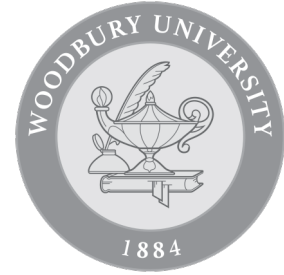# Woodbury University – School of Architecture

GRADUATE ADMISSION REQUIREMENTS

Woodbury University's Online Application
When submitting your online application, there is a $75 application fee (non-refundable) or an approved fee waiver that will be applied.

Official Academic Transcripts
Official transcripts from all schools attended are required, regardless of credit received or courses completed. These records should confirm that a bachelor's degree has been granted from a regionally accredited institution. All international transcripts must be translated in English.

Electronic Submission
College and university transcripts can be submitted electronically through the Woodbury University Online application. These transcripts are considered unofficial and will be used for review purposes ONLY. To make an admissions decision, official transcripts must be mailed or electronically submitted as **eScript-Safe.**

Submit by Mail
If submitting official transcripts by mail, they must be sealed in an unopened envelope in order to be considered official with an original signature of the school official(s). Transcripts should be mailed to the following address:

Woodbury University
Office of Admissions
7500 N. Glenoaks Blvd.
Burbank, CA 91504-7846

Letters of Recommendation
Submit (3) professional and/or academic letters of recommendation. You may upload these recommendation letters to Woodbury University's Online Application, have them emailed to your admission counselor (this can be done once an application is submitted) or mail a hard copy to the following address:

Woodbury University
Office of Admissions
7500 N. Glenoaks Blvd.
Burbank, CA 91504-7846

Professional Resume
Applicants are required to submit a professional resume or curriculum vitae. This information should list the applicant's academic research, professional experience, and/or published works.

Personal Statement
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 School of Architecture. Applicants to the MS Arch program should articulate and outline a research project that they wish to pursue in the program.

Portfolio
All graduate design 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, and individual contributions to group/team efforts should be clearly noted. Submit via email a link to a digital portfolio hosted by an online file sharing service (Dropbox, Interfolio, WeTransfer etc.). The link should be sent to our graduate admissions counselor: ovsanna.adjikian@woodbury.edu Please do NOT send materials as a file attached to an email.

Interview
An interview is optional for applicants. If needed, a phone or in-person interview is scheduled by the School of Architecture once an application is complete.

Graduate Record Examination (GRE)
The GRE is a requirement for applicants who have an undergraduate GPA of less than 3.0. Official test scores should be sent directly to Woodbury University (Institution Code 4955). For more information on the GRE and to learn how you may take the exam, visit www.ets.org/gre.

INTERNATIONAL STUDENT REQUIREMENTS
(In addition to the above mentioned program requirements)

Transcript Evaluation
Submit certified English translation of all non-English documents along with course-by-course foreign credential evaluation of transcripts from a NACES approved organization. www.naces.org.

English Proficiency
International applicants must provide proof of English proficiency by submitting one of the following:
•   Minimum TOEFL of 80 (ibt)
•   Minimum IELTS of 6.5
•   Transferable English Composition course (non ESL) with a grade of "C" or better from an accredited US college or university
•   Completion of an accredited English Language program with the highest proficiency level by the Commission of English Language Program (CEA) or The American Council of Continuing Education & Training (ACCET)
Test scores submitted must be taken within 2 years of time of application.

I-20 Checklist
Woodbury University generates an I-20 after students have accepted their offer of admissions by submitting their non-refundable commitment deposit along with the following documentation:

Copy of your Passport (and for each dependent who will apply for an F-2 Visa)

Financial Guarantee
•   Proof of Financial Support must be submitted in the form of a bank statement (within the last 6 months). The financial support must be sufficient to cover the expenses of the student for one full academic year. For any document which is not under the student's name, an Affidavit of Support must be completed.
•   Bank statements must be original on letterhead from a checking, savings, or time deposit account. Brokerage (stock funds), real estate, or any other non-liquid assets are not acceptable. All bank statements must be in English and in U.S. dollar currency or its foreign equivalence.
Transfer I-20 Form
•   The 'Transfer I-20 Form' is only required for students who are currently in the United States with an F-1 Visa given by another institution.