

## **SPECIAL INDIVIDUALIZED PROGRAMS (SIP) APPLICATION CHECKLIST**

- Completed Concordia University Graduate Admission Application and Fee;
- Curriculum vitae or résumé (*2 pages*);
- Official transcripts from all previous university-level studies;
- International applicants: TOEFL or IELTS results;
- Proof of Canadian Citizenship, Permanent Resident Status or Refugee Status;
- 500 word statement of purpose;
- Samples of applicant's work, where relevant;
- 3 Concordia University Academic Assessment Forms, duly completed by the applicant's referees;
- Program Proposal:
  - ◆ detailed statement of the fields of study and the core areas to be covered in the proposed program,
  - ◆ a concise description of the proposed research, including expected outcomes,
  - ◆ rationale for pursuing an individualized program,
  - ◆ statement explaining the relationship between the proposed members of the supervisory committee and the core areas of the proposed research,
  - ◆ proposed courses (18 credits) central to the proposed program of study, including one 3-credit research seminar and 6 credits in regularly scheduled graduate courses,
  - ◆ bibliography (*2 pages*).

*Model proposals from previous years are available for consultation from the SIP Coordinator upon request.*
- Letters of intent from at least three potential supervisory

committee members, one of whom is designated Principal Supervisor, including their curriculum vitae.

*Guidelines for these letters are available from the SIP Coordinator upon request.*

- Letter from the Associate Dean of the Faculty to which the Principal Supervisor belongs. This letter should state the Faculty's approval of the resource implications of the applicant's proposed program of study. This includes permission to use relevant university facilities such as laboratories, studio space, etc.; it also includes permission to enroll in existing graduate courses or tutorials, subject to the approval of the instructors concerned.

*Form to obtain this letter is available from the SIP Coordinator upon request.*

***Please note that all application materials (including the above mentioned letters) must be sent directly to the Graduate Admissions Application Centre, P.O. Box 2002, Station H, Montreal, QC, Canada, H3G 2V4***

10/11/11