

# Submission Guidelines

## GRAPHIC DESIGN CERTIFICATE AND DIPLOMA PROGRAMS



Our admissions process is designed to assess your likelihood of success in the Graphic Design Certificate or Diploma program. Based upon your submissions and your interview, you may be offered a seat in the program, placed on a waitlist, or asked to reapply next year. This guide is intended to assist you in preparing your portfolio and letter of intent.

## Your Portfolio

Your portfolio should include a 6-10 examples of your creative work. This may include any combination of the following:

- Drawings, painting, or prints
- Photographs, collage, or other mixed media work
- Web, print design, and/or communication design
- Sketchbooks, journals, and written work
- Sculptures, ceramics, jewelry, architectural and industrial design (photographs only)

In your portfolio, we are looking to see inventiveness, organization, attention to detail, creativity, and an eye for design. We recognize that not all applicants have a previous educational background in art or design, so we do not need to see professional art or design work. Instead, we are looking for your potential, so choose pieces that showcase your ability to be creative and your current talents with visual media.

Please submit your portfolio digitally via a web link or PDF.

## Your Letter of Intent and Resume

You must also submit a one-page letter of intent that outlines your reasons for applying for the program. You can tell us about your previous educational experience and any experience you've had related to design. Please also tell us what aspects of design you're passionate about and how you think our program fits with your goals. On your resume, please include any education or experience relative to design, volunteer or paid.

## Your Interview

Once we review your portfolio, letter of intent, and resume, we'll schedule an interview with you. The interview typically lasts 10-15 minutes and involves a few questions and a review of your portfolio work.

## Results of the Selection Process

After your interview, you will be notified of your standing by phone or email. If you are accepted, the admissions department will contact you within two weeks with detailed tuition costs and deadlines