



Transfer Admission Application Check-List

- Admission Application** – Applications may be completed and mailed to the office of admissions or completed and sent electronically on the web at www.woodbury.edu. The application fee is \$50.00.
- Transcript(s)** – Submit official college transcripts of all institutions attended. High School transcript is required as well if you did not earn an Associate Degree. Transcripts must be submitted sealed (unopened) to the office of admissions or mailed directly from the issuing institution(s).
- Portfolio** – A collection of your artistic work in any desired format for students applying for any of the design majors. Not required for admission but is necessary for faculty review.
- Personal Statement** – An essay, at least 500 words, in a topic of your choice (see admission application for suggestions). Please note the personal statement is optional but highly recommended.
- Letters of Recommendation** – Three letters of recommendations from teachers, academic counselors, or other academic or professional personnel. Please note letters of recommendations are optional but highly recommended.
- Interview** - An interview, in person or by phone, may be requested by an admissions counselor.

Please make sure you mail your admission application and all other required documents to:

**Woodbury University
Office of Admissions
7500 Glenoaks Blvd.
Burbank, CA 91510**

Contacting your admission counselor

Please call the office of admissions at **818-252-5221** for assistance with your admission application, to inquire about your admission application status, or to speak directly with your admission counselor. You may also request a campus tour and/or a visit with your admission counselor by scheduling an appointment.