School of Interior Design Upper Division Selection Information

All applicants for admission to Upper Division Interior Design studio courses are required to complete a sequence of courses and submit a portfolio as evidence of the applicant's preparation for upper division study in interior design. Information regarding School of Interior Design requirements, Upper Division Selection, and the College of Design is available at: http://www.uky.edu/Design.

Transfer student applying for admission into upper division studios at the University of Kentucky are directed to contact the School of Interior Design office at (859) 257-3106 for additional instructions. Transfer applications will be reviewed under the same criteria.

The completed portfolio for Upper Division Selection shall be submitted to 113 Funkhouser before 4:00 PM on May 08, 2009. Applicants should review the *Portfolio Content Requirements* and *Submission Requirement* documents for detailed information concerning the application process. Late submissions will not be considered.

The School of Interior Design will review submitted portfolios in May 2009. Notifications of review outcome will be mailed by June 05, 2009.

Portfolios will be available for pick up after May 25, 2009. Portfolios not picked up before August 24, 2009 will be discarded.

In advance of submitting a portfolio for review, all applicants for admission to Upper Division Interior Design studio courses are required to submit Notification for Application intention to the School of Interior Design office, 113 Funkhouser Building before 4:00 PM on January 20, 2009.

To submit Notification, complete the form below, detach, and return to the School of Interior Design.

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Upper Division Selection: Notification for Application

Application

I hereby submit my Notification for Application to Upper Division Interior Design studio courses. I have reviewed the *Portfolio Content Requirements* and *Submission Requirements*, and am aware of pertinent deadlines.

Applicant's Name:_____ Applicant's E-mail:_____

Date:_____ Time:_____ Received by School of Interior Design: _____

Upper Division Selection: Portfolio Content Requirements

All applicants for admission to Upper Division Interior Design studio courses are required to submit a portfolio including work from **all** of the following categories and the listed semesters, as evidence of the applicant's preparation for upper division study. All submitted projects must be the product of the applicant's original creative thought and effort. Transfer student applications for admission into upper division studios will be reviewed under these requirements.

Applicants shall submit their work in two (2) 24x36" Portfolios. Refer to the *Portfolio Submission Requirements* for specific information regarding format and arrangement of work categories.

	Category	Project Characteristics	Submission Format
1.1	**2 Sketchbooks**	Work shows use of sighting techniques to capture relative proportion and angles, ability to compose individual and grouped drawings in an expressive and cohesive fashion, rendering in color and B/W, and evidence of an ongoing sketch practice.	Complete sketchbook (2). One from each semester (fall and spring). Any loose pages shall be affixed to a blank page of the sketchbook. Each sketchbook shall have the appropriate label.
2.1	**Projects**	At the end of the semester, each student will be required to compile a portfolio which will tell the concise 'story' of that semesters' work. Both portfolios (fall and spring) will be submitted for the portfolio review.	Original drawings, renderings, perspectives, charrettes, written narratives, and models. Complete projects as submitted in class.

Upper Division Selection: Submission Requirements

The following information explains the process for submission of portfolios for admission to Upper Division Interior Design studio courses in the School of Interior Design. The required components for the portfolio are described by *Upper Division Selection: Portfolio Content Requirements.*

Important Dates

January 20, 2009	Application deadline for Spring 2009 Review
May 08, 2009	4:00 PM; Deadline for submitting portfolio to 113 Funkhouser
May 25, 2009	Portfolios may be picked up after this date during office hours
June 05, 2009	Notification will be mailed by this date
August 03, 2009	Deadline for receipt of appeal of review decision
August 17, 2009	Notification of appeal ruling
August 24, 2009	Portfolios discarded if not picked up by this date

Submission Format

- The portfolio contents must be submitted in the order indicated by the *Upper Division Selection: Portfolio Content Requirements*.
- All work must be original and submitted as completed for course requirements. No revisions or alterations may be made to the project.
- Applicants shall submit their work in two (2) 24x36" portfolios.
- When the portfolio is submitted, each applicant will receive an identification label to be placed in the upper right hand corner of the portfolio.
- All 3D models must be submitted in a cardboard box to ensure safety.
- To receive credit in any one category, the applicant must submit the required projects for that category.
- In the event that previously completed work is missing from the portfolio, the student should see his/her advisor at once or consult the Upper Division Selection Review link on the College of Design web site at: http://www.uky.edu/Design.

  Some work may be temporarily kept by the faculty. A note will be placed in the portfolio if work is kept.
- Work submitted must be solely the work of the applicant.