

Graduate Application

Master of Arts in Radio and Television

Department of Broadcast & Electronic Communication Arts

Application Procedures

Please note that you must apply to both the University and the BECA Dept Graduate Office separately. The SFSU application must be returned to the SFSU Graduate Studies office (ADM 254). The BECA Department application must be returned to the Graduate Coordinator of the BECA Dept Graduate Office. Do not send either the SFSU application or the application fee to the BECA Department.

University Application Procedures

University Graduate Application forms and information materials, including those for international students, may be downloaded at www.sfsu.edu/~gradstdy, or you may write to SFSU Graduate Studies (ADM 254), San Francisco State University, 1600 Holloway Ave., San Francisco, CA 94132. On-line application is available at this website.

Please Note: Foreign students must submit the results of the TOEFL/TWE (Test of English as a Foreign Language). Minimum score for graduate admission is 213 on the TOEFL.

BECA Department Graduate Application Procedures

BECA Department Application forms may be obtained at www.sfsu.edu/~beca, or by writing to: Graduate Coordinator, Broadcast and Electronic Communication Arts Department, 1600 Holloway Ave., San Francisco, CA 94132. You may also email correspondences to becagrad@sfsu.edu. Please address all correspondence to the BECA Graduate Coordinator.

A complete DEPARTMENT graduate application will include the following:

1. **BECA Graduate Application form.**
2. **Three letters of recommendation.** The Department prefers that these letters be from former professors who know your university level work and can predict your success in a graduate program. Professional references, however, may be submitted if for any other reason you cannot obtain letters from former teachers. Recommenders should be able to comment on your work habits, writing ability, and other characteristics that would reflect on your ability to do well in the program.
3. **All college/university transcripts:** You will provide the department with official OR unofficial transcripts for all university level coursework you have completed. Please be aware that the BECA Graduate Office does not receive transcripts sent to the University's Admissions Office. Therefore, you need to send these copies separately to our department. (You must also send an OFFICIAL COPY of your transcripts to the University's Admissions Office.)
4. **Graduate Record Examination (GRE) scores or TOEFL and TWE scores.** All students whose undergraduate work was completed in English should take the GRE. Students whose undergraduate degree was earned from an institution where instruction was in a language other than English should take the TOEFL and TWE.
5. **Statement of Purpose:** 500 word essay. For details, see BECA Application Form.

GRE and TOEFL/TWE Exams

- (a) The BECA Department requires the verbal, quantitative, and analytical test scores of the GRE. No advanced test is required.
- (b) Information about the GRE or TOEFL and TWE may be obtained from the Educational Testing Service in Princeton, New Jersey; by calling (800) GRE-CALL; at the E.T.S. website (www.ets.org); or from the Testing Center, SFSU (415) 338-2271.
- (c) Remember, the report of GRE scores or TOEFL and TWE scores takes from 4 to 6 weeks to arrive after the exam is taken. The exam **MUST** be taken by January to meet the March 1 deadline; and by September 1 to meet the October 15 deadline. In other words, your scores **MUST** reach our office by March 1st for Fall admissions; and by October 15th for Spring admissions. Scores from exams taken in February **do not** arrive on time.
- (d) Exam scores more than five years old on the due date for applications are not acceptable.
- (e) When the GRE is taken, the University code number 4684 for San Francisco State University and the Department code number 4505 for Radio, TV and Film, should be given. If you use the code for any other discipline, your scores may not be received in this office in time for your application to be evaluated.
- (f) International students: if you earned your undergraduate degree in English, take the GRE exam. Otherwise, take the TOEFL and TWE exam.
- (g) It would be helpful to us if, when you receive your GRE or TOEFL and TWE scores, you would send us a photocopy. This would help us ensure that we have access to your scores in a timely manner.

The SFSU application must be returned to the SFSU Graduate Studies Office. The BECA Department application must be returned to the BECA Graduate Coordinator. **Do not send either the SFSU application or the application fee to the BECA Department.**

University and BECA application periods for United States Residents and International Students:

FALL SEMESTER Application Deadlines: November 1st to March 1st

SPRING SEMESTER Application Deadlines: September 1st to October 15th

*We are aware that the University application form may list a different submission period. If so, please disregard it and follow the submission period listed in this packet. **Nevertheless**, if you are applying for Fall admissions, we strongly suggest that you submit your University application during the month of November, or as soon thereafter as possible.*

Please note that applications received by the SFSU Graduate Studies Office either before or after the application period will be returned. Materials received by the BECA Graduate Coordinator outside the application period will be retained in the BECA Graduate Office.



Graduate Application Form

Master of Arts in Radio & Television

BECA Graduate Office, CA 133
Department of Broadcast & Electronic Communication Arts
San Francisco State University
1600 Holloway Ave.
San Francisco, CA 94132

APPLICATION DEADLINES

October 15th for Spring Semester Admission
March 1st for Fall Semester Admission

Applicants must also apply separately to the University.
The BECA Department cannot accept candidates without University clearance.

Name (last, first, middle): _____

Semester Applying: Fall Year: _____
 Spring

Mailing Address

Street: _____

City: _____ State: _____

Zip Code: _____ Country: _____

Telephone Number: _____ Social Security #: _____

Email Address: _____

Please supply the following for the graduate admissions committee:

1. Grades:

Overall College/University Grade Point Average: _____

Grade Point Average in Major field of Study: _____

Last Semester's Courses & Grades:

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2. Recommendations: List names of people who are supplying recommendation letters. Please provide them with the attached recommendation letter form.

(For questions 3 through 6 below, if more room is needed, submit information on a separate sheet of paper)

3. Academic Background: All colleges listed on your University application should be included here. Be sure to send us one copy of your transcript from each college listed below.

School	Years Attended	Degree	Major	Minor

4. Academic Honors: List scholarships, fellowships, and awards received.

5. Professional Background: (You may also attach a resume).

6. Creative Work Projects and Special Achievements: (completed or in progress). Please do not send copies of tapes or other projects. We are unable to review them as a part of the admissions process.

7. Dates Tests Taken: GRE *OR* Date: _____
 TOEFL/TWE Date: _____

Please remember: Tests must be taken by January in order for score reports to be received by our department before the March 1 deadline (for Fall admissions), and by September 15 to be received before the October 15 deadline (for Spring admissions).

8. Statement of Purpose: Please write a 500 word typed essay in which you describe the reasons for you interest in electronic communication, your possible role or future in the field, and your reasons for wanting an M.A. in Broadcast & Electronic Communication Arts at San Francisco State University. This statement should reflect on your creative and intellectual goals as a graduate student and in your future career.

Return application, along with essay, transcripts, letters of recommendation, and official GRE or TOEFL scores to:

**BECA Graduate Office, CA 133
Broadcast & Electronic Communication Arts Dept
San Francisco State University
1600 Holloway Avenue
San Francisco, CA 94132**

I certify that the information submitted in this application is true, complete and accurate. I understand that any misrepresentation will be cause for denial of admission.

Applicant's Signtature: _____

Date: _____

-----for office use only-----

date received: _____

received by: _____

Recommendation Form

Master of Arts in Radio & Television

BECA Graduate Office, CA 133
 Department of Broadcast & Electronic Communication Arts
 San Francisco State University
 1600 Holloway Ave.
 San Francisco, CA 94132

Applicant: Fill top portion of the page and give to recommender

Name of Applicant _____ Date: _____

Semester Applying For: Fall SS#: _____
 Spring

Under the provisions of the Family Educational Rights and Privacy Act of 1974, I waive my rights to access this letter. San Francisco State University can consider it confidential.

I agree to waive access to this letter I do not agree to waive access to this letter

Applicant's Signature: _____

The person named above is applying for admission to the Master of Arts program in Broadcast & Electronic Communication Arts. Please comment on the applicant's ability to carry on graduate study and research, the candidate's general character, stability, and preparation for a career in the field of Broadcast & Electronic Communication. Compare the applicant to others you have known in this field. Send to Graduate Coordinator at above address. If you find the form below inappropriate for your purposes, please feel free to leave it blank and continue your comments on the reverse side of this page or in an attached letter.

I would rank this student in the top _____ % of the approximately _____ students I have taught in _____ years.

	<i>Upper 1 or 2%</i>	<i>Upper 10%</i>	<i>Upper 25%</i>	<i>Upper 50%</i>	<i>Lower 50%</i>	<i>No Basis for Judgment</i>
Breadth of General Knowledge						
Ability in Oral Expression						
Ability in Written Expression						
Perseverance						
Imagination and Creativity						

Name: _____

Institution/Position: _____

Signature: _____

Date: _____