



UCLA DEPARTMENT OF ARCHITECTURE AND URBAN DESIGN

Fall 2017 - Supplemental Application Worksheet

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

On January 2, 2017 by 5:00pm PST, all applicants who have completed the University of California Undergraduate Application during the November 1 – 30 filing period and selected Architectural Studies as their first choice major may access their department supplemental application at <https://supplemental.arts.ucla.edu>. To log in, you will need your UC Application ID. Supplemental materials must be uploaded through the website **no later than Friday, January 20, 2017, 11:59pm PST**.

There will be a \$55.00 non-refundable 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 and will not see the payment prompt.

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

All applicants are required to meet minimum UC eligibility in order to proceed with the Architecture and Urban Design supplemental application. To view eligibility requirements for prospective junior level transfers, please visit http://www.admissions.ucla.edu/prospect/Adm_tr/tradms.htm.

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 want to change your major, the UC application will accept changes up through November 30 (11:59pm PST).**

Your supplemental application must be uploaded to the website by **Friday, January 20, 2017 (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 to the UCLA Department of Architecture and Urban Design 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.



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SUPPLEMENTAL MATERIAL

1. Questionnaire for Undergraduate 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
- Extracurricular Activities

2. Unofficial Transcripts (in PDF format)

Please provide PDF transcripts from all institutions you have attended since high school.

Do not mail your transcripts. The University of California only requests hard copy transcripts from students who have been admitted and matriculated to a campus.

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.

ACADEMIC HISTORY

Schools Attended

List, in chronological order, all the schools (high school and colleges) that you have attended (start with high school):

<u>School Name</u>	<u>City</u>	<u>State</u>	<u>Attended Date</u>	<u>to Date</u>
<i>Example: College of California</i>	<i>Costa Mesa</i>	<i>CA</i>	<i>09/2014</i>	<i>06/2016</i>

Current Coursework

List all courses currently in progress:

<u>School Name</u>	<u>Course #</u>	<u>Subject and/or Course Title</u>	<u>Units/Credits</u> <i>(if any)</i>
<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:

<u>School Name</u>	<u>Course #</u>	<u>Subject and/or Course Title</u>	<u>Units/Credits</u> <i>(if any)</i>
<i>Example: College of California</i>	<i>10B</i>	<i>Art: Advanced Printmaking</i>	<i>2.0</i>

Extracurricular Activities

List any awards, honors, exhibitions, internships, community service, employment, et al.

Description	Date	to Date
<i>Example: Customer Service Representative for Apparel Retailer</i>	03/2014	12/2016

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

PORTFOLIO GUIDELINES

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

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.