Woodbury University School of Architecture
Transfer Student Portfolio Guidelines
Revised March 7, 2016

GENERAL GUIDELINES
All transfer applicants are required to submit a portfolio conveying the range of work completed in earlier programs. Please submit via email a link to a digital portfolio hosted by an online file-sharing service (Dropbox, Interfolio, WeTransfer, Google Drive, etc.). The link should be sent to the following address: angel.montes@woodbury.edu. Do not send email attachments. Things to consider:

1. Organize and label projects by course, sorted from earliest to most recent course taken. We need to see the specific work you did in each course.
2. Don’t overemphasize hand drawing. It is not important for determining transfer placements.
3. Clearly identify group projects and identify the work you did in group projects.
4. Submit your portfolio early so that you can be considered for the Woodbury Prize (see architecture.woodbury.edu/woodbury-prize for details).

DETAILED CRITERIA
To transfer in a 2nd year studio, the portfolio must demonstrate satisfactory achievement in at least 50% of the criteria in 4 of the 5 categories. To transfer into a 3rd year studio, the portfolio must demonstrate substantial achievement of a significant percentage (90%) across all categories.

1. **Critical Thinking** - The ability to build abstract relationship and understand the impact of ideas based on research and analysis of multiple cultural and theoretical contexts:
   • Writing gives access to the ideas developed in the project
   • Relationships between 2D, 3D and textual information
   • Acknowledgement of precedents where applicable

2. **Design** - The inventive and reflective conception, development, and production of architecture:
   • Understanding of how program affects form and space
   • Understanding of circulation systems including stairways, ramps, and elevators
   • Contextual response (site and context information)

3. **Building** - The technical aspects, systems, materials and their role in the implementation of design:
   • Evidence of a beginning of understanding of gravity and structure
• Evidence of distinction among materials
• Technically correct plans and sections
• Indication of deferential wall and roof assemblies, enclosures, and openings

4. **Representation** - The wide range of media used to communicate design ideas including writing, speaking, drawing, and model making:
   • Range of media includes hand drawing, computer drawing and physical and digital models (sketches/photographs). Familiarity with AutoCAD, 3DStudioMAX, Rhino or an equivalent software, and mastery of architectural drawing convention: line-weight, orthographic projection, perspective, sketching techniques, and diagramming.
   • Written descriptions are clear and grammatically correct

5. **Professionalism** - The ability to manage, argue, act legally, ethically, and critically in society and the environment.
   • Evidence that architecture responds to human issues
   • Overall quality of portfolio as a representation of education achievements

For any questions, contact our undergraduate admissions counselor: angel.montes@woodbury.edu