



# Master of Digital Media Program Application Checklist

Required Online (SFU online application system)	Comments	Completed
Online Application Form	Application fee payment of either \$90 for Canadian university transcript <b>or</b> \$125 for non-Canadian university transcript	<input type="checkbox"/>
Samples of Work	5 digital pieces that best demonstrate skills or a URL showing your work.	<input type="checkbox"/>
Work Sample Summary	250 - 500 words summarizing how the items in the portfolio relate to each other and to your strengths.	<input type="checkbox"/>
Letter of Intent	(No more than 750 words): (a) explaining your motivation for selecting this degree program (b) summarizing relevant skills, training and experience; (c) describing proposed interests within the program and (d) indicating how the course of study would contribute to your future intellectual or professional growth. All of the above points should be explicitly addressed in the letter of intent.	<input type="checkbox"/>
Short Formal Essay	No more than 750 words, about a topic of interest related to digital media	<input type="checkbox"/>
Computer Skills and Literacy Summary Form	Available in the SFU online application system	<input type="checkbox"/>
Reference Letters	3 reference letters, each from a suitably qualified person.	<input type="checkbox"/>
Program Survey Form	Available in the SFU online application system	<input type="checkbox"/>
Resume	No more than 250 words. Include an overall summary of your professional achievements	<input type="checkbox"/>
<b>Required Online (other than SFU online application system)</b>		
(If applicable) Proof of English Proficiency: IELTS or TOEFL or Pearson Test of English.	Request English proficiency scores be sent <b>online</b> to SFU Burnaby's Graduate Studies Department	<input type="checkbox"/>
<b>Required Hard Copy Documents</b>		
<b>Transcript(s)*</b>		
Sealed version of my academic transcript to be sent to CDM Admissions Office	Ensure you have submitted transcripts from all post-secondary institutions attended.	<input type="checkbox"/>
<b>and/or</b>		
(If applicable) As my transcripts were issued in a <b>language other than English</b> , I have obtain a translated version of my transcripts. I have sent both the original transcripts and the English translation to the CDM admissions office, in sealed envelopes sealed by my university or a certified translator.		<input type="checkbox"/>
<b>Step 3: Check all documents have been uploaded</b>		
I have uploaded all of the required materials (in the SFU Online application system)	The CDM Admissions office will not accept mailed, hard copy versions of any documents except for transcripts.	<input type="checkbox"/>
<b>Please <u>DO NOT</u> send your hard copy materials to the graduate admissions office at Simon Fraser University</b>		

\*Please note that you will see an option to upload your transcript(s) in SFU's online application system. While you may upload your transcript(s) for reference purposes, **you must still submit a hard copy version to the CDM Admissions office.** Otherwise, your application will not be marked as complete.