

This will serve as a guideline to your submission. Please read carefully. You may interpret the meaning of this guideline and selected 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:** Your portfolio submission is comprised of **two** parts. Your visual portfolio is an essential part of your admission into the program. It is the principal element in demonstrating your creative talents. **Please ensure that your twelve examples of visual work are saved, clearly labeled and submitted as one .pdf file.**

**PART 1: SIX Images Based on a Theme**

A carefully edited selection of **six** images that you have created based on a specific, **FOCUSED** theme.

These works can be done in any lens-based media and may also incorporate mixed media (i.e. image/text, image/sound, photographic/web, etc.) Demonstrate how you see the world, what media tools you use and how you express yourself. These images should be no larger than 2000 x 1500 pixels, at 150 dpi (medium size).

These images should be introduced by a statement describing your theme and what it means to you. You are encouraged to design a cover page/title page for this sequence. Written descriptions should be no more than 250 words.

**PART 2: Selection of Your Best SIX Images**

A selection of **six** visual works you have created that demonstrate your abilities as an image-maker. These works can be done in any media (e.g. photography, video, painting, drawing) and can also incorporate mixed and hybrid media (e.g. image/text, image/sound, photographic/web, etc.) You are encouraged to present work that shows a broader range of your skills. Demonstrate how you see the world, what media tools you use and how you express yourself. These images should be no larger than 2000 x 1500 pixels, at 150 dpi (medium size).

**NOTE FOR PART 1 AND PART 2: A maximum of 3 videos will be accepted. 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 "PHOTO2020"**

**Written Statement:**

From one of the following websites, search **ONE** image that you find intriguing and write an essay discussing your interpretation of that image and why you have chosen it. Please download the chosen image and include a copy of the image in your statement along with the photographer's name, title, date, and media information. Be sure to include the full URL listed below. The statement should be no more than 500 words in Times New Roman 12pt font, double spaced with margins set at 8½" x 11" with 1" margins around (approximately two typed pages). **Please save your written statement as a .pdf file.**

**Ryerson Image Centre, Toronto:** <https://ryersonimagecentre.ca/>

**Victoria and Albert Museum (V&A), London** <https://www.vam.ac.uk/collections/photographs#objects>

**George Eastman House, Rochester:** <https://www.eastman.org/photography>

**International Center of Photography, New York:** <https://www.icp.org/collections>

**Resume:**

Submit a current resume outlining your education, creative experience and abilities, computer skills and applications you are familiar with (e.g. Photoshop, etc.), work experience, volunteer activities, 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.html>