

# Applying to The Joint Graduate Program in Communication & Culture at York University

## Application Steps:

1. Submit the Graduate Application Form by **the advertised deadlines for international or domestic students**. This must be reviewed and uploaded by Admissions before you can complete the rest of your application.\*
2. The rest of the application is completed through **MyFile**. Upload your unofficial transcripts. If you are admitted, it will be conditional upon receipt of an official copy of your transcripts. If you are a York student, York transcripts will be generated off the system.
3. On the **Supplementary Information Form** you will list your three referees.\*\*
4. Upload your writing sample, statement of interest (MA applicants) or proposed plan of study (doctoral applicants), and resume/CV to MyFile.

## 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.

**Please note:** 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.

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\*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 **MyFile** to upload your documents. 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, Moira Scott [comcult@yorku.ca](mailto:comcult@yorku.ca).

\*\*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 into the recipient's junk or spam folder. If they do not receive an email from York within 24 hours, please ask them to check their junk or spam folder.