

## **MFA in Creative Technologies Graduate Program - Application Process**

The general Graduate School guidelines for application to Virginia Tech can be found at <http://graduateschool.vt.edu/admissions/how-to-apply.html>.

### **Applying to the Program**

The application includes two parts: a set of documents that you will upload electronically to the Graduate School application site and a digital portfolio that you will send on disk or by URL to the School of Visual Arts (SOVA). If sent by mail, the portfolio must be postmarked by the annual **application deadline of January 15**.

### **How to Apply**

We encourage applicants to read all directions thoroughly when filling out the online application. For questions about the online application process, please call the Graduate School at 540-231-8636. For questions about portfolio requirements, please contact Professor Rachel Weaver at [rlw@vt.edu](mailto:rlw@vt.edu) or Professor Les Duffield at [duffles@vt.edu](mailto:duffles@vt.edu). Complete the online application, which includes submitting a non-refundable application fee. The School of Visual Arts recommends students for admission to the Graduate School; however, the Dean of the Graduate School determines actual acceptance for admission.

No applications will be reviewed until all application materials are completed and received.

Visit <http://graduateschool.vt.edu/admissions/how-to-apply.html> for details on applying to graduate school at Virginia Tech.

### **Application Materials:**

#### **Materials to Submit to the Graduate School**

##### Three Letters of Recommendation

The Graduate School's online application process will ask for the email addresses of three references. Please have the three email addresses ready before you begin the online application. The references will be notified by the Graduate School via email and asked to upload their recommendation letter electronically. Secure your references early in the process in order to allow enough time for your references to provide letters.

##### Resume

Please submit an online resume or curriculum vitae detailing your academic and professional achievements.

### Letter of Intent

Please submit an online letter of intent to the SOVA MFA Committee. State the area of specialization you'd like to pursue, whether you would like a teaching assistantship, describe your submitted work, and the academic goals you want to accomplish through graduate study at Virginia Tech. Applicants are expected to have a base competency in the Adobe Creative Suite or similar software and experience with software that is relevant to their area of interest. Include information about your knowledge and experience in your letter of intent.

### Official Transcript(s)

Submit your official transcript at the Application for Graduate Admission portal. **If you are accepted, please mail a hard copy of the transcript to the Graduate School.** The Graduate School must receive *official* transcripts (with English translations) by the application deadline.

Graduate School mailing address:

Graduate Admissions (0325)  
Graduate Life Center at Donaldson Brown  
Graduate School, Virginia Tech  
Blacksburg, VA 24061

**NOTE:** *Virginia Tech current or former students do not need to submit official transcripts to the Graduate School.*

### TOEFL

TOEFL (Test of English as a Foreign Language) scores are required of all international students whose first language is not English, except those applicants who have graduated from an accredited university where English is the language of instruction. The university-wide minimum requirement is 80 for Internet, 213 for Computer, and 550 for paper. TOEFL scores are not required of US permanent residents and US naturalized citizens.

Official test scores should be sent to the Virginia Tech Graduate School, institution code 5859. Do not enter a department code.

### **Assistantship Applications**

When filling out the online application form, check the box indicating that you are interested in being considered for a graduate assistantship. There is no individual form required for applying for graduate assistantships.

**NOTE:** The School of Visual Arts does *not* require the GRE.

### **Materials to Send to the School of Visual Arts**

#### Electronic Portfolio

Submit an electronic portfolio of your work on DVD, CD, or as a website link. Please use standard file format types (pdf, jpeg, mov, mp3, mp4, etc.) for your portfolio and include a reasonable number of examples for faculty to accurately evaluate your work (i.e., 20 images, up to 6 minutes of video, etc.). Include an inventory list describing each piece

(title, medium, dimension, date, etc.). Unless it is integral to your work, please do not format the DVD as a presentation because the contents of the DVD will be copied to another computer for viewing. If your work includes original apps or games, please document them sufficiently for the admissions committee to understand and see how they work.

The portfolio should be mailed directly to SOVA and postmarked by the annual application deadline.

**Send To:**

*School of Visual Art (SOVA)  
Armory 203  
201 Draper Road (MC 0103)  
Blacksburg VA, 24061*

**Checklist for Your Application:**

*For the Graduate School at Virginia Tech*

- Application for graduate admissions
- \$75 non-refundable application fee
- Email addresses of three references
- One set of official transcripts
- Resume or curriculum vitae
- Letter of intent

*For the School of Visual Arts at Virginia Tech:* Electronic portfolio and inventory list