

Graduate School of Architecture & Urban Design

Instruction sheet for online application + financial aid for Doctor of Sustainable Urbanism

REQUIRED APPLICATION INFORMATION & DEADLINES

All candidates must submit an online application as directed below. The online application is found at samfoxschool.wustl.edu/admissions/graduate. **The final deadline for fall 2018 candidates to submit application materials is April 15; however, candidates who submit all application materials by January 15 will be given priority consideration for admission and financial aid.**

The following application materials may be submitted in stages; however, all materials must be received by the application deadline. **No applicant will be considered for admission until all required items have been received by the Office of Graduate Admissions for the Graduate School of Architecture & Urban Design.**

ONLINE APPLICATION MATERIALS

1. Personal information.

2. A statement of purpose (five-page maximum). The statement of purpose should introduce yourself and outline how your past academic and practice experience has led to your current interest in the Doctor of Sustainable Urbanism program and your specific research proposal. It should also clearly indicate promise for your success in advanced graduate study. The statement should outline anticipated areas of focus and research questions of interest in enough detail to convince the selection committee that you understand the scope of research in the discipline, and outline how your proposed research engages with current program faculty research.

Specifically, the statement of purpose should include:

- A one-page executive summary that precedes the detailed statement of purpose
- A summary of prior research experiences, courses, or projects that have prepared you for doctoral study
- Your intended research area of focus within the discipline of sustainable urbanism, and research questions of interest
- The range of disciplines, discourses, or methodologies you hope to explore during your doctoral studies
- Speculation on how your research will uniquely contribute to and advance the discipline

3. An autobiography and curriculum vitae. Provide a one-page autobiography plus a detailed curriculum vitae, which should include honors, educational accomplishments, publications, and relevant work or research experience (if applicable).

4. Writing sample. Include one writing sample on research you conducted. Indicate with whom you conducted the research, the title of the project, what your responsibilities were, and the outcome. A published sample is welcome but not required. Writing should reflect high scholarly or technical quality as expected in your field.

5. Supplemental materials (optional), such as research papers, books, and conference presentations, are welcome, provided that they indicate evidence in support of your research proposal. You may upload these materials to the online application system (PDF format). You are also welcome to mail hard copies directly to our office; the mailing address is listed on the final page of this instruction sheet. Please note that hard copies **will not** be returned to you.

6. Three letters of recommendation, to be completed by teachers, professionals, or other individuals well acquainted with your major area of study. These three letters will be submitted through the online application process. Please note that, along with other contact information, you will need to provide each recommender's accurate e-mail address.

7. A non-refundable \$85 application fee. Note: The \$85 application fee will be waived for applicants who complete their online application by November 30. Beginning December 1, the application fee is \$85, and must be paid online by credit card.

8. Official transcripts. Upload a digital copy (PDF format) of transcripts from all colleges and universities attended. When submitting digital academic records from multiple schools, please organize those records for submission as a single PDF upload.

*NOTE: At a later stage in our process, applicants who are admitted and plan to enroll must arrange for us to receive official, hard-copy transcripts. At that time, only official transcripts sent to us directly from the schools attended will be allowed. Additionally, students who have attended a Chinese university must have their degree verified—in English—by the China Academic Degrees and Graduate Education Development Center. The degree confirmation should include verification of the English versions of final transcripts and degree certificates. All verification reports must be sent to us directly by the CDGDC to be considered official. Official transcripts as well as degree verifications are due to our office no later than August 1.

9. GRE scores, provided by the testing service (optional). While GRE scores are not required, they are strongly recommended. To ensure official test score reports arrive as needed, please use our institution code (6929) and department code (4401) when making arrangements with the testing agency.

10. English language scores (if the applicant's native language is not English). A Test of English as a Foreign Language (TOEFL) score or International English Language Testing System (IELTS) score is required if the applicant's native language is not English. The minimum acceptable TOEFL scores are 90 on the Internet-based test, 577 on the paper-based test, or 233 on the computer-based test. The IELTS score minimum is 7.0. Note that an exception to the English test score requirement is made for candidates who have studied four years toward a baccalaureate degree in the United States. To ensure official TOEFL test score reports arrive as needed, please use our institution code (6929) and department code (12) when making arrangements with the testing agency. IELTS scores must be sent in hard-copy form to our office (see address on the final page of these instructions.) Please note that we will only consider scores from tests taken within the last two years.

11. Portfolio. A digital portfolio consisting of examples of scholarly, academic, creative, and/or professional work must be uploaded to our online application system. The portfolio should include evidence of past experience in urban design. If possible, this work should be related to the applicant's proposed research topic.

Important: Applicants submitting work done collaboratively, either in school or in the profession, should be as specific as possible about the extent of their personal involvement in such projects.

Portfolio formatting/technical requirements:

- Please submit the portfolio as a single PDF document, with a maximum file size of 20 MB and a maximum resolution of 150 dpi. All work should be produced in high-resolution digital images.
- Prepare the file for computer monitor viewing (i.e., horizontal orientation), with text that is at least 8 points large so that it is legible when viewed full-screen.
- Applicants may submit a maximum of 25 pages (note: 2-page spreads count as one page).
- The layout of the portfolio pages should be clear, with brief descriptions for each piece or project.

HARD-COPY APPLICATION MATERIALS

Applicants who are submitting IELTS scores must arrange to have the testing service send a hard-copy version of the scores to our office.

You may also send us hard-copy versions of any supplemental materials (research papers, books, conference presentations, etc.); please note that these hard-copy materials will not be returned to you.

Our mailing address is listed on the final page of this instruction sheet.

DEMONSTRATION OF MASTERY OF THE DISCIPLINE OF URBAN DESIGN

If accepted to the Doctor of Sustainable Urbanism program, students who do not already hold a post-graduate degree in urban design equivalent to Washington University's Master of Urban Design post-professional degree are required to either 1) demonstrate mastery of core material covered in Washington University's Master of Urban Design post-professional degree program or 2) register for the dual Master of Urban Design/Doctor of Sustainable Urbanism degree program. It is the student's responsibility to demonstrate equivalency.

FINANCIAL AID

In the 2017-2018 academic year, full-time tuition for students in the Graduate School of Architecture & Urban Design at Washington University is \$24,828 per semester. The cost of tuition plus living expenses brings fall and spring semester expenses (i.e, a 9-month period) to an estimated total of \$73,851.

Significant scholarship funding is available for qualified candidates to the Doctor of Sustainable Urbanism program. All applicants who expect to be reliant on any amount of financial assistance from Washington University to fund their studies must apply for financial aid by April 15. An application for financial aid will not influence decisions for admission to the Graduate School of Architecture & Urban Design, so there is no penalty for seeking aid. Priority for scholarships will be given to financial aid applications received on or before January 15.

Financial aid awards are based on separate considerations of academic excellence and financial need. Applicants to the graduate programs and returning students who submit their financial aid applications after the deadline will reduce their chances for aid and may receive appreciably smaller awards than students who apply on time.

Applying for Financial Aid

Applicants for financial aid who are U.S. citizens or U.S. Permanent Residents must submit the federal government's Free Application for Federal Student Aid (FAFSA), which can be completed online at www.fafsa.ed.gov. When completing the FAFSA, please include Washington University's code (002520) in Step 6 of the form to ensure financial data will be received as needed.

Citizens of other countries who do not hold U.S. Permanent Residence status must submit an International Student Application for Graduate Financial Aid. The 2018-2019 form is available for download from the Sam Fox School website at samfoxschool.wustl.edu/node/10877.

CONTACT INFORMATION

All questions about the application process and financial aid for programs in the Graduate School of Architecture & Urban Design may be addressed to:

Office of Graduate Admissions/Architecture & Urban Design
phone: 314.935.6227 or 1.800.295.6227 (within continental United States)
fax: 314.935.7656
odonnell@wustl.edu
samfoxschool.wustl.edu

Mailing address:

Admissions: Graduate School of Architecture & Urban Design
Sam Fox School of Design & Visual Arts
Washington University in St. Louis
Campus Box 1079, Givens Hall, Room 105
One Brookings Drive
St. Louis, MO 63130

Washington University encourages and gives full consideration to all applications for admission, financial aid, and employment. The University does not discriminate in access to, or treatment or employment in, its programs and activities on the basis of race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability, or genetic information. Applicants with a prior criminal history will not be automatically disqualified from consideration for admission. Inquiries about compliance should be addressed to the University's Vice Chancellor for Human Resources, Washington University, Campus Box 1184, One Brookings Drive, St. Louis, MO 63130.