

# University of Maryland School of Architecture, Planning and Preservation

# GRADUATE ADMISSIONS

## Frequently Asked Questions.

### What programs are offered?

Master of Architecture (ARCH)  
Master of Community Planning (CMPL)  
Master of Historic Preservation (HISP)  
Master of Real Estate Development (RDEV)  
Ph.D. Urban and Regional Planning and Design (URPD)  
Joint Master of Architecture and Master of Community Planning (ARCP)  
Joint Master of Architecture and Master of Historic Preservation (ARHP)  
Joint Master of Community Planning and J.D. (LCPL)  
Joint Master of Community Planning and Master of Historic Preservation (CPHP)

### What are the application deadlines for 2010?

For all programs other than Real Estate Development:

December 16, 2009 for Part I (initial online application) and Part II (ASF) see below  
January 1, 2010 for transcripts and recommendations  
January 16, 2010 for ARCH, ARCP and ARHP portfolios

For Real Estate Development:

#### **Fall Term (late August 2010)**

April 15, 2010 for domestic applicants  
March 1, 2010 for preferred consideration and international applicants

#### **Spring Term (beginning January 2010)**

July 15, 2009 for international applicants  
September 15, 2009 for preferred consideration (domestic)  
November 1, 2009 for domestic applicants

### What materials do I need to include in my application?

#### 1. Online Graduate Application. (Part I)

Go to [www.gradschool.umd.edu/gss/admission.html](http://www.gradschool.umd.edu/gss/admission.html). At the prompt, put in the four letter code from above that identifies the program for which you are applying (e.g. CMPL, ARCH, HISP, RDEV).

#### 2. Application (Online) Supplemental Form (ASF). (Part II)

After electronically submitting the Online Graduate Application (Part I), applicants will receive an e-mail from graduate admissions providing a system login and password in order to file Part II (ASF) of their application. This email usually arrives within 2 business days of submitting Part I online, but in peak times may take as long as 3-5 business days.

#### 3. Transcripts.

Applicants must request transcripts be forwarded to the Graduate Admissions Office from each institution where undergraduate or prior graduate work was undertaken. Sealed envelopes of transcripts that meet the requirements below may be submitted; copies will not suffice. Transcripts of course work and degrees from University of Maryland need not be submitted.

Transcripts must bear the signature of the registrar and seal of the granting institution and should include the years of

attendance, courses taken, grades received, class standing and any degree, certificate or diploma received. If you anticipate a serious delay in official transcripts arriving, you may submit unofficial copies to the School (see submission addresses below) for review purposes only. Official admission (and registration for classes) cannot occur until all official transcripts have been received by the Graduate Admissions Office.

#### 4. Letters of Recommendation.

Three recommendations are required from professors or others who can assess the quality of the applicant's potential to succeed in the graduate program they have selected. For RDEV students with experience in real estate, up to 2 of the recommendations may be from industry references.

Part II, the online ASF, provides an electronic recommendation form, which facilitates submission and receipt in most cases. Applicants can also download the Recommendation Letter Forms and add the applicant's full name, so that the Graduate School can attach the recommendation letter upon receipt. All recommendations must be submitted directly to the Graduate School by the person providing the recommendation (online or in a sealed envelope).

#### 5. Statement of Goals, Experiences and Research Interests (1000 – 2000 words).

All programs require applicants to prepare a statement of their goals and objectives in pursuing graduate study. This should be submitted using the ASF online.

#### 6. Resume.

All programs require applicants to provide an up-to-date resume via the online ASF Part II.

#### 7. Graduate Record Examination (GRE scores).

a) All programs (except RDEV): A GRE score is required to be sent directly to the University by the testing Authority. The Code for the GRE and GMAT is 5814.

b) Real Estate Development: GRE or GMAT scores are accepted. Applicants with 5 or more years of experience may request a waiver. The waiver request may be included in the Statement of Goals.

#### 8. Portfolio Submissions. (ARCH, ARCP and ARHP applicants only)

Portfolios must be submitted directly to the School of Architecture, Planning and Preservation. They should be bound and not exceed 9" x 12". The portfolio should contain reproductions of creative work including drawings, paintings, photographs, sculpture, sketches, and/or architectural designs. Creative writing and original papers and research may also be submitted within the portfolio, but overall emphasis should be on visual creativity. Any other form of portfolio will be automatically rejected. If return is requested, a self-addressed envelope of sufficient size and adequate postage must be included.

#### 9. Writing Sample. (HISP applicants only)

A writing sample must be submitted via the ASF (Part II) for all HISP program applicants.

#### 10. International Applicants.

Additional documents must be submitted in accordance with requirements of the University's Office of International Education Services.

## Where do I send the application materials?

Submit Part I and Part II (ASF) application and supplemental materials ONLINE. Submit your Online Application (Part I) before submitting any other materials. A non-refundable application fee of \$60.00 is payable upon submission of the online application.

Submit Portfolio Materials to:

Graduate Admissions Coordinator  
School of Architecture, Planning and Preservation  
University of Maryland, Building #145  
College Park, MD 20742

Submit transcripts or other off-line materials (recommendations if necessary) to:

Enrollment Services Office/Graduate Admissions  
0130 Mitchell Building  
University of Maryland  
College Park, MD 20742

*For further questions or inquiries, please contact the advising office at [grarchadvise@umd.edu](mailto:grarchadvise@umd.edu)*



**ARCHITECTURE  
PLANNING &  
PRESERVATION**