

Applying for admission

How to apply

All applicants are encouraged to review the GSD website (www.gsd.harvard.edu), with particular attention to program descriptions, before completing the application. Please follow the instructions below carefully before submitting the online application materials. Application materials become the property of the GSD and cannot be returned or forwarded to any other party.

Architecture Applicants:

December 15, 2009, is the deadline by which online submission of the application, \$80 nonrefundable application fee, official transcripts, letters of recommendation, resume, essay, GRE scores, and TOEFL scores (if applicable) must be made.

January 5, 2010 is the deadline by which portfolios for MArch applicants must be received in the Admissions Office.

Landscape Architecture, Urban Design, Urban Planning, Master in Design Studies, and Doctor of Design Applicants:

January 15, 2010, is the deadline by which online submission of the application, \$80 nonrefundable application fee, official transcripts, letters of recommendation, resume, essay, GRE scores, and TOEFL scores (if applicable) must be made, and the portfolio, if required, must be received in the Admissions Office. Please note there is only one deadline for these programs.

Admissions cannot guarantee that materials received after the deadline will be reviewed by the Admissions Committee.

If applying to more than one

program, please submit a separate application, fee, and supporting materials for each program.

Doctor of Philosophy (PhD) application forms are available from the Harvard University Graduate School of Arts and Sciences at www.gsas.harvard.edu.

Transcript(s)

Transcripts should be submitted online by the applicant and are required from all colleges and universities from which the applicant has received credit. International students: transcripts not in English must be accompanied by a certified English translation. If the university or college does not issue transcripts, a certified letter and certified English translation must be provided. It should list courses and examinations taken, grades, and degrees and dates of degrees received. If admitted, all applicants will be required to have official transcripts sent directly to the Design School.

Letters of recommendation

Applicants are required to obtain three online letters of recommendation: at least two from college instructors and, if appropriate, one from an employer. Applicants who have been out of school for several years may request letters from employers or other persons in a position to evaluate their professional abilities and academic potential, although letters from college instructors are preferred.

Resume

Submit an online resume that includes: employment; education; extra-curricular collegiate and community activities (note whether an office held was

elected or appointed); honors, awards, professional registration, professional societies, publications; avocations, hobbies, travel; if you served in the military, indicate rank on entry and rank on separation.

Essay

MArch, MLA, MAUD, MLAUD and MUP applicants: Submit an online essay that addresses your background as it relates to your academic and professional interests, and why you wish to pursue the specific GSD degree program to which you are applying. Limit responses to approximately 1,000 words.

MDesS applicants: Submit a statement online that addresses the selection of your area of study in relation to your academic and/or career objectives and how the MDesS program fits your objectives. Reference should be made to academic or professional experience in your area of interest. Limit statement to 1,000 words.

DDes applicants: Submit a proposal online describing the research that you plan to engage in during your studies. The proposal will be evaluated based on: (1) its promise for original contribution to the design professions; (2) its feasibility to be completed within the time constraints of the program; and (3) its congruence with the research interests of at least two GSD faculty members who may eventually serve on the thesis committee. The research proposal should not exceed 1,500 words.

Please include your name at the top of each page of your essay.

Graduate Record

Examination (GRE) scores

The general test of the Graduate Record Examination is required of all applicants to degree programs. Foreign applicants to degree programs are required to submit GRE scores. The GRE is not necessary for application as a special student. Although recent scores are preferred, tests taken within the last five years are acceptable.

Applicants are urged to take the GRE early. When requesting that scores be sent to Harvard University, use the institution code for the Graduate School of Design (3455). For information about the GRE, see www.ets.org.

Applicants to the areas of Real Estate and Project Management in the degree program Master in Design Studies may submit the Graduate Management Admission Test (GMAT) in lieu of the GRE. Use the institution code 3455 when requesting scores.

English proficiency

International students, except those from countries where English is the native language, must submit scores from the TOEFL internet-based test (TOEFL iBT). This includes students who have studied or lived in English-speaking countries. If TOEFL iBT is not available, you must take the current TOEFL. The TOEFL is also given as either a paper-based or computer-based test. Applicants are expected to achieve a minimum total score of 577 (paper) or 233 (computer) and a minimum of 57(23) on each section. A score of 600(250) is preferred. All applicants with scores below 60(25) in

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any section will be required to enroll in an English course at Harvard the summer before registration at the GSD.

The minimum required TOEFL iBT total score is 90, with the following minimum section requirements: reading, 23; speaking, 22; listening, 23; writing, 22. The preferred total TOEFL iBT score is 104 or above, with individual section scores of 26 or above. If your scores fall between the minimum and the preferred, you will be required to take an English language course at Harvard the summer before you enroll. For further information about the tests, see www.ets.org.

Course requirements

Please read the description of the degree program to which you are applying on the GSD website for information regarding course requirements. MArch I, MLA I, and MDesS applicants should also complete the appropriate Supplement.

Portfolio

Applicants to degree programs other than the Master in Urban Planning program must submit a portfolio that includes their most important and representative design and research work. Master in Urban Planning applicants do not need to submit a portfolio. The portfolio for Master in Design Studies and Doctor of Design applicants should consist of scholarly, academic, and/or professional work and may or may not include visual material, at the

discretion of the applicant, and as related to the proposed research. The GSD will not be responsible for lost or damaged portfolios.

CONTENT Photographic or photostatic reproductions should show work in the visual arts or design executed by the applicant. Slides, CD's or DVD's are not acceptable. The work specifically should include examples of freehand drawings executed by the applicant. Those applying for advanced placement in professional degree programs or for postprofessional degree programs are expected to submit examples of work demonstrating their ability to pursue study at an advanced level. Candidates seeking advanced placement in the MArch I program should review specific portfolio requirements listed in the *Guidelines for Applicants to Master in Architecture—Advanced Placement*.

All work submitted must be securely bound; the preferred dimensions are 8 1/2" x 11" and should not exceed 13" or 16" x 2".

IDENTIFICATION The front of the portfolio must have the applicant's name, the college or university from which he or she received the bachelor's and/or master's degree, and the degree program to which he or she is applying. In addition, the applicant's name, date of project, and a statement of whether the project was academic, office-related, or personal should be included on each page. In the case of collaborative work, the contribution by

the applicant must be described precisely.

Please note that portfolios will NOT be returned.

Reapplication for admission

Any former applicant or former student wishing to reapply to the GSD within two years of the original application must submit the following: application form; fee; portfolio (if applicable); transcripts of any academic work since last application (transcripts sent with original application do not need to be resubmitted); one new letter of recommendation referencing work or study completed since last application; any new materials or forms required for applicable academic year and program; updated or new essay and resume is recommended but not required. If an applicant wishes to reapply after two years, all forms and documentation must be submitted as specified for a new application.

Nondiscrimination policy

In accordance with Harvard University policy, the GSD does not discriminate against any person on the basis of race, color, sex, sexual orientation, religion, age, national or ethnic origin, political beliefs, veteran status or handicap in admission to, access to, treatment in, or employment in its programs and activities. Every effort will be made to ensure fairness and consistency in the school's relations with its students, faculty, and staff.

Financial assistance

Please refer to the Financial Assistance instructions.

Notice of admission

Applicants are notified of selection decisions by regular mail by the first week of April. If you have not received notification by April 15, 2010, please contact the Admissions Office at (617) 495-5453.

Note

It is the applicant's responsibility to ensure that all materials are received by the appropriate deadline.