

## Portfolio Instructions for B.Sc.(Arch.) applications

If applying to the B.Sc.(Arch.) program, you must submit a portfolio of your work to McGill University Enrolment Services, Service Point, by **March 7, 2016**. (Address is provided below.)

Your portfolio must be in 8-1/2" x 11" or A4 format, portrait orientation, bound (**maximum 1 inch thick**). It must include a minimum of ten (10) high quality illustrations of your original work, representing your creative and design skills. Work appropriate to the portfolio might include, but is not limited to: freehand drawings, paintings, sculpture, photography, computer graphics, technical drawings and models. You may include work done in various media. Examples of your creative work should bear some relation to your desire to study architecture, but demonstrating competence in architectural design work is not a requirement. The way you present your work in your portfolio is very important with regard to typography, graphic design, coherence, and writing skills.

Please do **not** submit originals, work in rolls or tubes, photographic slides, audio tapes, video tapes, CDs or DVDs. Do not use plastic binders, plastic sleeves, plastic covers, or acetate covers. We prefer heavier weight premium paper for your illustrations, and card stock for front and back covers. Please use one of the following binding options: wire or plastic coil binding, "perfect" binding, or a saddle stitch binding.

Your portfolio should include your name and contact information (address and email) and a detailed list of the contents, indicating the original size of each work, the approximate creation date, the medium used, and the context (for example, a course in photography, or independent work unrelated to a course or program).

**If you have previously studied in an architecture or design program**, a letter of reference is required from the head of your department. In this case, your portfolio must include examples of studio work. You may also include examples of project work from other courses, freehand drawings and sketches, and professional work (sketches, drawings, images of models, photographs of built work). Professional work includes work carried out while employed in architects' offices, as well as personal projects. Please identify the architect(s) and your own roles in each project.

If you are sending your portfolio from outside Canada, please indicate that the portfolio has "**no commercial value**" on the outside packaging. Otherwise, customs clearance charges may delay receipt. Please enclose a self-addressed envelope with sufficient Canadian postage (or international postal reply coupons) if you want your portfolio returned. Portfolios will be returned after September 30.

### **Mailing Addresses for Supporting Documents**

Please send supporting documents, including portfolio, official transcripts, letter of reference (if applicable) to:

#### **Mailing and Courier Address:**

Enrolment Services  
Management of Academic Records Unit  
McGill University  
3415 McTavish Street, Room MS13  
Montreal, Quebec  
Canada H3A 0C8

#### **In-Person Delivery:**

Enrolment Services  
McGill University  
3415 McTavish Street  
Montreal, Quebec  
Canada H3A 0C8

Please do not include “School of Architecture” in the address, as it will be incorrectly redirected to the School of Architecture, which will cause a further delay in getting it to the appropriate address.

February 2016