

This will serve as a guideline to your submission. Please read carefully. You may interpret the meaning of this guideline and select items you wish to include. Your submission must be presented in a highly organized manner. Your ability to adhere to the guidelines is part of the assessment. **All work must be your own.**

**NON-ACADEMIC REQUIREMENTS (Submission instructions on the following page)**

**Portfolio Pieces:**

The theme for this year is "**ESCAPE**" (please take this broadly and metaphorically). **Your two choices are:**

**SLIDE SHOW (Video):** Submit a selection of **SIX** examples of visual work (photographs, drawings, paintings, computer-generated prints, or photos of sculptures or other artwork - please **DO NOT** include still frames captured from videos, etc) **accompanied** by a soundscape that illustrates this theme. The sounds should help expand upon or complement the meaning of the images and be either recorded or created sounds or **NON-COPYRIGHTED** music. (Maximum length: 30 seconds)

**OR**

**SHORT FILM/VIDEO:** Submit a short film/video up to 90 seconds in length (maximum), shot in any medium that addresses the theme/concept of "**ESCAPE**" along with **THREE** examples of ANY visual work, options as stated above.

**Please save your portfolio pieces into a .pdf file.**

**Your videos must be uploaded to "Vimeo". When using Vimeo, please ensure to include the Vimeo URL within the .pdf file (i.e. <https://vimeo.com/43927921>). Use privacy settings and the password "FILM2020"**

**Project Outline:**

Write an outline of a short film project that you would like to participate in during your final year of study (**maximum of 500 words or two typewritten pages**). This is a non-binding proposal. Briefly describe the film, and discuss why it is interesting for you given the role you would like to play (e.g. writer, director, cinematographer, sound designer, editor, art director). The School of Image Arts reserves the right to retain this project outline. **Do not submit a script. Please save your project outline as a .pdf file.**

**Written Statement:**

In a maximum of 500 words, please answer **one** of the following three questions:

1. What single film has most influenced you? Why?
2. What character in literature or film has most profoundly moved you? Why?
3. What specifically non-American, non-mainstream movie has expanded your notion of what cinema can be and how?

This statement should reflect only the effort of the applicant. **Please save your written statement as a .pdf file.**

**Resume:**

Submit a current resume outlining your education, work experience, related skills, interests and any special awards (not to exceed two pages). **Please save your resume as a .pdf file.**

**Non-Academic Requirements Declaration Form:** See Non-Academic Requirements Declaration Form for details.

**Non-Academic Requirements Fee Form:** See Non-Academic Requirements Fee Form for details.

### Submission Instructions

Applicants are required to submit all components of their non-academic requirements via the **Choose>Ryerson Applicant Portal**. Applicants unable to use the Choose>Ryerson Applicant Portal are required to contact the School of Image Arts at: [imagearts@ryerson.ca](mailto:imagearts@ryerson.ca) to discuss an alternate method of submission. **Due to the volume of applications received and our system performance, we strongly encourage you to submit your documents well in advance of the noted deadlines.**

### 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. Here's how:

1. Access the email sent by Undergraduate Admissions that includes your Ryerson Student Number and instructions on how to activate your Online Identity.
2. 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.
3. 24 hours after activating your Ryerson Online Identity, visit the Choose>Ryerson Applicant Portal to upload your 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.

### 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/>