

## Applying to

The Joint Graduate Program in Communication and Culture

At York University

### Application steps:

1. Submit your online application by **the advertised deadlines for international or domestic students (they change slightly each year)**. This must be reviewed and uploaded by Admissions before you can go on to step 3. (See More Information below).
2. The rest of the application is made through **My File** where you can upload your transcripts. If you are offered admission, it will be conditional upon receipt of an official copy of your transcripts being received by the University. If you are a York student, York transcripts will be run off the system.
3. On the **Supplementary Information Form** you will list your three referees. (See More Information below.)
4. You may upload your statement of interest either through the Supplementary Information Form (which limits the word count to 500) or, if your statement is longer than 500 words, you may upload it separately. You do not need to do both.
5. Upload your resume/C.V. and written work. If you have a portfolio or other supporting documentation that you cannot upload, you may send it directly to the program office. All submissions become the property of the program and will not be returned.

### DEADLINES:

It is important to apply and complete your application as quickly as possible. We start adjudicating files as soon as they are complete, so late receipt of documentation or references will delay reviewing your application.

**IMPORTANT:** The University closes for a 10-day period around 25 December - 1 January. Any application made during that time will not be vetted by the Admissions Office and uploaded until after the University reopens in January. Due to the backlog of applications during this period, you may experience a delay in processing your initial application in January.

### MORE INFORMATION ABOUT THE ABOVE STEPS

**Step 1** – Prior to the closure as outlined above, at this time of year **it can take 72 hours (3 business days)** for your initial online application to be processed. After your application has been reviewed and uploaded, you will receive an email with your York ID. At this point you must go through **My File** to access the **Supplementary Information Form**. Make sure you know which email address you have used on your application and check it regularly. Some applicants have multiple email addresses and don't always remember which one they have used.

**Step 3** – Once you have submitted the SIF, your referees will receive an email from Graduate Admissions asking them to fill out a recommendation form and submit a reference online. If they decline to do so, they are asked to contact the applicant directly. Frequently the automated York message is filtered off into the recipients junk or spam folder. If they do not hear from York within 24 hours please ask them to check their junk or spam folder.

Finally....

Other than over the holiday break mentioned above, if you have waited more than five business days after your initial application and have not yet received your York ID, please contact our program secretary, Stephanie Margetts <[smargett@yorku.ca](mailto:smargett@yorku.ca)> and she will assist you.