Thank you for your interest in the Graduate MAIA 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. It will give you directions for how to apply on-line at www.csumentor.edu.

Once an application has been submitted, you may want to follow up on your application status by visiting 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) **DAI Department Application**: You also need to prepare an additional set of admissions materials for the Design and Industry Department. All the requirements for the DAI Department Application are detailed in the two pages attached. Send the Department Application materials directly to:

DAI Department: Graduate Admissions
1600 Holloway Ave. FA 121
San Francisco CA 94132

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

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

Be sure to check out the DAI Department’s web site http://www.design.sfsu. Click on “Graduate Studies” for more information about the MAIA Program.

We look forward to receiving your application.

Department of Design and Industry
MAIA Application Cover Sheet
Department of Design and Industry

San Francisco State University
1600 Holloway Avenue FA 121
San Francisco, CA 94132

University website: www.sfsu.edu
Design and Industry website: http://design.sfsu.edu
Division of Graduate Studies website: http://grad.sfsu.edu

Name: ____________________________
Mailing Address: ____________________

Home Phone: ________________________ Mobile: ________________________
Email address: ________________________ Website: ________________________

DAI Graduate Application Requirements:
In addition to having a 3.0 GPA (with University Transcripts), and meeting the English Requirements* listed below, MAIA applicants are required to submit hard/physical copies of the following materials to the DAI Department prior to the March 1st deadline:

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

• Resume

• Three (3) Letters of Recommendation (letters that are opened, faxed or emailed will not be accepted)

• 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) Digital materials may be submitted on USB drive or CD. Please make sure everything is clearly labeled. (We will review online portfolios if you provide the URL. However, if the URL is broken/not working your application will be considered incomplete. Therefore it is advisable to provide printouts or an electronic copy of your online portfolio in addition to the URL.)
  - written materials (articles; publications; papers)
  - technical; professional documentation/examples

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

• Copies of your transcripts of all university-level work are required with this application.

<table>
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<tr>
<th>University</th>
<th>Degree/Emphasis</th>
<th>Year of Graduation/GPA</th>
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*English Requirements:
It is recommended that Domestic and International students (30 unit and 42 unit) under consideration complete the Pre-Admission GRE Writing Analytical Exam and pass with a score of 4 or higher. 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 preparation.

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

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

Your standardized test scores (GRE, TOEFL/IELTS) need only be submitted to the University, not to the Department.

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 or emailed will not be accepted. To request an application from the University, call 415-338-7238 or apply online at http://grad.sfsu.edu

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.

We occasionally accept late applications. Please contact the DAI department to see if your application materials will be considered after the March 1st deadline.

An undergraduate degree in design is not a prerequisite for admission to our department’s graduate program. We have certainly accepted applicants with other types of academic backgrounds and undergraduate majors.

If you have any questions about preparing your DAI Department Application, please contact the Department of Design and Industry at 415 338 2211, or by email at dai@sfsu.edu. Your questions will be routed to the appropriate party.

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 Design and Industry Department 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. 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 Design and Industry Department Application materials to: DAI Department, Graduate Admissions, 1600 Holloway Ave FA 121, San Francisco CA 94132 on or before March 1st.