

1. SUPPLEMENTARY ADMISSION DATA FORM

Please fill out the attached Master of Fine Arts in Documentary Media Supplementary Admission Data form.

2. LETTERS OF RECOMMENDATION

A minimum of two *Letters of Recommendation* are required for each application. The referee form is available online at <http://www.ryerson.ca/graduate/admissions/admforms.html>. Only sealed letters with original signatures will be accepted. Please note that we reserve the right to contact your referees for further information.

For all applicants, **ONE** of the two required recommendations must be a university (academic) Letter of Recommendation (eg. a faculty member familiar with your academic performance). The second Letter of Recommendation may be submitted by a professional (non-academic) referee.

Letters of Recommendation from universities or institutions outside Canada should be accompanied by a signed note on the letterhead of the university or institution, in addition to the completed letter of recommendation form. Only original documents (no FAX or photocopies) will be accepted.

Sealing Letters of Recommendation - All *Letters of Recommendation*, whether they are submitted in a Ryerson University envelope or in the envelope of the referee's university or institution, must be sealed and signed by the referee across the sealed flap and dated.

3. STATEMENT OF INTEREST & PROJECT PROPOSAL

You are required to submit a brief statement (about 500 - 700 words in length) that should address the following:

- your reasons for graduate study in Documentary Media;
- a proposal of the project you plan to complete in the program;
- how your previous studies and experience have prepared you for the MFA program; and
- your career objectives and how the MFA program relates to them.

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. VISUAL PORTFOLIO SUBMISSION

Depending on your area of interest, please submit work in ONE of the following three disciplines below. If you are currently working in more than one discipline, you may submit a combination of the three disciplines.

Note: Applicants who have had only minimal experience in Film, Photography or New Media may submit a written sample of a work of original, creative nonfiction (maximum length 1500 words) in addition to or in lieu of a visual portfolio.

Questions regarding the Visual Portfolio should be directed to 416-979-5000 ext 2763 or via e-mail: docmedia@ryerson.ca

I. *Submitting Photographs or Photo-based Images*

Please include the following:

- 10-15 digital images, in jpeg format with a resolution of 72 dpi and with maximum dimensions of 1024 x 768 pixels.
- The file names should include a title, and begin with the number that corresponds with your hard copy image list (ex: 01title.jpg, 02title.jpg).
- The CD should be directly labeled with your name, address, e-mail and the title "Documentary Media MFA".
- An image list on an 8.5 by 11 inch sheet of paper with your name and for each piece, the corresponding number, title, dimensions, and date.
- A brief statement about the project or projects should also be included.

II. Submitting Film and Video Materials

Please include the following:

- The portfolio should consist of an excerpt of a film or video work 5 minutes in duration in the form of a VHS tape or DVD (NTSC only). An additional 5 minutes may be included, and will be considered as part of the portfolio review process if your application reaches the shortlist stage. The excerpt should be from a project in which you have had a significant amount of creative control.
- The tape or DVD should be directly labeled with your name, address, e-mail and the title "Documentary Media MFA".
- Include on an 8.5 by 11 inch sheet of paper your name, the title, a brief synopsis of the work, the circumstances of production, and the role played by you in its production.

III. Submitting Interactive/ Web-based Work

Please include the following:

- If the portfolio of past work is web-based or interactive, all necessary elements should be included and presented in the appropriate format on a CD or DVD-ROM. This could include work in the form of a website or an interactive CD-ROM designed to be viewed on a computer.
- URLs are not acceptable as portfolio submissions—all web-based work must be archived and presented on a CD-ROM.
- Documentation of an interactive piece can also be presented in photographic form (see Submitting Still Images above) or a QuickTime movie (5 min).
- The CD should be directly labeled with your name, address, e-mail and the title "Documentary Media MFA".
- Include on an 8.5 by 11 inch sheet of paper your name, the title, and a brief statement about the work. If any additional software is necessary to view the project, please include the drivers on the CD.

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

Please submit all required items in one package.

- Hard copy printout of your signed online application form in a .pdf format. (2 copies)
- Supplementary Admission Data Form (2 copies)
- Statement of Interest & Project Proposal (2 copies)
- Résumé (2 copies)
- Two Letters of Recommendation (all originals)
- All Official Transcripts (2 official copies), Hard copies not required only if the an official transcript(s) was requested through the online OUAC application form.
- Portfolio (1 copy)
- English Proficiency Test Score (if applicable)
- Write "*Documentary Media*" 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 docmedia@ryerson.ca. For questions regarding your application, please contact the Graduate Admissions Office at 416-979-5150, gradadmit@ryerson.ca or visit www.ryerson.ca/graduate/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: (Please check one)		[] Full-time		PREVIOUS RYERSON STUDENT # (if applicable)	
Funding from External Sources		Please list any Scholarships, Fellowships, Grants and/or other financial awards you hold or have applied for to support your graduate studies:			
Major Work Experience (if applicable)		Date	Employer and Your Job Responsibility		
Other Languages (indicate the level of proficiency)		Spoken:			
		Written:			
		Reading:			
Letters of Recommendation		Name of Referee	Academic Institution	Address	Email Address
Please list the names and contact information of your referees.		1.			
		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.