



UCLA DEPARTMENT OF ARCHITECTURE AND URBAN DESIGN

Fall 2012 - Supplemental Application Worksheet

Use this worksheet to help prepare your materials for electronic submission via the UCLA Arts Supplemental Application website. A link to the website with an individual pass code will be emailed **beginning January 3, 2012** to all applicants who have completed the University of California Undergraduate Application during the November 1 – 30 filing period and selected the Department of Architecture and Urban Design as their first choice major. Supplemental materials must be uploaded through the website **no later than Friday, January 20, 2012, 5:00 pm Pacific Standard Time.**

Important Information:

- There will be a \$45.00 processing fee associated with this supplemental application. You will be prompted when you sign in to the online upload system, and this fee is payable by credit card or e-check. If you have received a UC fee waiver, you will not be responsible for this additional fee.
- Please turn off your email spam filter and/or include "arts.ucla.edu" and "ucla.edu" as accepted recipients.
- Submit your University of California Undergraduate Application between November 1 – 30 to be considered for enrollment in September of the following year.
- Applicants must select Architectural Studies as their first choice major to be eligible for review by the UCLA Department of Architecture and Urban Design. If you would like to change your major, you must make your request by January 15.
- Use this worksheet to prepare and organize your materials prior to logging into the supplemental application website.
- The portfolio and supplemental material must be uploaded to the Supplemental Application website using your individual pass code by **Friday, January 20, 2012 (5:00pm PST). This is a strict deadline, please plan ahead to avoid any unexpected technical delays at the last minute.**
- The supplemental application process on the website must be fully completed and uploaded before your application to the UCLA Department of Architecture and Urban Design will be reviewed. Late, incomplete, or hard-copy applications will not be considered.
- Make sure you review all categories before you submit your supplemental application. You may log in/log out of the system as many times as needed during the filing period, but once the application is submitted, you will not be able to make **ANY** corrections or additions.
- You will receive an email confirmation within 24 hours after you have submitted your supplemental application.



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SUPPLEMENTAL MATERIAL

1. Questionnaire for Undergraduate Applicants

- Confirm Contact Information
- Survey Question: *"How did you learn about the Department of Architecture and Urban Design at UCLA?"*
- Academic History
 - Schools you have attended (beginning with the most recent)
 - Courses currently in progress
 - Courses planned for spring and summer
- Awards/Honors/Exhibitions/Internships/Experience
- Relevant Extracurricular Activities

2. Personal Statement

Please provide a concise statement that describes why you wish to study architecture at UCLA.

You will have 3500 characters (including spaces) / approximately 500 words. It is recommended that you write your statement in a separate word processing program, then cut and paste it into the web application.

3. Unofficial Transcripts

Please provide PDF transcripts from all institutions you have attended since high school. Many schools and colleges allow you to access your records online and to print or save unofficial copies. If you have hard copies of transcripts, you can use a scanner to scan and save the documents as PDF files.

All unofficial transcripts **MUST** be generated from their respective institutions, and must include the name of the institution as well as the student's full name. Please redact/black out your Social Security number.

4. Portfolio

Create and submit a portfolio of original work in PDF format. Please feel free to submit works in different styles, mediums and/or concepts.

Privacy Notice:

1. The principal purpose for requesting the enclosed information is to consider your application for admission to the UCLA Department of Architecture and Urban Design.
2. This information is solicited in accordance with University policy, adopted pursuant to Article IX, Section 9 of the California Constitution.
3. Failure to furnish each item of information will delay or may prevent completion of the purpose for which this questionnaire is intended.
4. Information furnished in this questionnaire may be used by various University departments and may be transmitted to State and Federal government agencies if required by law.
5. This questionnaire is maintained by the admissions counselor for the UCLA Department of Architecture & Urban Design, Box 951467 Los Angeles, California 90095-1467.

ACADEMIC HISTORY

Schools Attended

List, in chronological order, all the colleges that you have attended:

School Name	City	State	Date <small>(mm/yyyy)</small>	to Date <small>(mm/yyyy)</small>
<i>Example: Orange Coast College</i>	<i>Costa Mesa</i>	<i>CA</i>	<i>09/2007</i>	<i>06/2011</i>

Current Coursework

List all courses currently in progress:

School Name	Course #	Subject and/or Course Title	Units
<i>Example: Orange Coast College</i>	<i>10A</i>	<i>Art: Introduction to Printmaking</i>	<i>2.0</i>

Future Coursework

List all courses planned for spring and summer of 2012:

School Name	Course #	Subject and/or Course Title	Units
<i>Example: Orange Coast College</i>	<i>10B</i>	<i>Art: Advanced Printmaking</i>	<i>2.0</i>

Awards/Honors/Exhibitions/Internships/Experience

List any awards, honors, exhibitions, internships and/or relevant experience, if applicable:

Type	Title/Description	Date (yyyy)
<i>Example: Award</i>	<i>1st Place: County Art Competition</i>	<i>2009</i>

Note: The online system will allow for unlimited entries in this category.

Relevant Extracurricular Activities

List any relevant extracurricular activities, if applicable:

Dates (mm/yyyy)	to Dates (mm/yyyy)	Description

Note: The online system will allow for unlimited entries in this category.

PORTFOLIO

Create and submit a portfolio of original work. Please feel free to submit works in different styles, mediums and/or concepts.

Format Guidelines:

Portfolios submitted should be a single PDF file consisting of three to six (3-6) pages. Any portfolios that exceed the 6-page limit will **not** be reviewed.

Page Size: 8.5" x 11"

Maximum PDF Size: 20MB

Please incorporate the following information somewhere within your portfolio:

- Brief description about your artwork or projects
- Where the work was done (professional / academic / personal)
- Date completed