Application for Admission

Application Deadline

Fall Semester: May 1
Spring Semester: October 15

Application Requirements

- Application for Admission
- Transcripts
- Résumé
- Two (2) Letters of Recommendation
- Portfolio
- Course Descriptions
- Essay
- $50 Application Fee

Transcripts and Letters of Recommendation must be either sent directly from the source to the BAC, or submitted in an envelope sealed with a signature.

Application files will be considered complete only after all the application material is submitted.

Please send all application requirements to:

Admissions – Advanced Standing Master of Architecture
Boston Architectural College
320 Newbury Street
Boston, MA 02115

Should a candidate choose to apply; an admissions committee will evaluate the application to determine eligibility.
**Application for Admission**

**Portfolio Requirements**

A portfolio of an applicant’s relevant creative and intellectual work is required for admission to the Advanced Standing Master of Architecture program. The portfolio is a key factor in assessing a candidate’s potential to succeed in the program; it should present representative examples of the applicant’s best work from academic coursework, professional practice, and personal efforts. Ideally this will include work that demonstrates design thinking (for example, process sketches, diagrams, or iterative studies), as well as design, presentation, and documentation drawings and models. **Applicants are encouraged to present work that demonstrates a range of design media, project types, collaborative work.**

The portfolio should conform to the following guidelines:

**Format:**

- A book of 8.5” x 11” size is preferred. Either portrait or landscape orientation is acceptable
- Portfolio should be bound; avoid loose leaf format. 30 pages (one- or two-sided) maximum
- Front cover should include applicant’s name. Provide a title page with applicant’s name, date of application, and table of contents.
- Contents should consist of high quality images (black and white or color); include no original work. Slides, CDs, DVDs will not be accepted.

**Contents:**

- Applicants are encouraged to provide examples of a range of project types, scales, and design media. Include creative work of a non-architectural nature if desired.
- Separate contents into sections reflecting the source: academic, professional, personal.
- Provide examples of both design and technical drawings, including: freehand drawing; hand-drawn orthographic and 3D drawings; 2D CAD drawings; 3D CAD drawings. Include images only of physical models.
- For academic work, identify the name of school; studio level, semester, year, and project duration. Present academic work in chronological order. Provide captions and a brief description of the nature of the project problem and the design response.
- For professional work, identify the firm, project and client name, location, project dates (of completion). Applicants should describe their involvement in the project. Images should represent work done by the applicant. Work done by others must be clearly identified.
- For group projects (academic or professional) applicant’s role must be clearly indicated.

*Portfolios will NOT be returned. Applicants are encouraged to make a copy of their portfolio prior to submitting.*
Letters of Recommendation

A minimum of two letters of recommendation are required. One reference must be from a professional with whom the applicant has worked. Letter of Recommendations from friends or family members will not be considered.

Essay Question

Option 1:
The BAC provides a unique learning environment. Most schools take a conventional linear approach to education: the student studies theory and design in a classroom, receives a degree, and only then gets a chance to apply this knowledge in actual practice. At the BAC, however, classroom and practice learning are concurrent. What is learned in the classroom one day may be applied in the office the next. Work is not only part of school; work is school, just as much as the classroom or studio. There is a constant knowledge transfer. Examine your own life and describe a time when you found yourself either applying real-world knowledge in a classroom setting or applying classroom learning in the "real world." Provide a detailed description of this situation and identify your objectives. Then detail the nature of the knowledge transfer and the degree to which it was successful. Finally, be sure to provide some thoughtful reflection on the situation and a critical analysis of why this transfer was or was not successful.

Option 2:
Provide a critical assessment of your present knowledge base and skill set, and how you think the BAC can help you develop them further. More specifically, do you have a particular insight or approach that you are bringing to the design disciplines? How do you feel your undergraduate studies may influence your graduate studies? Please provide specific detail. Allow for ample reflection and critical analysis.

International Applicants

International students accepted and enrolling in the Advanced Standing Master of Architecture must apply for an F-1 student visa. Applicants who have a first language other than English must demonstrate a level of English proficiency necessary to complete studies at the master’s level. Applicants must submit documentation of completing an undergraduate degree where English was the medium of instruction, or a TOEFL or IELTS score report with a minimum TOEFL score of 577 (paper-based), 233 (computer-based), or 90 (internet-based) and IELTS minimum band score of 6.5. If the applicant completed an undergraduate degree outside the U.S., the BAC requires official documentation showing that the applicant has the equivalency of a U.S. undergraduate degree, preferably in architecture or a related field. The BAC recommends WES or ECE for a course by course foreign credential evaluation.
Prerequisites

The following academic and practice prerequisites must be met prior to admission. Applicants are encouraged to show examples of the Design Studio and Visual Studies prerequisites in their portfolio.

Please note: completion of these prerequisites is the minimum standard and does not, in itself, guarantee admission in the Advanced Standing Master of Architecture program.

Academic Component

Applicants must hold a bachelor’s degree, and demonstrate the following competencies:

Design Studio
Two to three years of architectural design studio courses.

General Education
Math (minimum level: Algebra and Trigonometry)
Physics (Mechanics and Thermodynamics)
English Composition

History and Theory
Architectural History from Ancient to Modern (6 credit minimum)
Additional Architectural History and Theory Courses (6 credit minimum)

Technology and Management
Architectural Materials and Methods (3 credit minimum)
Architectural Structures (6 credit minimum)
HVAC (3 credit minimum)

Visual Studies
Freehand Drawing
Orthogonal/Technical Drawing CAD 2D
CAD 3D
Advanced Design Media

Practice Component

A minimum of two years of qualifying design employment totaling 3000 hours, demonstrating prior success and potential for advancement within the architecture profession.

Course Descriptions

In addition to transcripts from the appropriate institution, applicants must provide course descriptions for the academic component prerequisites listed above to demonstrate competency. Copies of catalogue course descriptions from the year in which the applicant took each class listed are required. If, for instance, the applicant took a class in 1999, the BAC requires the description from 1999 and not from 1996. Most college registrar’s office or libraries furnish these upon request.
Please complete this form as part of the application to the Advanced Standing Master of Architecture program.

Please provide official transcripts from all colleges/universities listed in Section Two.

Please make additional copies of Section Three and submit for each employer, if submitting Practice Documentation for more than one employer.

Please make additional copies of Section Four and submit for each letter of recommendation (minimum of two recommendations are required).

If the name (e.g., maiden name) that appears on any of the previous academic records differs from the name on this application, please so indicate:

Section One - Personal Information

<Last Name>  <First Name>  <Middle Initial>

1. The degree program to which I am applying is:
   __Advanced Standing Master of Architecture

2. Entering in:
   __Fall 201__  __Spring 201__  
   3. I am an international student:
   __Yes__  __No__

4. Current Address:
   <Street>
   <City>  <State>  <Zip>  <Country>

5. Permanent Address (if different from above):
   <Street>
   <City>  <State>  <Zip>  <Country>

6. <Phone Number>  <Email Address>
7. 
<Date of Birth – MO/DAY/YR> <Place of Birth>

8. Gender: _____ Male _____ Female

9. <Ethnicity (for reporting purposes only)>

10. <Social Security Number>

11. <Country of Citizenship> <Primary Language>

12. <United States Citizen or Permanent Resident/Registration Number>

13. How did you hear about the Advanced Standing M. Arch program?

14. Are you applying for financial aid?
    _____ Yes _____ No
    If “yes”, please complete the federal form for financial aid, the FAFSA, online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (BAC School Code: 003966)

15. Have you previously enrolled in any courses at the BAC?
    _____ Yes _____ No

16. To what other schools are you applying, if any?

17. Have you ever been convicted of a felony?  ☐ Yes ☐ No
    If yes, please explain: _____________________________________________
    ________________________________________________________________

Felony convictions will not necessarily preclude an applicant from admission to the Boston Architectural College.
17. List all colleges/universities, other post-secondary educational schools, and English language programs you have attended, or are attending, beginning with the most recent:

<table>
<thead>
<tr>
<th>College/University</th>
<th>Dates Attended</th>
<th>Major</th>
<th>Degree Received?</th>
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</table>

18. Please list previous employment in the profession, starting with the most recent. Please provide Practice Documentation for all architecture-related employment:

<table>
<thead>
<tr>
<th>Employer</th>
<th>City &amp; State</th>
<th>Position</th>
<th>Dates</th>
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<tbody>
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19. Do you currently work in an architecture or design setting?

_____ Yes _____ No
Please complete the following Practice section for each and every employer from which you have documentation of architecture-related employment.

**FIRM/COMPANY INFORMATION**

<table>
<thead>
<tr>
<th>Firm/Company Name</th>
<th>Firm Size (Circle One)</th>
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<table>
<thead>
<tr>
<th>Firm/Company Address</th>
<th>Telephone Number</th>
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<tbody>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

| Title of Position | Hire Date | End Date (If Applicable) |
PRACTICE WORK/LEARNING EXPERIENCE
Please respond to the following questions. Be sure to reflect upon the learning and growth that took place.

1. What specific skills did you acquire from this experience and what did you learn from this experience?

_____________________________________________________________________________________
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2. Describe how this experience has helped you develop as a design professional.

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3. Choose a specific project in which you took a leadership role, learned something new, or faced challenges. Describe the project, your role in the project, and what you learned from it.

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4. What kind of documentation / graphic examples will you be submitting with this application? Please provide any additional comments or information that might be helpful for us to know.

_____________________________________________________________________________________
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Pre-REQUISITE PRACTICE HOURS

In the chart below, please indicate the number of hours you spent working in each category. Add the total number of hours worked and place that sum in the total box. You may apply for up to but no more 3,000 hours. **After you have completed the chart below, you and your employer must sign the designated areas below.**

Click on the hyperlinks for descriptions of the categories.

<table>
<thead>
<tr>
<th>Pre-Design</th>
<th>Hours</th>
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<tbody>
<tr>
<td>1. Programming</td>
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<td>2. Site &amp; Environmental Analysis</td>
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<td>3. Project Cost and Feasibility</td>
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<tr>
<td>4. Planning and Zoning Regulations</td>
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</table>

<table>
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<tr>
<th>Design</th>
<th>Hours</th>
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<tr>
<td>5. Schematic Design</td>
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<td>6. Engineering Systems</td>
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<td>7. Construction Cost</td>
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<td>8. Codes and Regulations</td>
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<td>9. Design Development</td>
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<td>10. Construction Documents</td>
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<td>11. Material Selection and Specification</td>
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<tr>
<th>Project Management</th>
<th>Hours</th>
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<tr>
<td>12. Bidding and Contract Negotiation</td>
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<td>13. Construction Administration</td>
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<td>14. Construction Phase: Observation</td>
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<td>15. General Project Management</td>
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<table>
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<tr>
<th>Practice Management</th>
<th>Hours</th>
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<tr>
<td>16. Business Operations</td>
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<td>17. Leadership and Service</td>
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Total Hours

**Employer Certification**

For the Employer:

Please attach a statement in which you, as a mentor, comment on the applicant’s growth, skills, strengths, and needs.

☐ As the immediate supervisor of this applicant, I certify that the number of hours recorded represents, to the best of my knowledge, time spent in execution of the work in each area.

Employer Printed Name

Employer Signature Date

For Office Use Only

Application Approved for ________ credits

Date Approved ________

Practice Rep. Signature
To the Applicant:

Your Name

32. <Last Name> <First Name> <Middle Initial>

33. I hereby waive my right of access to this recommendation and authorize the reference named below to provide a candid evaluation and all relevant information to the Boston Architectural College. Reference’s Name:

34. <Last Name> <First Name> <Middle Initial>

To the Reference:

The above applicant has named you as a reference. Candid responses to the questions below are greatly appreciated. Please use the back of this form, or a separate sheet, for additional comments. Your comments will be kept confidential. Please return this form to the applicant in a sealed envelope, or mail directly to the BAC:

Admissions - Advanced Standing Master of Architecture
Boston Architectural College
320 Newbury Street
Boston, MA 02115

How long have you known the applicant? What is your relationship to the applicant? Please rank the applicant in the following areas:

<table>
<thead>
<tr>
<th>Intelligence</th>
<th>Superior</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Unable to Judge</th>
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<tbody>
<tr>
<td>Design Aptitude</td>
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<td>Writing Ability</td>
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<td>Work Ethic</td>
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<td>Seriousness of Purpose</td>
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How will the applicant benefit from architectural graduate study?

What contributions to the BAC would the applicant make as a graduate student?
A P P L I C A N T C E R T I F I C A T I O N

I certify that the information provided on this application is accurate to the best of my knowledge. I understand that any misrepresentation may be cause for denial of my application for the admission or dismissal from the Boston Architectural College.

35. 

<Signature>  <Name(Please Print)>  <Date>

The Boston Architectural College does not discriminate on the basis of race, color, ancestry, national or ethnic origin, religion, creed, sex, affectional/sexual orientation, veteran status, or disability in any of its policies, procedures, or practices. This non-discrimination policy covers admission, scholarship and loan programs, employment, membership, and access to its educational and other school-administered programs and activities.