

graduate application and admission requirements

**application form**

All applicants are required to submit a completed application form together with their supporting documents.

**application fee**

For domestic applicants, a \$60 [USD] fee must accompany the application form; for international applicants, a \$75 [USD] fee must accompany the application form. Payment of this fee may be made with a check or money order payable to Woodbury University.

**academic transcripts**

Official transcripts from all schools attended are required, regardless of credit received or courses completed. International students must submit certified and/or official copies of their academic records with English translations. These items must be submitted sealed [unopened] to the office of admissions or mailed directly from the school.

**interview**

An interview, by person or by phone, is required. **Once all application material is submitted**, contact the School of Architecture (at the respective campus phone numbers listed above) to make arrangements.

**letters of recommendation**

Three letters of recommendation, attesting to the applicant's academic achievements or professional experience, written by academic or professional personnel, counselors, supervisors, or teachers, are required for all graduate applicants. The letters should be submitted on the sender's letterhead and signed into a sealed [unopened] envelope.

**portfolio**

All graduate applicants are required to submit a portfolio of creative work conveying the scope of their design sensibilities. The work can be both educational and professional. Portfolios should be no larger than 9x12 inches and no smaller than 5x7 inches. Although bound and printed submissions are preferred, CD's or DVD's will be accepted. We will not accept work submitted on slides. If you would like your portfolio returned, include a self-addressed envelope with sufficient postage affixed. Unclaimed portfolios will be discarded. Refer to architecture.woodbury.edu for portfolio details.

**resume**

All graduate applicants are required to submit a resume or curriculum vitae. This information should list the applicant's academic research, professional experience, or published works.

**statement of purpose**

This one-to-two page essay should describe the applicant's educational and/or professional background and his/her reason for pursuing a graduate architectural education at Woodbury University School of Architecture. Applicants to the MIA and MSArch program should articulate and outline a research agenda(s) which they wish to pursue in the program.

**test scores**

Applicants to the professional Master of Architecture programs with an undergraduate GPA less than 3.0 are required to submit test results from the Graduate Record Exam General Test [GRE]. For more information on the GRE, go to www.ets.org/gre. Students should take exams no later than January of the application year.

**international students***certified bank affidavit*

The international applicant must provide a certified bank affidavit for each source of funds, including personal funds. This requirement is set by the United States Citizenship and Immigration Services [USCIS] and must be met before any university is permitted to issue an I-20. The Bank Affidavit may be submitted in the form of an ORIGINAL bank statement [checking and/or savings account] issued within the last six months. Photocopies of original documents cannot be accepted. All documents must be original and translated into \$ [USD].

english language proficiency

Demonstration of proficiency in the English language is required for admission to Woodbury graduate programs. Applicants should request that an official copy of their TOEFL [Test of English as a Foreign Language] or IELTS [International English Language Testing System] scores be sent by the affiliated organization to Woodbury University's Office of Admissions. The minimum TOEFL score for admission is 550 [paper-based] | 220 [computer-based] | 83 [internet-based]. The minimum IELTS score for admission is a 6.5. For more information on these two testing systems, please visit www.toefl.org or www.ielts.org.

credential evaluation report

Include an official Credential Evaluation Report from a NACES approved agency. For a list of NACES approved agencies, please visit www.naces.org.

passport - and / or - current visa

Include a copy of the student's passport and visa in the application submittal.

personal information			mailing address [if different from address at left]		
first name	middle initial	last name	street address	apartment or suite	
preferred . or previous name [if applicable]			city	state	zip code
social security number		date of birth	country	day phone	
street address			evening phone	fax [optional]	
street address line 2 [optional]		apartment or suite	e-mail		
city	state	zip code	country of citizenship		
country	day phone		country of birth		
evening phone	fax		if not a US citizen, are you a permanent resident of the US? [ie. a green card holder]		
e-mail			do you have a US visa?	if yes, what is the visa type?	how long have you resided in the US?

guardian | spousal information [please indicate to whom you are married or, if applicable, your legal guardian or sponsor]

name		relationship
street address		apartment or suite
city	state country	zip code
phone		college degree
occupation		employer

name		relationship
street address		apartment or suite
city	state country	zip code
phone		college degree
occupation		employer

family data

please list any relatives who currently attend or have attended woodbury university.

name	relationship	year graduated

academic profile

grade point average

4.00 scale unweighted	class rank class size	out of # semesters
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my school does not rank students☐

☐ my school has a different rank system

GRE

subject	score	test date
subject	score	test date
subject	score	test date

TOEFL | IELTS

toefl ielts score	test date
i am registered to take the toefl ielts	test date

educational background

high school	location	date graduated or earned ged	
college university	location		
	major	from to dates attended	degree
college university	location		
	major	from to dates attended	degree
college university	location		
	major	from to dates attended	degree
college university	location		
	major	from to dates attended	degree

employment background

position title	company	employment dates
position title	company	employment dates
position title	company	employment dates
position title	company	employment dates
position title	company	employment dates

awards

please list any academic awards | honors you have earned.

award honor	college organization	year achieved

activities

please list your school, college or community activities.

activity position	college organization	year

have you previously applied to woodbury university? if yes, when?

have you spoken with a woodbury representative? if yes, who, when, and where?

how did you first learn about woodbury university?

please list the other institutions to which you are applying.

mailing instructions

Mail Los Angeles campus applications to the Los Angeles address and San Diego campus applications to the San Diego address.

I certify that all of the information included in this application and the documents submitted to complete my admission application to Woodbury University are true and correct, and that all institutions I have attended are listed. I also understand that my admission is subject to verification of graduation and is contingent upon satisfactory completion of all current course work prior to enrollment. In the event of admission to Woodbury University, I understand that false or misleading information given in my application may result in disqualification from admission or enrollment into any given program.

deadlines

For annual deadline information, refer to architecture.woodbury.edu or speak with an admissions counselor.

applicant signature

Woodbury University does not discriminate on the basis of race, national or ethnic origin, sexual preference, or physical disability in the administration of its admission and educational policies, scholarship and loan programs, and other university administered programs. It does not discriminate on the basis of sex in educational programs or activities that it operates.

date