

APPLICATION INSTRUCTIONS FOR ADMISSION INTO UPPER DIVISION STUDIES

WHAT DOES IT MEAN TO BE ADMITTED INTO UPPER-DIVISION STUDIES?

* Acceptance into upper-division studies in architecture, interior architecture and design, or landscape architecture is required in order to take upper division coursework (300 level or above).
* Acceptance into an upper-division major is also required in order to fully satisfy the degree requirements of each of the School of Architecture’s undergraduate programs.
* Transfer students must apply and be accepted to the University of Nevada, Las Vegas before applying for upper division status.

ADMISSION INTO THE UNLV SCHOOL OF ARCHITECTURE’S UPPER-DIVISION PROGRAMS IS COMPETITIVE.

* The Bachelor of Science in Architecture program may accept up to thirty-six (36) upper- division students per year.
* The professionally accredited Interior Architecture & Design and Landscape Architecture undergraduate programs may each accept up to eighteen (18) upper-division students per year.
* Acceptance into one upper-division program is not transferable into another upper-division program.

ADMISSION INTO THE UNLV SCHOOL OF ARCHITECTURE’S UPPER-DIVISION PROGRAMS IS DETERMINED USING THE FOLLOWING CRITERIA.

*Please Note: The criteria listed below applies to each of the UNLV School of Architecture’s undergraduate programs of study.*

* *Grade Point Average*
  + In order to be considered for admission into upper-division studies, the UNLV School of Architecture requires applicants to possess a minimum major GPA of 2.5.
  + Priority consideration will be given to applicants who possess a major GPA of 3.0 or higher.
* *Evidence of Successful Completion of all Lower-Division Coursework.* 
  + All lower-division major requirements, i.e., any course with a School of Architecture specific prefix, must be completed with a grade of C- or above.
* *A Written Statement of Personal Interest*
* *A Design Portfolio*

UPPER-DIVISION APPLICATION SUBMISSION PROCESSES

As you prepare to submit your application for upper-division studies, please think of your submission in the same manner as you would approach a design studio problem. Clarity of content is your primary goal.

The Upper-Division Application Submittal Shall Consist of the Following Items:

1. A completed and signed upper-division application form.
2. A copy of your official degree worksheet. This worksheet is located only in the CFA Advising Center. Your degree worksheet must be signed by an advisor from the CFA Academic Advising Center.  In order to complete the required worksheet, email Leann Karr, the CFA’s academic advisor at [**leann.karr@unlv.edu**](mailto:leann.karr@unlv.edu) *using your official RebelMail account* and ask her to prepare your degree worksheet for your application to Upper Division.  You will receive a confirmation email when your signed worksheet will be ready for pick up.

*Please Note: If you are applying to more than one upper-division major, you must have a separate completed and signed degree worksheet for each of the appropriate upper-division programs to which you are applying.*

1. Your statement of personal interest. Your statement of personal interest should be limited to a maximum of 350 words. The statement should address each of the following questions:

* *Why do you want to major in\_\_\_\_\_\_\_\_\_\_\_\_\_?*
* *What do you plan to contribute to the UNLV School of Architecture?*
* *How do you plan to contribute to the future profession of your chosen major?*

1. Your design portfolio should primarily focus on works that you have completed as a part of your lower-division studies. Please use this as an opportunity to show that you have the skills and ability to advance within your chosen design discipline and satisfy the requirements deemed necessary to successfully complete your degree. Don’t hesitate to rework projects based on past review comments.

*Portfolio Submission Standards:*

Your portfolio must be submitted in both hardcopy and digital formats.

Hardcopy Portfolio Format:

* Your design portfolio must be 8.5” x 11” format. Either portrait or landscape orientation is acceptable.
* Your portfolio must be limited to a maximum of fifteen (15) pages. Double sided printing is encouraged. *Your front and back covers, table of contents, and statement of personal interest do not count toward your fifteen-page total.*
* All work must be flat. No three-dimensional objects will be accepted. In the case of representing any three-dimensional work, i.e., models, please incoporate photographs of those items into your portfolio.
* Elaborate or expensive bindings are discouraged and any submittal that cannot be easily filed will be returned as unacceptable.

Digital Portfolio Format

* An exact digital copy of your physical portfolio, including Your front and back covers, table of contents, and statement of personal interest must be submitted as a .pdf file.
* Your digital portfolio must be submitted along with your physical portfolio via USB Flash Drive.
* Your digital portfolio may not exceed 250 MB.
* It is the responsibility of each applicant to ensure that his or her digital files are properly uploaded to the submitted USB Flash Drive and can be properly opened for review.

**APPLICATION DEADLINE:**

Your completed application submittal is due by: ***Wednesday, May 22, 2019.***

* You may hand-carry or mail your completed application package to the UNLV School of Architecture.
* Your application (whether hand-carried or mailed) must be received before 5:00 PM on the date listed above.
* For the UNLV School of Architecture’s physical mailing address please call 702.895.3031