

PORTFOLIO INSTRUCTIONS

Please read this information carefully. If you have questions, please contact the Architecture Program Office. Portfolios should be mailed to:

**Graduate Admissions Coordinator
MArch Program
College of Architecture
Georgia Institute of Technology
Atlanta, Georgia 30332-0155**

(Do not mail transcripts, letters of recommendations, test scores and other supporting documents to the address above. See "mailing instructions" at www.gradadmiss.gatech.edu for a list of supporting documents required by Graduate Admissions and the address to where they should be mailed.)

A portfolio is **required** from all applicants for the MArch program. If any exhibit in the portfolio is not solely the work of the applicant, it must be clearly labeled regarding the applicant's specific contribution. Portfolios are due no later than January 15. Any portfolio submitted to the Architecture Program Office becomes the property of the program. If the applicant wishes to have the portfolio returned, a suitable mailing envelope with postage affixed must be provided and return of the portfolio will be made at the discretion of the MArch Program Office. Portfolios without a return envelope and postage will not be returned. Portfolios may be delivered and/or picked up in person at the MArch Program Office.

FORMAT: The portfolio must include reproductions with a maximum image size of 8.5 x 11 inches submitted in a binder with a maximum size of 10 x 14 inches. The applicant must not submit original drawings, slides, loose sheets or oversized binders.

The portfolio binder must have an identifying label attached to the front which includes the following information:

- Name of the applicant
- Name of the university from which the applicant received his/her undergraduate degree
- Notation that applicant is applying to the MArch Program

If the portfolio does not conform to these specifications, it will be returned without being reviewed and the applicant will be automatically declined.

REQUIREMENTS: Applicants to the MArch program who do not have a formal education in architectural design must submit the following:

- A minimum of five (5) examples of freehand drawings of a reasonable level of detail and difficulty
- A minimum of five (5) additional examples of work in one of the visual arts (e.g., painting, sculpture, photography, print-making, additional freehand drawing, etc.)
- Other examples of creative work may be included and are encouraged.

Applicants to the MARCH program who have undergraduate degrees in architecture and who are seeking advanced standing must submit the following:

- A minimum of five examples of freehand drawing
- A minimum of four complete and fully documented architectural design projects which have been produced in an academic setting or as individual work for competitions or professional work for which the applicant had primary responsibility as the project designer
- Other examples of creative work may be included and are encouraged.