



Graduate Admission Requirements and Application Checklist

Part A) General Requirements for ALL Applicants Seeking a Master's Degree at WU:

- **Online Completed Application with the Proper Application Fee:**
Submit a [complete Online Application for Graduate Students](http://apply.woodbury.edu) at <http://apply.woodbury.edu> with a NON-REFUNDABLE Application Fee using a valid credit card. The application fee for U.S. domestic students is \$50 (USD) and for international students, the fee is \$60 (USD).
 - **Official Academic Records:**
 - 1) Submit official transcripts from every university or college attended AND
 - 2) Proof of Bachelor's degree completion from a regionally accredited university or college.
These two items must be submitted in a sealed (unopened) envelope to the Office of Graduate Admissions or mailed directly from the issuing institution.
- Note:** Applicants in the process of completing their final semester of undergraduate coursework may still apply by submitting their transcripts and proof of graduation eligibility from the institutions Registrar.
- **Three Letters of Recommendation:**
These letters must come from an academic or professional source and must attest to your academic achievements or professional experience. The letters must also be submitted on the recommender's academic or company letterhead, signed, and mailed to The Office of Graduate Admissions, in a sealed (unopened) envelope.
 - **Statement of Purpose/ Personal Essay:**
Submit a two-to-three page essay describing your educational and/or professional background, what influenced your pursuit of a graduate degree, your professional goals and how Woodbury University will assist you in attaining these goals.
 - **Professional Resume or Curriculum Vitae (CV):**
Submit a resume or CV highlighting your professional work experience-if applicable, academic degrees or certificates earned, research or published work. However, students with no professional work experience may still apply.

Part B) Additional Requirements for International Applicants ONLY:

- **Official Academic Records:**
 - 1) Semester-by-semester transcripts or examination reports from every university or college attended AND
 - 2) Proof of Bachelor's degree completion from an accredited university or college in your home country.
- Note:** An explanation of your university/college grading system must also be provided along with your transcripts or examination reports. *Many universities issue transcripts with a clear explanation of their grading system on the back or on the last page of the transcript.*
- Note:** Applicants in the process of completing their undergraduate bachelor's degrees must submit at least 7 semesters (or 3 ½ years) of academic coursework at the time of application to be considered for admission.
- **Course-By-Course Foreign Credential Evaluation Report from a NACES or AICE Approved Agency:**
Applicants with academic coursework done outside the U.S. are required to submit an official course-by-course Credential Evaluation Report from a **NACES** www.naces.org or an **AICE** www.aice-eval.org approved agency. The report must clearly indicate a U.S. equivalent for every course taken, grade obtained in each course, your final, cumulative Grade Point Average (GPA) and whether or not your foreign degree is equivalent to a U.S. Bachelor's degree. We recommend one of these NACES agencies: www.wes.org; www.ierf.com or www.eco.com.
 - **Official Proof of English Language Proficiency**
All graduate applicants for whom English is not the first language-with the exception of those who have completed a degree at an accredited academic institution in an English-speaking country, or where English was the primary language of instruction-must provide a proof of English proficiency in one of the following ways:
 - A minimum TOEFL score of 80 on the internet based test (iBT). (For Architecture applicants, the minimum TOEFL score is 83). Visit www.toefl.org OR
 - A minimum IELTS score of 6.5. (www.ielts.org) OR
 - A minimum Pearson (PTE) score of 53 (www.pearsonpte.com) OR
 - A minimum iTEP of 5.0 (<http://www.itepexam.com>) OR
 - ELS-EAP Certificate of Completion of Level 112 (www.els.com) OR
 - KAPLAN International Advanced Certificate (www.kaplan.com)

Woodbury's testing code is: 4955. Tests must be taken within 2 years from the time of application to WU.

We only accept official, sealed test scores sent directly from the testing centers. Therefore, you must request an official copy of your test scores be sent to Woodbury's Office of Graduate Admissions. (*Please allow appropriate time for test scheduling.*)

o **Official Proof of Financial Support**

Self-sponsored or family sponsored students must submit 1) A completed Woodbury University Financial Statement for International Students (**FSIS Form**) from every sponsor **AND 2)** A sponsor's ORIGINAL bank statement/affidavit-issued within 6 months-showing adequate funds to cover the 1st year of study and living expenses. The bank statement must also be translated or written in English on official bank letterhead and must contain an account number and the amount of money available in U.S. dollars or its foreign currency equivalent. **Note:** Bank statements must be for a checking, savings, or time deposit account ONLY. Brokerage (stock funds), real estate, or any other non-liquid assets are not acceptable.

Government-sponsored or company-sponsored students must submit an "Official FINAL Financial Guarantee Letter" in English from their sponsoring agency indicating which costs (tuition, fees, health insurance, room, board, etc.) will be provided. Financial support is required prior to I-20 processing.

o **Clear Copy of Passport Name and Picture Page**

Passports must be valid for at least 6 months. Students in the U.S. must also submit copies of their I-20, visa stamp and all other U.S. immigration documents. If you are married and wish to be accompanied by your spouse and/or children, you must submit clear copies of your spouse and children's passports name page, marriage certificate in English, and children's birth certificates in English.

o **Conditional Admission For International Applicants:**

"Conditional Admission" is available for academically qualified international applicants who meet the University's Grade Point Average (GPA) requirement at the time of application BUT who do NOT meet the university's minimum English language requirements and/or the minimum GMAT or GRE test score requirements.

Part C) Additional Requirements by Program

SCHOOL OF ARCHITECTURE (SOA): *WU School of Architecture Master of Architecture and Master of Science in Architecture programs are accredited by the National Architectural Accrediting Board (NAAB), the Council for Interior Design Accreditation CIDA, the National Association of Schools of Art and Design (NASAD) and by the Western Association of Schools and Colleges (WASC) Accrediting Commission for Senior Colleges and Universities. The Master of Interior Architecture is also regionally accredited by WASC.*

Programs Offered: *Master of Architecture 3-Year; Master of Architecture 2-Year; Master of Science in Architecture 1-Year; Master of Science in Architecture Real Estate Development – MRED; Master of Science in Architecture Landscape & Urbanism; Master of Science in Architecture Drylands Design – AridLands; Master of Interior Architecture 3-Year; Master of Interior Architecture 2-Year.*

Additional Program-Specific Requirements:

o **Interview**

Whether in person or by phone, an interview with the School of Architecture (SOA) is required. **Once all application materials are submitted**, please contact SOA to schedule this appointment: 1.818.252.5121. Refer to architecture.woodbury.edu for portfolio details.

o **GRE Test Scores**

Applicants with an undergraduate GPA less than 3.0 out of 4.0 or less than B are required to submit GRE test results; a minimum score of **273** is required. For more information on the GRE, go to www.ets.org/gre

o **Portfolio**

Applicants are required to submit a portfolio of creative work conveying the scope of their design sensibilities. The work can be both educational and professional. Portfolios should be no larger than 9x12 inches and no smaller than 5x7 inches. Although bound and printed submissions are preferred, CDs, DVDs, or flash drives, will be accepted. We will not accept work submitted on slides. If you would like your portfolio returned, please include a self-addressed envelope, with sufficient postage affixed. Unclaimed portfolios will be discarded.

SCHOOL OF BUSINESS (SOB): *WU School of Business MBA program is accredited by the Association to Advance Collegiate Schools of Business (AACSB), the Accreditation Council for Business Schools and Programs (ACBSP) and by the Western Association of Schools and Colleges (WASC) Accrediting Commission for Senior Colleges and Universities.*

Program Offered: *Master of Business Administration (MBA)*

Additional Program Requirements by Track:

- o **Direct Admit Track-** For students with minimum required GMAT or GRE test scores. The minimum GMAT score is determined using the following formula: $GMAT = 1,000 - (GPA \times 200)$. GRE scores are evaluated on an individual basis.



- **Professional Admit Track-** For working professionals with minimum 3-5 years of management and/or supervisory work experience. A minimum cumulative Grade Point Average (GPA) of 2.5 out of 4.0 or C+ is required for this track. However, upon evaluation of your application and supporting documents, the GMAT or GRE test scores may not be required.

SCHOOL OF MEDIA, CULTURE & DESIGN (MCD): Woodbury MCD graduate program in Media for Social Justice is accredited by the Western Association of Schools and Colleges (WASC).

Program Offered: *Master of Arts in Media for Social Justice*

Additional Program Requirements

- **Interview**
An interview, in person or by phone, is required. **Once all application materials are submitted**, please contact the School of Media, Culture and Design to schedule your appointment: 1.818.252.5123.
- **GRE Test Scores**
Applicants with an undergraduate GPA less than 2.5 or less than C+ are required to submit GRE test results; a minimum score of **273** is required. For more information on the GRE, go to www.ets.org/gre
- **Portfolio**
Applicants are required to submit a portfolio of creative work conveying the scope of their design sensibilities. Types of create work includes, but is not limited to the following: Film/Video; Photography; Creative Writing; Interior, industrial, web, game, and graphic design; Fine arts (such as drawing, painting, sculpture, also print making and ceramics); Woodworking, fashion design, crafts; Architectural and landscape design; Drawing (freehand or mechanical). Work submitted may include essays, class assignments, independent projects, or examples from professional employment. Portfolios should be no larger than 9x12 inches and no smaller than 5x7 inches. Although bound and printed submissions are preferred, CD's or DVD's will be accepted. We will not accept work submitted on slides. If you would like your portfolio returned, please include a self-addressed envelope, with sufficient postage affixed. *Unclaimed portfolios will be discarded. Students without an art/design background have the option of submitting a portfolio of creative work or an academic writing sample (at least 5-6 pages).*

COLLEGE OF TRANSDISCIPLINARITY (COT): Woodbury COT graduate program in Leadership is accredited by the Western Association of Schools and Colleges (WASC).

Program Offered: *Master of Art in Leadership*

Additional Program Requirements

- **Interview**
An interview, in person or by phone, is required. **Once all application materials are submitted**, applicants will be contacted by the Center for Leadership in order to schedule their interview.
- **GRE Test Scores**
Applicants with an undergraduate GPA less than 2.5 or less than C+ are required to submit GRE test results; a minimum score of **273** is required. For more information on the GRE, go to www.ets.org/gre
- **Leadership Essay**
Applicants with an undergraduate GPA less than 3.0 are required to submit a 2-3 page Leadership Essay on the applicant's leadership philosophy and self-assessment of leadership capacity.
- **Leadership Training Program (For LASDU, LAFD, LAPD Applicants ONLY)**
Students seeking credit from successful completion of leadership program, must submit a written capstone report of courses completed. The report will be evaluated by a tea of Woodbury University faculty.

Part D) Application Deadlines:

- All Graduate programs **Fall** Application Deadline is **July 1**, the **Spring** Deadline is **Nov. 1**,
- Exception: the School of Architecture graduate programs **Fall** Application Deadline is **April 15, 2015**. The School of Architecture does NOT have a **Spring** intake.

Part E) Sending Your Application Supporting Documents:

- You will have the option to upload all required supporting application documents upon the submission of your online application.
- If you are unable to upload the above required documents, then you must mail them to the following address. We recommend you use a special courier service such as FEDEX, DHL, or UPS when mailing your documents:

Woodbury University- Office of Graduate Admissions
7500 N. Glenoaks Blvd., Burbank, CA 91504

Part F) Application Processing Time:

- U.S. Domestic Applications Processing Time is typically **2-3 weeks** from the time your application and supporting materials are received at the Graduate Admissions Office and your file becomes complete.
- International Applications Processing Time is typically **3-4 weeks** from the time your application and supporting materials are received at the Graduate Admissions Office and your file becomes complete. International transcripts and foreign academic credentials take longer time to process.
- Processing time may be extended if certain required documents are missing. **Therefore, we strongly recommend that you send us all of the above required documents when applying online or mailing them in one package/envelope to avoid any unnecessary delays.**