

ADMISSIONS CHECKLIST - MFA IN DESIGN STUDIES

- ☐ **1. Application form.** The applicant must complete and sign an application form.
- ☐ **2. Personal statement of intent.** The applicant must provide a personal statement discussing reasons for graduate study.
- ☐ **3. Application fees.** A 500 QAR graduate application and processing fee must be submitted in the form of cash or credit/debit card withdrawal to VCUQatar's cashier.
- ☐ **4. Academic documentation.** Original or officially certified copies of all grade reports for all secondary and university studies, as well as original or officially certified copies of all academic diplomas, certificates and national or other major examination results must be submitted to VCUQatar. Official records must be submitted in the native language and must be accompanied by an official English translation. All documents will be evaluated by VCUQatar admissions staff. Official records should be sent along with your application in a sealed and stamped envelope from your institution of study to: **VCUQatar, Office of Admissions, PO Box 8095, Doha, Qatar** or delivered to **VCUQatar, Office of Admissions, Education City, Qatar Foundation, Luqta Street, Doha, Qatar**.
- ☐ **5. Proof of English proficiency.** All applicants who have not studied in an English-speaking country must take the Test of English as a Foreign Language (TOEFL) offered by the Educational Testing Service in countries throughout the world, and arrange for the testing agency to send the test results to VCUQatar. Students may also take the International English Language Testing System (IELTS) test, jointly managed by the University of Cambridge ESOL Examinations and British Council. Other English tests listed on the application are also accepted.

The recommended minimum TOEFL score for graduate admission to VCUQatar is either: paper-based: 570; computer-based: 230; Internet-based: 88. IELTS scores of 6.5 or greater also may be acceptable. Students may, in some cases, be admissible with scores lower than those listed above as determined by the graduate faculty and Office of Admissions at VCUQatar.
- ☐ **6. Portfolio.** The admissions decision is also based upon the ability of the applicant to present a portfolio demonstrating knowledge of design issues. The portfolio should be submitted on a CD together with the application.
- ☐ **7. References.** Two (2) letters from supervisors, former teachers or other mentors recommending aptitude for graduate study. You should give the Reference Forms to your recommenders. Afterwards, include them with your application in a sealed and stamped envelope from your recommenders.
- ☐ **8. Resume.** Include all activities, education, projects and jobs you participated in with relevance to your application.

Application deadline

15 April 2009. Applications submitted after the deadline will be considered on a rolling basis.

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