

Undergraduate Portfolio Requirements

Entrance Portfolio Requirements and Limitations

The portfolio should contain examples of work from any of the specific areas of specialization in the School or a combination of areas.

Students with completed work in an area of interest should submit a maximum of **20 pieces** of work demonstrating a level of competency in that field. It is highly recommended that no original artwork be submitted. Include only reproductions and reduce if appropriate.

Submission of portfolio must include a self-addressed stamped envelope or box of correct size and with sufficient postage. Please ensure that the envelope is padded for protection of your portfolio materials. We cannot be held responsible for any damages that may occur during postage. All Undergraduate applicants must send their portfolio to the Office of Admissions & Financial Aid directly.

Should you wish to hand-deliver your portfolio personally to the Office of Admissions & Financial Aid, you may also do so but please do not hand-deliver your portfolio directly to the School of Art, Design and Media.

Video and Animation Presentations

The best way to submit this work is on videotape in PAL format. All work must be clearly labeled with name, date, title of project, medium, etc. Video presentations and animations may be submitted on DVD or Video Tape. Video or animations submitted on CD-ROM must be in QUICKTIME FORMAT or in AVI FORMAT at a size no larger than 300 x 400 pixels. Be sure to test the playback of your video files in CD-ROM. If the file does not playback it will be difficult to judge the quality of the work and thus affect the overall assessment and your chances for acceptance. All QUICKTIME and AVI files must use a standard compression. No work can be submitted using non-standard compression such as Divx. **The reviewing committee will not install any CODECs, software or uncompress ZIP files.

Interactive Multimedia Presentations

Flash Shockwave animations and Director executable interactive projects are acceptable. All files must be prepared for dual platform playback in both Macintosh and Windows formats. All files must include a file extension identifying the file type for playback on either platform. Any custom interactive work must be tested and ensured to work and clearly labeled if playback is only possible in a single platform. Be sure to test your CD-ROM on both Macintosh and Windows computers. **The reviewing committee will not install any custom software or uncompress ZIP files. All work should playback from CD-ROM.

Still image Presentations

All examples of Graphic Design, Photography, Painting, Printmaking, Watercolor, Storyboards, or digital imagery must be photographed, scanned or processed into a digital image formats to play back in both Macintosh and Windows environments. All images must be no larger than 20 cm x 25 cm and at a resolution of 28 pixels per cm (8 inches x 10 inches at 72 pixels per inch). ALL IMAGES MUST USE A FILE EXTENSION THAT IDENTIFIES THE TYPE OF IMAGE FORMAT, such as ".jpg" or ".tif".

**The reviewing committee will not install any software or uncompress ZIP files.

Three dimensional objects

Three dimensional works such as installations, sculpture, ceramics or package design, collateral design must be photographed and/or scanned into a digital image format to play back in both Macintosh and Windows environments. All images must be no larger than 20 cm x 20 cm and at a resolution of 72 pixels per inch.

Photographs and Color Slides

Photographs and color slides are accepted for portfolio submission. However, the size limitations of no larger than 20 cm x 25 cm and at a resolution of 28 pixels per cm (8 inches x 10 inches at 72 pixels per inch) must be maintained.

*Please ensure all work is clearly labeled.

Samples of Written Creative and Research Materials

Creative writing, stories, scripts, narratives or research papers may be submitted either in digital file format or in hard copy. Please ensure any digital files are in a common acceptable file format such as a text file, PDF file or MS Word formats.

Advanced Standing

Applicants wishing to be considered for advanced standing are requested to submit work developed in Year 3 of their Polytechnic studies, or in Years 1 and 2 of their University training (if applicable). Applicants with previous University or Polytechnic study are required to submit current official transcripts from all schools where they studied.