SAM FOX SCHOOL OF DESIGN & VISUAL ARTS

Graduate School of Architecture & Urban Design

Instruction sheet for online application + financial aid for graduate study
MArch • MLA • MUD

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. **All parts of the application for fall enrollment are due by January 15.**

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 and academic information**.
2. **A statement of objective** of educational and career goals.
3. **A resume/curriculum vitae** (to include education and employment history, honors, awards, and extracurricular activities).
4. **Three letters of recommendation**, to be completed by individuals who know the personal and academic qualities of the applicant (preferably—although not necessarily—academic instructors). These three letters will be submitted through the online application process. Please note that, along with other contact information, the applicant will need to provide each recommender's accurate e-mail address.
5. **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.
6. **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.
7. **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.
8. **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.)
9. **Portfolio.** A digital portfolio showing examples of design work or work in the visual arts must be uploaded to our online application system. Please review our instructions on the next page carefully. The work represented in the portfolio—whether it includes drawings, photographs of architectural models, or artwork

(including various types of media such as paintings, sculpture, ceramics, or photography)—should be the best examples of the applicant's efforts.

Applicants who have not studied architecture previously should submit at least 15 examples of work in the visual arts and—if available—in the constructive arts (for example, photographs and drawings from small, three-dimensional built projects such as furniture, kiosks or decks.) The overall intention is to show work that demonstrates potential for accomplishment in further creative study.

Applicants who have pursued formal studies in architecture or landscape architecture **must** include examples of their design work related to those areas but are also welcome to include examples of other artistic endeavors.

Important: Applicants submitting work done collaboratively, either in school or in the profession, should note that the work was not entirely completed through their own efforts and 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). Front and back cover pages are allowed and would increase the maximum page limit to 27.
* 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. Our mailing address is listed on the final page of this instruction sheet.

JOINT DEGREE APPLICATIONS
To gain admission to a joint degree program involving another division of the University (e.g., Social Work, Business, or Construction Management), students must submit separate applications to—and gain admission from—both programs. Each program makes admission decisions independently. For more information, including addresses and contacts for the other University divisions, please visit the Sam Fox School website, samfoxschool.wustl.edu/node/4114.

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.

All students who expect to be reliant on any amount of financial assistance from Washington University to fund their graduate studies must apply for financial aid in January or early February. **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.** However, failure to apply for financial aid during the admission process and then requesting aid at a later time could jeopardize your chances of receiving aid. Scholarship funding is limited; priority for scholarships will be given to financial aid applications received on or before February 15.

Financial aid awards are based on separate considerations of academic excellence and financial need. Rather than concentrating larger awards to fewer students, our policy is to provide aid to as many applicants as possible by distributing awards to more students. 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. For additional information about financial aid, visit the Sam Fox School website, samfoxschool.wustl.edu/node/4123.

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 2017-2018 form is available for download from the Sam Fox School website at samfoxschool.wustl.edu/node/4123.

Financial Aid Application Deadlines

Applicants for financial aid who plan to enroll in the fall semester must submit their financial aid application form by February 15. All matriculating students must reapply annually for financial aid.

University-wide Scholarships

Some University-wide fellowships and scholarships open to applicants to the Sam Fox School's graduate degree programs require the submission of separate applications. These opportunities include the **Mr. and Mrs. Spencer T. Olin Fellowship for Women** (pages.wustl.edu/olinfellowship) and the **Chancellor's Graduate Fellowship Program** (pages.wustl.edu/cgfp), as well as the **McDonnell International Scholars Academy** (mcdonnell.wustl.edu), whose funding is intended for graduates of select universities outside the United States. Please visit the appropriate websites for further information.

CONTACT INFORMATION

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

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

All questions about financial aid should be directed to:

> Todd Farr, Financial Aid Awards Associate
> Phone: 314.935.3642
> Fax: 314.935.6462
> tfarr@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.

Washington University in St.Louis