APPLICATION GUIDELINES AND INFORMATION (FAQ AT THE BOTTOM)

Please read this before you start filling in the application.

In order to ensure your application to the programme, you need to do the following;

1. Submit the electronic application form

2. Attach the necessary, required supporting documents in the correct order

3. Attach portfolio (please see portfolio requirements below)

Please make sure you follow the guidelines listed below. We cannot process your application unless we have all the required information.

GUIDE FOR FILLING IN THE APPLICATION FORM AND SUPPORTING DOCUMENTS:

1. FILLING IN THE ELECTRONIC APPLICATION FORM

Names
It is important that we have your given and family name exactly as it is stated in your passport. The reason for this is that we will eventually/hopefully need the information for your final diploma. Please write your name like this: Jørgen Helstrup, and **not** JØRGEN HELSTRUP – time spent in correcting this, is time spent delaying a response from us.

Date of birth
Your date of birth is used for registration purposes if/when you are admitted. Please list your date of birth like this: **dd/mm**/yyyy.

Permanent mailing address
We must have this information in order to register you in our database pending an offer of admission.

Academic information
Obviously, we need this information in order to assess your application. It is important that you list the name of your programme correctly (i.e. Bachelor of Arts in Architecture, Bachelor of Architectural Sciences, Bachelor of Science in Architecture etc. and not just "Bachelor Programme in Architecture").

If you have not yet completed your programme, please list the expected date of graduation. Fx. Like this; Bachelor of Architecture 06/24 (meaning June 2024).

2. SUPPORTING DOCUMENTS
It is important that you attach the required, and only the required, supporting documents. Attach all supporting documents as one (1) PDF file.

We require the following supporting documents:

Transcript of academic record
Your most recent transcript translated into English. You may also attach your diploma, but as the transcript is an integral part of the evaluation process, we must have this.

Language documentation
Language proficiency documentation if needed (see language requirements).

Recommendations
You are allowed to attach a maximum of two (2) recommendations.

The supporting documents must be arranged as follows:
1. Transcript
2. Language proficiency documentation (if needed)
3. Recommendation(s)

DO NOT separate the file elements with cover pages, separate blank pages etc.

3. PORTFOLIO

Portfolios not observing the requirements listed below will not be evaluated.

Your portfolio must be sent in digital form as a PDF file and must be kept at a maximum of 25 pages and a maximum of 20 MB.

Your layout must be optimized for electronic reading. It is recommended, due to viewing, the portfolio is in landscape format. The portfolio should contain the Application Reflection (if included) (1 page) and a CV (1 page). Your Application Reflection and your CV do not count as part of the 25-page portfolio.

The portfolio must be arranged as follows:

1. Application Reflection (if included)
2. CV
3. The actual portfolio

Portfolio content requirements
The actual portfolio must present projects from your studies. They must be your own projects. One project that has been made during an internship or while working in an architect's practice, may be included. If you include group projects, you must specify that they are group projects as well as your role in the group/project.

For each project, you must include what semester/year the project was made in your studies and the name and official work email address of your personal project supervisor.

The projects you choose must show how you work with the task, i.e. there must be reflections on the process in the form of drawings, pictures of models or the like. All text must be brief. In our assessment, we emphasize the ability to develop a project in idea, context, space and form.

We ask that you provide a portfolio that can be read and understood through the medium of digital production, therefore small text is not recommended.

The portfolio carries considerable weight in the selection of students, and should the above criteria not be met, your application may therefore be rejected. We also reserve the right to reject your application if there are grounds for suspecting un-academic behavior. Un-academic behavior includes but is not limited to plagiarism, unauthorized use of drawings and of the work of others, and forgery.

Please attach the portfolio as a pdf file.

Application Reflection

The Application Reflection must not exceed one page. It is your venue to attract the attention of the selection committee to aspects of your academic background, aspects which you would like to emphasize in terms of the Teaching Programs you prioritize, or particular elements in your own background with relevance to your application.

The Application Reflection is not a mandatory part of your application.

4. PRIORITIZING STUDIOS

We ask that you choose 3 studios when applying. The priorities is an indication to us of which directions your Program with us is aimed should you be accepted. The priorities are also a guide for the selection committee evaluating your application, specifying your particular areas of interests. The list of studios should not be considered as a guarantee that the actual studio will be offered if admitted - it is an academic guideline when evaluating your application.

5. ENGLISH LANGUAGE REQUIREMENTS

The language requirements for the Program are:

CEFR	IELTS	TOEFL iBT	TOEFL CBT	TOEFL PBT	PTE Academic	Cambridge
B2	6.5	91	233	577	58	FCE First

Exempt from the requirements above are:

- Native speakers of English
- Applicants that have completed, or are undertaking, a university degree taught entirely in English in a country where the official language is English
- Applicants from the French speaking part of Canada
- Applicants with verbal GMAT/GRE1 verbal scores over 577/35, respectively

Should you have an older English Language Proficiency documentation up to three years old, this will suffice – provided it meets the set standards.

6. IMPORTANT DATES
The provided weeks and dates are approximate, and the applicants will be notified about major changes to the timeline of the application processing.

Week 8:	Shortlisting is completed
Week 15:	Final decisions are mailed
June 1st:	Deadline for tuition – only for tuition required applicants. Visa information is sent hereafter. Deadline for documentation of the English Proficiency Requirement
August 1st	Deadline for documentation of entry requirements (if not provided in the application) ie. BA diploma etc.
August 28th	**Mandatory** information meeting for all admitted students
September 1st	Official start of the semester, introduction to the year in the MA studios.

FREQUENTLY ASKED QUESTIONS

Can I mail the application with snail mail?
No, we ONLY accept applications sent through the electronic application system – no exceptions are made.

Can I send the application form now and the rest later?
No, we need to have a complete application sent. Applications sent without the required attachments will be rejected.

I made an error in my application, can I send a new one?
Until the deadline, you may send as many applications as you like. We will only treat the latest received application. After the deadline we close the system for new applications.

Can I enclose my diplomas only?
No, we must see the grades obtained throughout your educational Programs. A Transcript of Records must be included.

I am signed up for a TOEFL/IELTS test after the deadline, is that OK?
Yes! The deadline for sending in documentation of the standards met is June 1st, 2024. If accepted, your admission will be issued pending meeting the set standards.

I did not meet the set level of English Language Proficiency; may I send a new one?
You may send as many as you like up to the English Language Proficiency Deadline of June 1st, 2024.

May I add a scanned copy of my personal score report?
Yes.

I have not obtained a Bachelor Diploma yet. Can I still apply?
Yes, the deadline for providing us with documentation of the minimum access-granting Educational Program is August 1st, 2024. If accepted, your admission will be issued pending meeting the set standards.

I have already started a Master Program, or are on my 4th year of Architecture. Can I still apply?
We do in exceptional cases accept applicants with an advanced status. Exceptional cases may be availability of space or special academic circumstances. Being admitted to a 8 or 10 semester Program does not in itself stipulate a special circumstance.

How many will be accepted?
We admit 20 applicants, provided all expected standards are met.

Are there cases where you speed up the treatment of individual applications?
No.