Thank you for your interest in the Graduate MA Program in Design at San Francisco State University.

Your application requires two parts:

(1) **University Application:** You must apply for admission to the University. For domestic and international admissions please visit the Graduate Studies web site at [http://grad.sfsu.edu](http://grad.sfsu.edu). It will give you directions for how to apply on-line using Cal State Apply.

Once an application has been submitted, you may follow up on your application status by visiting [http://www.sfsu.edu/admit](http://www.sfsu.edu/admit). International student application status may be checked on by calling (415) 405-4005 or by emailing intlgrad@sfsu.edu

(2) **School of Design Application:** You also need to prepare an additional set of admissions materials for the School of Design. All the requirements for the School of Design Application are detailed in the pages attached. Send these Application materials directly to:

School of Design - Graduate Admissions
1600 Holloway Ave. FA 121
San Francisco CA 94132

The application period is October 1st – May 1st for admission the following Fall semester. It is very important that you complete both (1) and (2) prior to the application deadline of May 1st. The earlier your application materials are received, the earlier they will be processed.

Should you have any questions about your School of Design Application, please feel free to call our department at (415) 338-2211 or email design@sfsu.edu. Your questions will be routed to the appropriate party.

Be sure to check out the School of Design’s web site [http://www.design.sfsu.edu](http://www.design.sfsu.edu). Click on “Graduate Studies” for more information about the MA Program in Design.

We look forward to receiving your application.

School of Design
**School of Design Graduate Application Requirements:**

In addition to having a 3.0 GPA (with University Transcripts), and meeting the English Requirements* listed below, MA applicants are required to submit copies of the following materials to the School of Design prior to the May 1st deadline:

A. **Statement of Purpose** (500-750 words):
   - Tell us why you want to attend the Graduate Program in the School of Design at SFSU
   - Include your research emphasis or interest and what you believe you can contribute to graduate study.
   - How will graduate study at SFSU in the School of Design facilitate your future career goals?
   - You may discuss any personal, educational, or career highlights if you wish.

B. **Resume**

C. **Three (3) Letters of Recommendation** (letters that are opened, faxed or emailed will not be accepted) Letters of recommendation may be sent under separate cover.

D. **Portfolio**, or Evidence of Creative, Written, or Technical Work (or work that best exemplifies your past discipline of study and/or professional experience). This may include:
   - visual materials (binder; slides; printouts, video)
   - written materials (articles; publications; papers)
   - technical; professional documentation/examples

   Portfolio materials may be submitted in hard copy or on a USB drive or online. Please make sure everything is clearly labeled. For online portfolios, make sure to clearly provide the URL.

   Note: if the URL is not working your application will be considered incomplete. You may wish to provide an electronic copy of your online portfolio on USB in addition to the URL.)

E. **List** (below) the universities you’ve attended, your major and emphasis at each, and your grade point average (GPA) at those institutions.

F. **Copies of transcripts** of all university-level work are required with this application.

<table>
<thead>
<tr>
<th>University</th>
<th>Degree/Emphasis</th>
<th>Year of Graduation/GPA</th>
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*English Requirements:

We recommend that all students take the GRE Writing Analytical Exam and pass with a score of 4 or higher. However, the GRE is not required. Your chances for admission will not be affected whether or not you have taken the GRE Exam. Students that have not taken the GRE may be required to take an additional graduate level English writing course to satisfy the expectations of graduate level writing.

International applicants are additionally required to take and satisfactorily pass the TOEFL or IELTS. GRE, IELTS or TOEFL test scores are not required with application materials, but if accepted, applicant must submit required test score(s) as a condition of acceptance.
**Application Notes and Checklist**

**Notes on preparing your application:**

1. Applicants also need to apply for admission to the University, which is a separate but parallel process with the same deadline as the School of Design. The applications to both the University and the School of Design require supporting materials (transcripts, letters, etc.). Therefore, you will need two copies of your transcripts and recommendations: one for the University, one for the School of Design.

2. Your standardized test scores (TOEFL/IELTS and GRE if you have it) need only be submitted to the University, not to the Department.

3. If the support documents are not received with the application, the review process will be placed on hold until the applicant’s file is complete. Materials that are faxed will not be accepted. To request an application from the University, call 415-338-7238 or apply online at http://grad.sfsu.edu

4. When you are admitted to the University as a graduate student, it will be because both your University Application and your Department Application have been accepted. The conditions of your admission will be listed on your Admissions Decision Letter. Normally, students are admitted to either a 30-unit or a 42-unit (conditional) program of study depending on their application materials, prior experience with design, and so forth.

5. **We occasionally accept late applications.** Please contact the School of Design to see if your application materials will be considered after the May 1st deadline.

6. An undergraduate degree in design is **not** a prerequisite for admission to our department’s graduate program. We frequently accept students with non-design undergraduate majors.

7. If you have any questions about preparing your School of Design Application, please contact the School at 415 228 2211, or by email at design@sfsu.edu. Your questions will be routed accordingly.

**Application Checklist**

- ☐ I have submitted my complete application to the University by following the directions on the Graduate Studies website.
- ☐ I have filled in the cover sheet for the School of Design Application
- ☐ I have included a statement of purpose
- ☐ I have included a resume
- ☐ I have included 3 letters of recommendation (these can also be sent separately by your recommenders)
- ☐ I have included a portfolio that shows examples of my academic and professional work either in hard copy or on USB drive or URL to my online portfolio. These materials are clearly labeled with my name.
- ☐ I have included transcripts from all the academic institutions that I have attended.
- ☐ I have sent the School of Design Application materials to: School of Design, Graduate Admissions, 1600 Holloway Ave FA 121, San Francisco CA 94132 on or before May 1st.
Application FAQ’s

Do you accept online portfolios?

Yes, refer to Section D above.

Will it affect my chances of admission if I don’t take the GRE?

No. Refer to the section called English Requirements.

Do you accept late applications?

Occasionally. Please apply on time whenever possible. Refer to Application Note 5.

Is it necessary to have an undergraduate degree in Design to apply to this program?

No. Refer to Application Note 6.

Will you accept letters of recommendation under separate cover?

Yes, refer to Section C above.

When will I find out about my application results?

Applications are generally reviewed in April and May for Fall admission. We make efforts to review all materials carefully and thoroughly.

Do you have any scholarships available for Graduate Students?

The Graduate Studies Division maintains a list of graduate scholarships for current students. See https://grad.sfsu.edu/content/financing-your-education.

Whom can I contact if I have questions?

Refer to Application Note 6.

Thank you and best of luck on your application.