

ARCHITECTURAL SCIENCE

Fall 2020 Non-Academic Online Submission Procedure

For admission to our program you are required to submit non-academic work, described below under “**Evaluation Session Information.**” Students may a) submit this work online or b) at a scheduled evaluation session at Ryerson where applicants have an opportunity to present their portfolios and participate in exercises. The average length of an evaluation session is approximately three hours and are scheduled during February and March, 2020.

- In-Person Evaluation Sessions for non-academic work: Applicants living nearby are encouraged to attend one of our In-Person Evaluation Sessions held in the Architecture Building at Ryerson University. If you cannot attend please follow the instructions for Online Submission Procedure
- Applicants residing more than 150 kilometres from Ryerson University can apply using our Online Submission Procedure. They also have the option to attend an on-campus evaluation session if they prefer. You will be required to submit an exercise and a digital portfolio. Please find the instructions for the Online Submission Procedure below:

How to sign up for the Online Submission Procedure

The **Non-Academic Requirements Reminder** will be placed in your Choose>Ryerson Applicant Portal by Undergraduate Admissions. To register for the Online Submission Procedure, please follow the instructions indicated in the communication. **Note: You will not be able to register until you have received your Non-Academic Requirements Reminder.** Your electronic registration will be confirmed via e-mail. We recommend you register as soon as you receive the letter in your Choose>Ryerson Portal, to ensure a timely review of your application.

The last day to register and submit documents as part of the Online Submission Procedure will be Tuesday, March 10, 2020. *Late submissions may be considered at the sole discretion of the Selection Committee*

Please Note: If you do not schedule an evaluation session or you do not make arrangements to submit your portfolio online within the time specified, we will assume you are no longer interested in the program and your application will be cancelled.

1. How to Upload Your Non-Academic Requirements:

After you have applied you will receive an email with instructions on how to activate your Ryerson Online Identity. You will gain access to the Choose>Ryerson Applicant Portal in order to upload specific supporting documents.

- i. Access the email sent by Undergraduate Admissions that includes your Ryerson Student Number and instructions on how to activate your Online Identity.
- ii. Activate your Ryerson Online Identity. Fill in the Activation Form at: <https://www.ryerson.ca/accounts/>. When asked for your Student/Applicant ID, enter your nine-digit Ryerson Student Number. Keep a record of your username and password.
- iii. 24 hours after activating your Ryerson Online Identity, visit the Choose>Ryerson Applicant Portal to upload your

DEPARTMENT OF ARCHITECTURAL SCIENCE

documents. Your session will time-out if there is 60 minutes of inactivity. To ensure the security of your account, please ensure that you log out after each use.

Please be advised that only the documents indicated on the Choose>Ryerson Applicant Portal can be submitted using this method. Ryerson University reserves the right to remove an uploaded document if the quality of the document is unacceptable (e.g. illegible), if a virus is detected, or if the document does not match the item on the checklist. Once you have successfully uploaded your documents, you will need to check your application status regularly in the Choose>Ryerson Applicant Portal.

2. What to submit:

- i. You are to submit a portfolio of between 12 and 15 examples of *your own* creative work that highlights and demonstrates the range and variety of your creative interests and abilities through a range of media. Please carefully and cleanly format your work to show it in the best way possible. For 3 dimensional work include several photographs to show the work from different angles. Do not include Revit or AutoCad drawings. For each piece, please include the title if you have one, the medium/media, the date executed, and the size of the original piece. **The entirety of your portfolio should be submitted as one PDF document.**
- ii. A signed and completed copy of the *Statement of Authorship & Guarantor's Statement of Authenticity*
- iii. The home exercise project -This will be sent to you via your Choose>Ryerson Applicant Portal in January 2020. Please photograph your home exercise from several angles and include as one PDF document.
- iv. Your completed *Non-Academic Requirements Fee Form*

Upload Help

If you encounter difficulties with uploading your documents, or if the documents you submitted stay "outstanding" for 5-7 business days, please complete and submit the Upload Help Form for assistance. If there is an issue with a document you uploaded you will be contacted directly and you may be required to upload a new document.

- Do not upload all of your documents as one file. The checklist requirement selected for upload must match the document uploaded.
- Documents with more than one page: When your document has more than one page, please ensure that all pages of the document are in the correct order.
- The file name of any uploaded document must not contain any punctuation [with the exception of an underscore (_) which can be used to separate words]. Keep the file name short and relevant to its content.
- An individual file may not exceed 50MB in size (see FAQs for tips on reducing file size at: <https://www.ryerson.ca/admissions/undergraduate/apply/ready/>)

FINAL NOTE TO ALL APPLICANTS

Applicants are reminded that non-academic work may be assessed by the Selection Committee **prior** to Ryerson University receiving your interim or final grades. Regardless of how your non-academic work is evaluated by the Selection Committee, Ryerson's academic admission standards will be maintained and will **ultimately determine your admission into our program**. The Selection Committee's evaluation of non-academic work is **final**. Due to the volume of applications, re-evaluation/re-assessment of the non-academic work is not possible.