

INSTRUCTIONS FOR APPLICATION TO GRADUATE DEGREE PROGRAMS

Online applications are encouraged but not required.

Please see the individual department instructions for the special requirements of the program to which you are applying.

Application Requirements

The application to graduate degree programs and required materials must be received by January 4.

Applications must be accompanied by:

1. **Statement of intent.** A concise statement of intent is required by the Admissions Committee in order to determine how well conceived are the applicant's plans for graduate study. The statement should be specific, well written, and should reflect your understanding of the discipline and your interest in this graduate program, and provide some indication of your professional goals or intentions.
2. **Letters of Recommendation.** Each applicant is required to submit three letters of recommendation, at least two of which should be from former teachers. Letters from former employers are also encouraged. These should be given to each person you have asked to write a letter for you. When completed, the recommender should send the form and letter directly to the School of Architecture. These letters must be received by the application deadlines given above. Enclosed are three letter of recommendation forms. Please follow the instructions on the letter of recommendation form.
3. **Portfolio showing evidence of interest in design** is required for all applications to the Architecture and Landscape Architecture programs. The portfolio should be carefully conceived, well designed, and neatly prepared. It should provide an indication of the applicant's aptitude for design. Such items as photographs of executed art-work, pottery, sculpture, photographic essays, and weaving have been submitted in the past. In addition, we have received prose, poetry, published writings, and illustrated reports as evidence of an applicant's interest and experience in dealing with design or aesthetic matters. All of these can be meaningful, and we encourage applicants to think freely about the manner in which they may meet this application requirement. No portfolio should be larger than 8 1/2 x 11 in. A thickness of 1/2 to 3/4 in. is desirable. When submitting your portfolio, a self-addressed, first-class postage stamped envelope for return of your portfolio is required. When no return envelope is provided, the portfolio will be retained by the School of Architecture.

Supplementary Materials. The portfolio is the primary means for communicating an applicant's aptitude for design. However, the portfolio may be supplemented with a few select examples of work which may be best viewed digitally. Please provide an accurate web address to a site that displays these supplementary materials. The admissions committee will not review slides, CD's, DVD's, or tapes.

4. **Official transcripts** are required for all undergraduate and graduate schools attended. Transcripts should be sent directly to the School of Architecture by the registrar of each school. (Transcripts submitted which are not in the original, unopened envelope provided by the registrar of each school will not be considered official and will need to be replaced.)
5. **Resume / CV.**
6. **GRE Scores.** The general test of the Graduate Record Examination is required of all applicants. Test scores should be forwarded directly from Educational Testing Services to the School of Architecture. The School of Architecture institution code number on the GRE form is 5820.

7. TOEFL Scores. International applicants whose first or native language is not English are also required to take the TOEFL examination. Test scores should be forwarded directly from Educational Testing Services to the School of Architecture. The School of Architecture institution code number on the TOEFL form is 5820.

8. A \$60 non-refundable application fee. Do not send cash. Checks or money orders should be made payable to U.Va. School of Architecture. Foreign checks accepted in United States dollars only.

Additional Requirements:

1. Architectural History applicants are required to submit a 250 word essay on a book in Architectural History that you have found important for your interests.
2. Architecture applicants are required to submit a 250 word essay on one designed or vernacular work of architecture or an urban condition that you have seen and found significant.
3. Landscape Architecture (Path A and Path A-Advanced Standing) applicants are required to submit a 250 word essay on one designed or vernacular landscape that you have seen and found significant.
4. Landscape Architecture (Path B) Applicants are required to submit a 250 word essay that should answer the following questions:
 - * What design issues and research topics do you want to explore in graduate school?
 - * Which faculty would you particularly like to study with at the University of Virginia and why?

USPS Address:
Graduate Admissions
School of Architecture
P.O. Box 400122
Charlottesville, VA 22904

FedEX/UPS Address:
Graduate Admissions
School of Architecture
Rugby Rd
Charlottesville, VA 22903

The Historic Preservation option is available in each program. Consult the Graduate Programs catalogue for the specific requirements for these options.

Applicants seeking credit for graduate work already completed must submit, in addition to official transcripts, course descriptions or outlines for those courses for which credit is sought. Credit is not given for graduate level courses taken while enrolled as an undergraduate.

Are you interested in the interdisciplinary certificate program listed below?

Historic Preservation

If you are applying for credit for graduate work already complete please check here:

Have you previously applied to the School of Architecture? Yes No If yes, year? Accepted? Yes No

List all colleges or universities you have attended. Begin with the most recent. (An official transcript is required for each undergraduate or graduate institution listed. These should be sent directly to: Graduate Admissions, University of Virginia, School of Architecture, Campbell Hall, P.O. Box 400122, Charlottesville, VA 22904-4122).

NAME OF INSTITUTION	LOCATION	FROM		TO		MAJOR	DEGREE	DATE	
		M	Y	M	Y			M	Y

Determine your grade point average (GPA) based on a 4.0 system. Compute as follows: A=4, B=3, C=2, D=1, failure=0. For each class multiply Grade Points, disregarding plus and minus, by the number of Credit Hours to get Grade Hours. Add Grade Hours for all classes to get Total Grade Hours. Then, to determine GPA, divide Total Grade Hours by Total Credit Hours.

GPA ALL UNDERGRADUATE COURSES

UNDERGRADUATE COURSES IN MAJOR

LAST TWO YEARS OF UNDERGRADUATE COURSES

Official Graduate Record Examination scores (verbal and quantitative exams) are required for admission to all graduate programs. These must be sent by Educational Testing Services. However, if you know your scores please enter them here. You must retake the examination if your scores are more than five years old.

TOEFL is for foreign students whose native language is other than English.

Test Scores

TEST	DATE TAKEN OR TO BE TAKEN		SCORES		
	M	Y	VERBAL	QUANTITATIVE	ANALYTICAL
Graduate Record Exam					
TOEFL / IELTS			LISTENING COMPREHENSION		TOTAL

List academic honors, awards, prizes you have received

Previous work experience

List names and addresses of three persons from whom you have requested letters of recommendation.

If you are applying elsewhere, list the institutions.

Letters of recommendation should be sent directly to the School of Architecture by the recommender. Please give a letter of recommendation form to each of the persons you have requested to write a recommendation. At least two should be from professors if your undergraduate degree has been earned within the last five years. It is your responsibility to make sure that the letters of recommendation are received by the application deadline. Your application will not be considered complete until all letters are received.

See Graduate Programs catalogue for details.

"I have read the enclosed explanation of the Honor System. I understand as a student at the University of Virginia I will be participating in this system. I agree to support and abide by the Honor System which prohibits lying, cheating and stealing. I understand and accept that the Honor System is administered entirely by student representatives, including investigations, adjudications and appeal review, and that violations will result in permanent expulsion and revocation of any University degree."

I certify the information given above is complete and true to the best of my knowledge.

Signature Date

LETTER OF RECOMMENDATION

Applicant:

Please complete the following:

Name of applicant

Proposed degree program

Name of recommender

Waiver:

Federal legislation provides you with the right of access to this recommendation. Please sign below if you wish to waive this right.

Signature

Date

Recommender:

Please provide a candid evaluation of the above individual's abilities. In addition to providing the information requested below, describe in more detail your knowledge of the applicant's strengths and weaknesses. Use the back of this form or attach a separate sheet of paper for your letter. This recommendation should be received at the address below by January 4.

	Best I know	Top 5%	Top 20%	Top 50%	Below average	Unable to judge
Academic performance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Intellectual ability	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Visual ability	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Creativity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maturity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature Date

Name

School/Firm Position

Mailing Address

Street

CITY

STATE

ZIP CODE

Send to:

Graduate Admissions • School of Architecture • Campbell Hall • P.O. Box 400122
University of Virginia • Charlottesville, VA 22904-4122

LETTER OF RECOMMENDATION

Applicant:

Please complete the following:

Name of applicant

Proposed degree program

Name of recommender

Waiver:

Federal legislation provides you with the right of access to this recommendation. Please sign below if you wish to waive this right.

Signature

Date

Recommender:

Please provide a candid evaluation of the above individual's abilities. In addition to providing the information requested below, describe in more detail your knowledge of the applicant's strengths and weaknesses. Use the back of this form or attach a separate sheet of paper for your letter. This recommendation should be received at the address below by January 4.

	Best I know	Top 5%	Top 20%	Top 50%	Below average	Unable to judge
Academic performance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Intellectual ability	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Visual ability	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Creativity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maturity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature Date

Name

School/Firm Position

Mailing Address

Street

CITY

STATE

ZIP CODE

Send to:

Graduate Admissions • School of Architecture • Campbell Hall • P.O. Box 400122
University of Virginia • Charlottesville, VA 22904-4122

LETTER OF RECOMMENDATION

Applicant:

Please complete the following:

Name of applicant

Proposed degree program

Name of recommender

Waiver:

Federal legislation provides you with the right of access to this recommendation. Please sign below if you wish to waive this right.

Signature

Date

Recommender:

Please provide a candid evaluation of the above individual's abilities. In addition to providing the information requested below, describe in more detail your knowledge of the applicant's strengths and weaknesses. Use the back of this form or attach a separate sheet of paper for your letter. This recommendation should be received at the address below by January 4.

	Best I know	Top 5%	Top 20%	Top 50%	Below average	Unable to judge
Academic performance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Intellectual ability	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Visual ability	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Creativity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maturity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature Date

Name

School/Firm Position

Mailing Address

CITY

STATE

ZIP CODE

Send to:

Graduate Admissions • School of Architecture • Campbell Hall • P.O. Box 400122
University of Virginia • Charlottesville, VA 22904-4122

THE GRADUATE PROGRAM OF STUDY IN ARCHITECTURE

We receive many inquiries regarding our program and the following information summarizes answers to frequently asked questions.

General Comments:

The graduate program in Architecture is available to students with undergraduate backgrounds in liberal arts, the sciences, engineering, commerce, and other non-design areas. (Students with design backgrounds such as architecture or environmental design may be admitted with advanced standing.) A completed undergraduate degree is a prerequisite for admission.

Studio work, the major emphasis of the program, begins with instruction in the fundamental skills of graphic communication and progresses through a sequence of instruction units covering principles, processes, technical aspects, theory, and professional practice. Design problems provide the focus for instruction and vary from detailed design of spaces to large scale building complexes.

First Professional Degree (Path A):

Students with non-design backgrounds normally require 3 years and one summer to complete the program. The 8 week Summer Design Institute (SDI) preceding the initial Fall term is required with few exceptions. The SDI provides instruction in basic design, architectural theory, determinants of form, and graphic communications. Dates for the Institute are approximately June 9 to August 15.

First Professional Degree - Advanced Standing (Path B):

Students with undergraduate design backgrounds (architecture and environmental design) may be admitted with advanced standing at a level commensurate with their abilities. This determination is made at the time of acceptance into the program. It is based in large part upon evaluation of the portfolio.

After the first full year, each first professional degree student's work and performance will be reviewed by members of the program's faculty. Students who are not making satisfactory progress in the program may be asked to complete an additional semester's work, repeat selected coursework or take a leave of absence.

A Master of Architecture degree is conferred upon students who successfully complete all the program requirements in either of the two First Professional Degree programs. This degree is fully accredited by the National Architectural Accrediting Board.

Post Professional Degree (Path C):

The Post Professional Degree curriculum as outlined on the web site is an opportunity for the student already possessing a professional degree to undertake more advanced and more specialized studies in architecture. These should be self-initiated studies directed by a member or members of the faculty and drawing on the resources of the School of Architecture and the University as a whole. Because of the individualized nature of this program, the applicant's Statement of Interest is particularly important. Applicants are encouraged to visit the School of Architecture for an interview with the Chairman. The time required to complete this degree is typically 2-3 semesters.

Students who successfully complete all the requirements for the Post-Professional Degree will receive a Master's Degree in Architecture. This degree is not accredited by the National Architectural Accrediting Board.

Preparation:

Certain courses are recommended as preparation for graduate study in architecture: calculus, physics, and a survey course in architectural history. Courses in drawing, painting, photography, sculpture or other visual arts are also valuable.

Work experience between undergraduate and graduate study is highly recommended; the most useful experience is working for an architectural firm. However, experience in civil engineering, landscape architecture, construction, city planning, real estate, and other related fields can be very helpful.

The Application:

Requirements for graduate applications are specified in "Instructions for Application to Graduate Degree Programs". Please refer to this document as you prepare your application.

8/2007