



Graduate Student Portfolio Requirements

For students applying to the Master of Architecture program at The Catholic University of America

Two-Year Master of Architecture Candidates: All applicants are **REQUIRED** to submit a portfolio of his/her design coursework and other creative work.

Three-Year Master of Architecture Candidates: All applicants are **NOT** required to submit a portfolio of his/her design coursework and other creative work. It is, however, highly recommended for applicants to the three-year program who have a background in a design field (e.g., art, digital media, interior design, landscape architecture).

Your design portfolio is not simply a collection of your work. Rather, it is a personal statement of your creative and design ability. It presents an image of you and your design/visual skills, how you organize yourself and what your priorities are. The portfolio you submit for consideration must clearly indicate to the reviewers your potential for graduate study.

The portfolio should include architectural and visual work done in an academic setting. In addition to architectural design work, you may submit other visual creative work, such as images of your drawings, paintings, sculptures, graphic designs, etc. Your portfolio is used to review your architectural design skills, **not to document your CAD drafting skills or your internships in an architectural office**. Please, do not submit blueprints or construction drawings from an office or from any building science courses without a narrative that emphasizes your design intent for the project.

The portfolio should demonstrate a level of consistency that is aligned with your personal interests. Some features that should be consistent throughout are:

- page size (please see below)
- page orientation (portrait or landscape)
- lettering style (use simple, easy-to-read fonts)
- title pages
- consistent use of color
- consistent use of page layout, etc.

Format:

The Catholic University of America School of Architecture and Planning accepts only 8 -1/2" x 11" or 11" x 14" or smaller portfolios – however, **we prefer 8 -1/2" x 11"**. Loose (unbound) sheets and formats larger than 11" x 14" will **not be accepted**. If your coursework is done on a larger format, please scan it and reduce it to the requested format. All portfolio material must be bound and must not be more than 1" (2.5cm) thick. The applicant's name must be clearly visible on the cover page. *Please, do not submit rolled or folded prints or drawings and do not submit more than one portfolio. Portfolios not meeting these guidelines will not be reviewed.*

Components of a Successful Portfolio:

- Clearly demonstrates the progression of your design abilities throughout your previous architectural courses. It should begin with your most recent academic work and continue in reverse sequence to your first architectural studio. You should also label each sheet with the professor's name and where the course fell within your curriculum (e.g., if you took five studios, you would label the fifth in the sequence as 5/5 (this would be the first project in the portfolio), work from your first studio would be 1/5.
- Includes a brief design statement for each project.
- Emphasizes your ability to work at a range of scales, from the urban scale to building details.
- Illustrates graphic presentations of a variety of different media, including digital and hand drawings, as well as digital and hand-crafted models.
- Includes a narrative for any project completed in a group setting that clearly outlines your **specific** role within the group.
- Clearly stresses your **design** role in any professional work that you include.

Applicants to the two-year program who are interested in being waived out of the Comprehensive Building Design Studio, **must include** thorough documentation of a comprehensive design project completed either academically or professionally. Also include a narrative indicating the scope of your work on the project.

Please mail your portfolio to:

*The Catholic University of America
Office of Graduate Admissions
Washington, DC 20064*

Retrieving your portfolio:

Upon completion of the admissions process, the portfolio may be claimed in person or returned by mail. Applicants who wish material to be returned by mail should enclose a stamped, self-addressed, appropriately sized mailing container. Materials and/or portfolios not picked up or returned by mail will be held in the **School's office for six months only**. Please do not send checks or money orders to cover postage. Portfolios will not be mailed to an address outside North America.