

Dear Potential Applicant,

Thank you for your letter of interest in the School Theatre, Television and Film (TFM) Graduate Program. TFM offers production and media management specializations. An undergraduate degree in film and television production, or equivalent experience, is encouraged for those wishing to apply to this highly competitive production specialization. Creative track record, industry internships and/or employment with film/TV companies are helpful, and familiarity with digital editing and camera systems is essential.

Many of your questions are answered in detail on the SDSU website <http://gra.sdsu.edu/> Just go to the "Graduate Admissions" link. There you will find details about how to apply to graduate school. In order to be accepted as a graduate student in the TFM Program, **you must first qualify for admission into the California State University system.** You will find an explanation of how to apply electronically for Graduate Study in the California State University system at the CSU graduate Admissions website ([www.csumentor.com](http://www.csumentor.com)). Finally, you will find the catalogue listing of current TFM courses at <http://coursecat.sdsu.edu/GB0304/TFM.pdf>

International students should seek additional information about tuition, visas, and related matters from the International Student Center ([isc.resources@sdsu.edu](mailto:isc.resources@sdsu.edu))

Following is a summary of the materials the TFM program will require in your application package, followed by the specific steps you must take to apply for Graduate Studies in the School of Theatre, Television and Film at San Diego State University.

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School of Theatre, Television and Film  
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## **Guidelines for Applicants to the Graduate Program in Television, Film, and New Media Production (TFM)**

**NOTE:** The master's degree program in Television, Film, and New Media Production (TFM) accepts applications for admissions for the *fall semester only*. The application deadline is **March 1<sup>st</sup>**, or if this falls on a weekend, the nearest Monday after March 1st:

This graduate program is designed for candidates who have the creative/artistic potential, discipline, and organizational skills to complete original, provoking, and significant narrative, documentary or digital production work at a professional (or near professional) craft level during their course of study in the program. While previous academic achievement is desirable, such accomplishments are only one indication of a candidate's potential for success. Beyond the general University application, these guidelines indicate the additional materials that applicants should send directly to the Graduate Adviser of the graduate program in **Television, Film, and New Media Production**. Send the following materials directly to:

**Professor Greg Durbin, TFM Graduate Advisor  
School of Theatre, Television and Film  
San Diego State University  
San Diego, CA 92182-7601**

1. **A resume** to include any film and/or video production experience you have had. (Note: if you come from a discipline other than media, we strongly advise you to acquire basic training either in community college media courses or one of the many intensive media production training programs offered across the country. At minimum, you will need to provide tangible evidence of your craft skill level).
2. **The best evidence you can provide of your creativity.** While a sample reel on DVD is likely to be the most useful evidence of your creativity, other examples might include a sample of original work such as a play, story, or screenplay (for writers/directors), or visual material such as drawings (storyboards), designs, or studio photography which might reflect your skills with lighting, framing, and composition. The **Sample Reel** should be a film or video **on DVD** with credits clearly indicated. Your role in the work must be made clear to us. The Selection Committee will look at 10 MINUTES MAXIMUM. You may submit part of a longer piece, selected clips, a short film or short films.
3. A list, by author and title, of **six books** (novels, plays, essays) that have influenced you artistically.

4. **A list of 3 films (narratives, documentaries, experimental), plays, or TV programs** that you admire, and, devoting one paragraph to each work, an explanation of what interests you in them.
5. A list and description (in a sentence) of your **hobbies and interests** outside of film, video, and theater.
6. **Personal Statement:** A short (2-3 pages) essay (separate from the application form) detailing your creative and career goals, and how you think this program will benefit you.
7. **Three letters of recommendation** from academic and/or professional sources who can speak to your ability to achieve artistically and creatively in Media Production. These letters may be included in your application in sealed envelopes, signed over the seal by the respective writers.

## Specific Steps to Apply for Graduate Studies

1. Fill out the University Application form. This can be obtained on the web at [www.csumentor.com](http://www.csumentor.com). You are required to submit the CSU Application form to the SDSU Office of Graduate Admissions. Submit both the application and the \$55 fee online. Your application will not be processed without the fee.
2. You will be told to provide all supporting documents to the School of Theatre, Television and Film (see items 1-7 above).

NOTE: If you are an international student, there are several additional procedures you will need to complete, including:

- Getting your transcripts evaluated by a Foreign Education Evaluation service
- Taking the Oxford Spoken English exam and submitted results.
- Achieving a TOFEL of at least 550 (213 Online).
- Providing proof of degree awarded in your first language
- Completing a Financial Statement.

These procedures take longer than domestic applications, so it is vital that the process be started early and that you keep track of your application status by contacting the Graduate Admissions evaluator for international students at (619) 594-4178.

3. Take the Graduate Record Exam. The School of Theatre, Television and Film requires a minimum score of 450 on the Verbal and a level 4 or better on the GRE writing. While it is advisable to submit a Quantitative score (math), this is not a major factor considered by the Selection Committee.
  
- 4 Two sets of official transcripts (in sealed envelopes) from *all* post-secondary institutions attended. Transcripts may be sent directly from the issuing institution, or the student may mail or hand deliver the transcripts provided that they are in sealed envelopes originating from the institution. International students must provide transcripts and proof of degree in the original language as well as a certified English translation.

NOTE: The School of Theatre, Television and Film requires minimum grade point averages (GPA of 3.4 in the last 60 semester units attempted or an overall undergraduate GPA of 2.8 with a 3.0 in the last 60 semester units attempted.

**TRANSCRIPTS AND GRE TEST SCORES SHOULD BE SENT TO:**

Enrollment Services  
Graduate Admissions Document Processing Unit  
San Diego State University  
San Diego, CA 92182-7416

Once the file is complete the School of Theatre, Television and Film will make an admission recommendation to the Graduate Admissions Office, who will render final approval. If the recommendation is for admission, and the student has a deficient GPA, a letter of support from the Graduate Advisor must accompany the Department Recommendation form stating the reason for the exception. If approved, you will be accepted on a provisional basis. Graduate Admissions will send you official notification as to your admission or denial at a later date. With rare exceptions, Graduate Admissions accepts the recommendation of the Graduate Advisor.

Information about all state, federal, and institutional aid programs is available from the Financial Aid Office. Call (619) 594-6323 for more information.