

PORTFOLIO INSTRUCTIONS

Please read this information carefully. If you have questions, please contact the Architecture Program Office. Portfolios should be mailed to:

Graduate Admissions Coordinator
M Arch Program
College of Architecture Room 350
Georgia Institute of Technology
Atlanta, Georgia 30332-0155

(Do not mail transcripts, letters of recommendations, test scores and other supporting documents to the address above. See "mailing instructions" at www.gradadmiss.gatech.edu for a list of supporting documents required by Graduate Admissions and the address to where they should be mailed.)

A portfolio is **required** from all applicants for the M Arch program. If any exhibit in the portfolio is not solely the work of the applicant, it must be clearly labeled regarding the applicant's specific contribution. **Portfolios are due no later than January 15.** Any portfolio submitted to the Architecture Program Office becomes the property of the program. If the applicant wishes to have the portfolio returned, a suitable mailing envelope with postage affixed must be provided and return of the portfolio will be made at the discretion of the M Arch Program Office. Portfolios without a return envelope and postage will not be returned.

FORMAT:

The portfolio must include reproductions with a maximum image size of 8.5 x 11 inches submitted in a binder with a maximum size of 10 x 14 inches. The applicant must not submit original drawings, slides, loose sheets or oversized binders. The portfolio binder must have an identifying label attached to the front which includes the following information:

- Name of the applicant
- Name of the university from which the applicant received his/her undergraduate degree
- Notation that applicant is applying to the M Arch Program

If the portfolio does not conform to these specifications, it will be returned without being reviewed and the applicant will be automatically declined.

REQUIREMENTS:

Applicants to the M Arch program who do not have a formal education in architectural design (3 ½ year program) must submit the following:

- A minimum of five (5) examples of freehand drawings of a reasonable level of detail and difficulty
- A minimum of five (5) additional examples of work in one of the visual arts (e.g., painting, sculpture, photography, print-making, additional freehand drawing, etc.)
- Other examples of creative work may be included and are encouraged.

Applicants to the M Arch program who have undergraduate degrees in architecture (2 year program) and who are seeking advanced standing must submit the following:

- A minimum of five examples of freehand drawing
- A minimum of four complete and fully documented architectural design projects which have been produced in an academic setting or as individual work for competitions or professional work for which the applicant had primary responsibility as the project designer
- Other examples of creative work may be included and are encouraged.

DESIGNING YOUR PORTFOLIO

PORTFOLIO

Applicants to the M. Arch. I and M. S. Programs at Georgia Tech must submit portfolios with their applications. The portfolio you submit should be a collection of your best work and a personal statement of your creative ability. It presents an image of you, your skills, how you organize yourself and what your priorities are. This aspect of your portfolio is as important as the contents it holds.

For those applicants with little or no previous background in the discipline of architecture, application portfolios may contain very little architectural work, but they should convey a general suggestion of the potential you show as a student of design. Your portfolio should be of high quality and demonstrate the talent and skill required for the rigorous academic program. Begin by including a variety of work or projects that you have completed. You can include freehand drawing, sculpture, painting, photography, rendering, woodworking, stained glass, illustrations, graphic design, as well as any other design projects you wish to include.

Keep your portfolio up to date. This helps to spread out the expense and keeps you from having to make all the decisions and do all of the work at one time. You should be able to add and subtract material at will.

Think about the details. Do not let any aspect of your portfolio happen by accident or by mere convenience. Even if your portfolio consists of Xerox copies, get good ones, and make sure they are straight on the page. Designers notice these details immediately. The last thing you want to do is distract from your work with a detail that you did not think about carefully.

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You may divide your work into categories in a number of ways. You may wish to separate school projects from work experience, arrange projects chronologically or separate different types of design work (design vs. graphics, presentation drawings vs. working drawings, etc.).

Begin by designing your portfolio. Keep in mind that how your portfolio is executed will say much about you as a future professional designer. Create a format that is flexible enough to accept new work, new categories of work and new types of presentation. The format of your portfolio should remain constant from one part to the next. This will help to organize your work and will give visual order to the entire presentation.

FORMAT

The format you select may be informal or very well defined. It may consist of one or several consistent features such as:

- Page size
- Lettering style
- Borders
- Sections title pages
- Consistent use of colors
- Use of grid for layout
- Written material
- Uniform title & symbol

SIZE AND BINDING

There are numerous other organizing features, but not every portfolio will or should include all of them. Use enough features to hold the portfolio together graphically, allowing emphasis on the contents and flexibility.

All work must be submitted in a single secure binder, the preferred dimensions of which are 8½ "x 11", but should not exceed 10"x14". Any work that is not in a binder will be returned without being reviewed. Some of the possibilities for the cover and bindings are:

- Presentation covers with multi-ring binder
- Spiral bound
- Velo-bound
- Post hole with custom cover
- Custom binder

Knowing what type of binder or binding you are going to use will help you to determine the page size.

ORIENTATION

Before you decide on portfolio size, think about consistent orientation for your drawings. Nothing is more frustrating than turning and twisting every which way to see what is in the portfolio. If you have to change orientation, do it at a logical break point, such as when a new project is introduced.

DOUBLE LEAF IMAGE

In composing the portfolio, remember that the basic module for composing a layout is two leaves of the binder. The more complete the information on the double leaf spread, the easier it is to hold the viewer's attention. Try to put all related information on one double-leaf spread

CONSISTANT SIGNALS

Try to set up a hierarchy, i.e., all title pages of a certain composition with the same size type. Use color strips or full pages as "flags" to indicate when you are beginning a new problem or section of the portfolio. Note: all drawings should have a title as well as a graphic scale and north arrow (as appropriate) that reduce proportionally with the drawing.

DESIGN SKETCHES

Take advantage of your idea sketches to show how your design process works and how you record it. Take 8½"x11" sketches directly from your design notebook or collect miscellaneous sketches and reduce them. You may decide to use the originals.

REPRODUCTIONS

As your work will probably vary in size and your portfolio will not, most of your work will have to be reduced. There are a number of methods for reduction, both black & white and color, and the costs vary immensely. Some reproduction processes deteriorate over time. Keep this in mind when making your selection.

Black & White

- Xerox Reduction
- PMT (Photo Mechanical Transfer)
- Velox
- Line Negative & Print
- Half-Tone Negative & Print
- Combined or Spliced Negatives & Print

Color

- Color Photocopies
- Color Lasers
- Cibachrome Photostats
- Photographic Prints
- Colored Diazo Prints

**TYPOGRAPHIC
PROCESSES**

Many approaches to lettering are acceptable for a portfolio and many portfolios contain a mixture of lettering styles. For a cleaner appearance, however, it is advisable to be consistent in the variety of styles and sizes used for each project in the portfolio. Examples which may be used are:

- Hand lettered
- Typewritten
- Transfer Type
- Merlin Lettering System
- Typesetting
- Computers

**OTHER
REQUIREMENTS**

The front of the binder must have the applicant's name, the college or university from which he or she received the bachelor's and/or masters degree, and the degree program to which he or she is applying.

When submitting an application, applicant must include a self-addressed, stamped envelope for the return of the portfolio. The Architecture Program will not be responsible for lost portfolios and will not retain portfolios for which return postage was not provided. Applicants who wish to retrieve portfolios in person after May 1, must specify in their application.

NOTES

These notes are intended as a supplement to the admission instructions included in the Graduate Admissions package of the College of Architecture at Georgia Tech. For complete information about the degree options at Georgia Tech and the requirements for admission, please refer to the Architecture Program's website, www.coa.gatech.edu/arch.