



UCLA DEPARTMENT OF ARCHITECTURE AND URBAN DESIGN

Fall 2015 - Supplemental Application Worksheet For UCLA Change of Major Applicants

Use this worksheet to help prepare your materials for electronic submission via the UCLA Arts Supplemental Application website.

Submit your UCLA Undergraduate Petition for Change of Major to the Architecture and Urban Design Department Office (1317 Perloff Hall) **by 4:00pm on Friday, December 12, 2014**. Download the form here: <http://www.registrar.ucla.edu/forms/programchange.pdf>

On January 2, 2015 by 5:00pm PST, applicants who have submitted their UCLA Undergraduate Petition for Change of Major may access their department supplemental application at <https://supplemental.arts.ucla.edu>. To access, log in using the same personal information supplied on the petition form. Supplemental materials must be uploaded through the website **no later than Friday, January 16, 2015, 11:59pm PST**.

Please turn off your email spam filter and/or include "arts.ucla.edu" and "ucla.edu" as accepted recipients.

Your supplemental application must be uploaded to the website by **Friday, January 16, 2015 (11:59pm 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 will be reviewed. Late, incomplete, or hard-copy application material 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. If you have questions, there is an FAQ document at <http://www.arts.ucla.edu/supplemental-info>, or you may email supplemental@arts.ucla.edu.

You will receive an email confirmation within 24 hours after you have submitted your supplemental application. Students will be notified of departmental decisions via email after final grades and grade point averages for the current quarter have been calculated. Any updates to your academic record (i.e. grade changes, removal of incompletes, etc.) must be promptly reported to the department counselor.

Applicants are considered on a competitive basis. Admission into the Architectural Studies major is contingent upon enrollment availability in our major, as well as satisfactory completion of university and department requirements.



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SUPPLEMENTAL MATERIAL

1. Questionnaire for Change of Major Applicants

- Confirm Contact Information
- Survey Question: “How did you learn about the Architectural Studies major at UCLA?”
- Academic History
 - Schools you have attended (beginning with the most recent)
 - Courses currently in progress
 - Courses planned for winter, spring, and summer
- Awards/Honors/Exhibitions/Internships/Experience
- Relevant Extracurricular Activities

2. Unofficial Transcripts (in PDF format)

Please upload a copy of your most current UCLA Degree Audit Report. If this is your first quarter at UCLA, an unofficial copy of your last college or high school transcript is also required.

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.

3. 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.

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: The California Information Privacy Act requires the University to list the following information for individuals who are asked to provide information about themselves.

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	to	Date
			(mm/yyyy)		(mm/yyyy)
<i>Example: Orange Coast College</i>	<i>Costa Mesa</i>	<i>CA</i>	<i>09/2011</i>		<i>06/2014</i>

Current Coursework

List all courses currently in progress:

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

Future Coursework

List all courses planned for winter, spring, and summer of this upcoming year:

School Name	Course #	Subject and/or Course Title	Units
<i>Example: College of California</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>2013</i>

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

Relevant Extracurricular Activities

List any relevant extracurricular and/or employment commitments, if applicable:

Description	Date (mm/yyyy)	to (mm/yyyy)	Date (mm/yyyy)
<i>Example: Customer Service Representative for Apparel Retailer</i>	<i>03/2012</i>		<i>01/2015</i>

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