Instructions to Internal Applicants to the M-Arch program:

1. **STATEMENT OF INTENT**

Your statement of intent must:

1. Analyze critically and explain the reasons for your inability to achieve a 3.0 GPA as an undergraduate.
2. Especially describe practical and realistic ways by which you plan to achieve and maintain a 3.0 GPA in graduate school, including, if applicable, the following:
   a. Time management
   b. Abilities to stay on task and complete assignments on time
   c. General work ethic
3. Convince the admissions committee of your knowledge of construction (structure & envelope)
4. If applicable, explain the reasons for not achieving a grade of B or higher in any previous studio.
5. If applicable, explain any grade of D or F in any undergraduate class
6. Describe specific duties of any employment in architecture practice or a related profession.

2. **LETTERS OF RECOMMENDATION**

Requirements for letters of Recommendation:

3 letters of recommendation: 2 must be from former studio professors, 1 may be from an employer in the field of architecture, or an allied profession.

Letters of recommendation from professors and employers must address any or all of the following according to the extent that they have observed them. Studio professors should have had an opportunity to observe all ten of the following, whereas employers may have had the opportunity to observe only a few, depending of the duties assigned to the employee.

1. Time management
2. Ability to stay on task
3. Ability complete assignments
4. General work ethic
5. Assessment of problem solving skills
6. Verbal & written communication
7. Assessment of intellectual ability
8. Ability to accept constructive criticism & learn by it
9. Assessment of design ability as evidenced in a specific studio or work assignment(s)
10. Assessment of research skills as evidenced in a specific studio or work assignment(s)

3. **Portfolio**

Your portfolio will be evaluated according to your fluency in the following categories:

1. Design
2. Function
3. Context
4. Communication

Your portfolio should be well organized and clean in design. Misspellings and typographical errors are a sign of careless work and do not bode well for your admission.