters of Recommendation (*referees will be contacted by Ryerson upon submission of the online application form*)
- Supplementary Admission Data Form (2 copies)
- Statement of Interest (2 copies)
- Résumé (2 copies)
- English Proficiency Test Score (if applicable)
- Write "PhotoPres" on the outside of your application package

Important: Incomplete applications will **NOT** be processed. It is the responsibility of the applicant to ensure that all required documentation is submitted correctly and promptly.

NOTES:

1. Ryerson reserves the right to withdraw or cancel programs or courses due to a lack of enrolment.
2. For further information about the program, please contact the Photographic Preservation and Collections Management graduate office at 416-979-5000 ext. 4839, gradppcm@ryerson.ca or visit www.imagearts.ryerson.ca/photopreservation.
3. For further information about your application, please contact the Graduate Admissions Office at 416-979-5150, grdadmit@ryerson.ca or visit www.ryerson.ca/gradstudies/admissions.

Complete all sections. TYPE or PRINT carefully. Read and follow the attached Instruction Sheet.
Include all submissions. Applications without the correct fee payment will not be processed.

Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Last Name		First Name	
Miss <input type="checkbox"/>	Ms. <input type="checkbox"/>				
E-mail		To ensure you receive your Ryerson University, School of Graduate Studies emails, please add grdadmit@ryerson.ca to your address book.			
PROGRAM Option:		[] MA Full-time		PREVIOUS RYERSON STUDENT # (if applicable)	
Educational Background (post-secondary)	Degree/Diploma	Program	University		Date Awarded
Relevant Work Experience (if applicable)	Date	Title/Employer	Responsibilities		
Graduate Studies Potential Supervisors	If there are particular professors in the program with whom you might like to work, please list their names below. A list of program faculty members is available at: www.imagearts.ryerson.ca/photopreservation/Faculty.html				
Letters of Recommendation	Name of Referee	Academic Institution or Professional Organization	Address	Email Address	
	1.				
Please list the names and contact information of your referees.	2.				
Signature				Date	

If evidence of misrepresentation or fraudulent or falsified documentation is found, the penalty is severe. Ryerson University reserves the right to revoke any offer of admission and/or financial support from the University.

Ryerson University may disclose evidence of any misrepresentation or fraudulent or falsified documentation to all Canadian university, to Citizenship and Immigration Canada and to law enforcement personnel where appropriate.