Master of Architecture **Application Instructions**

M.ARCH **PATHWAYS**

We have two M.Arch pathways for which you may apply. The M.Arch admissions committee may later recommend admission to either pathway, based upon a holistic review of your application.

- **M.Arch 1 (3-year):** Our three-year course sequencing is intended for individuals holding a four-year undergraduate degree, in architecture or other diverse backgrounds, who wish to pursue careers in architecture.
- **M.Arch (2-year advanced placement):** Our advanced standing two-year course sequencing is intended only for those holding a four-year, pre-professional undergraduate degree specifically in architecture, with significant and specific studio experience in architectural design. Advanced standing is highly selective and not guaranteed.

APPLICATION **PROCESS**

Begin by creating a secure account at Carleton360 (https://360.carleton.ca), where you can select the specific program for which you wish to apply.

DOCUMENT **UPLOAD** (CARLETON ACCOUNT)

You will be required to upload specific documents.

For application to any of our graduate programs, you will need to upload the following to your Carleton account:

1. Statement of Intent
2. CV/Resumé
3. Writing Sample
4. Transcripts
5. Reference Contact Information
6. if applicable, a Language Proficiency Evaluation
7. your SlideRoom portfolio upload receipt

All documents, apart from your portfolio itself, are to be uploaded to your Carleton application account.

PORTFOLIO AND ACADEMIC INTEGRITY DECLARATION **UPLOAD** (SLIDEROOM)

Your portfolio and academic integrity declaration will be done via a separate file service: SlideRoom (https://asoaau.slideroom.com/#/Login). You will need to create an account and pay an associated fee to SlideRoom for this service. Once uploaded, you will receive a confirmation number from SlideRoom that your submission has been received. **You must then upload your SlideRoom receipt back into your Carleton application account.** Please carefully review the below text that further outlines the expectations of the portfolio and your application in terms of academic integrity.

ACADEMIC INTEGRITY, **COPYRIGHT & AI USE**

Before submitting any written or visual work, make sure it adheres to the plagiarism and copyright guidelines below.

All submitted work must be your own. Work that is submitted as a part of the application must be **original work created by the applicant**. If submitted work is found to have been copied from another creator or generated by AI, the student will be disqualified from consideration for the program.

Plagiarism: presenting someone else's work or ideas as your own is a serious academic offence. In a visual portfolio, this includes copying artwork, including images of work that are not yours, tracing online sources, or presenting collaborative work as individual. If your work refers to the work of another artist/creator, you must cite this source and ensure that the final product is still an original idea. If a classroom assignment involves any copying of another creator/artist's work, even if it is just to practice and to learn, please do not enter these works as a part of your portfolio. **Work submitted as a part of your application must be original.**

The use of **AI-generated** images or content is not allowed. Work that looks like it was created with tools, such as Midjourney, DALL·E, or other generative software, will be disqualified. Our emphasis is on your ideas, your creativity, and your process. We will review for originality. We do not permit and will deem ineligible any entries for which the final product is AI-generated. This rule extends not just to visual work but also to the submitted Statement of Intent. Applicants should write in their original voice and refrain from using AI to generate text or descriptions.

Please note that all submissions will be vetted through various platforms and methods for plagiarism and the use of AI.

REQUIRED **DOCUMENTS**

1. **Statement of Intent**
    Your Statement of Intent should express your interest in architecture as a field of graduate study. It is a verbal pairing to your portfolio of visual work and should reflect your authentic voice. The length of the Statement of Intent is 2 pages (maximum). The use of AI-tools is not allowed.

2. **C.V./Resume**

3. **Writing Sample**
    Submit one writing sample from previous coursework or a publication (maximum of 5-pages). The writing sample gives evidence of your verbal skills and style and helps us to understand how you frame an inquiry, creative reflection or critical position in and through writing. Applicants must directly acknowledge within their writing sample document any use of Generative AI tools through a written disclosure statement which includes: the full name of the tool used (with version number), how it was used (for example: data collection, writing review, editing, or translation), and the reason for use. For the writing sample only, this statement must be included on the first page, under the title. The use of AI-tools is not allowed for the Statement of Intent or Portfolio.

4. **Transcripts**
    Please note that **all** post-secondary education transcripts are required. Electronic transcripts (preferred) will be accepted from Canadian and US institutions and considered official if sent directly from the institution's Registrar's Office or other verified records office. Electronic transcripts must be sent to graduate.studies@carleton.ca.

    Physical copies of official transcript(s) (if required) must be mailed directly to Carleton from your home institution in a sealed university envelope from the office issuing the transcript(s). Official transcript(s) must indicate that your degree has been conferred.

    The mailing address is:

    Graduate Admissions
    512 Tory Building, Carleton University
    1125 Colonel By Drive
    Ottawa, Ontario, Canada K1S 5B6

5. **Reference Contact Information**

6. **Language Proficiency (ESL Test Scores) - if applicable** All instruction at Carleton University is delivered in English. If your first language is not English, you can demonstrate your proficiency through a few pathways, depending on your unique circumstances. Learn more here: https://graduate.carleton.ca/international/english-second-language/

7. **Portfolio Upload and Academic Integrity Declaration**
    The portfolio may contain up to 16 pages of content. The Admissions Committee reviews portfolios online; keep this in mind when preparing your portfolio layout. While the page dimension of the portfolio is at the discretion of the applicant, we recommend between 8.5" x 11" – 11" x 17" size. Please note that the portfolio must be submitted online via SlideRoom and not uploaded with your other documents. **Physical portfolios will not be accepted.**

    All applicants must sign a declaration on SlideRoom indicating that all work submitted is their own and original.

8. **Portfolio Upload Receipt**
   Once your portfolio is uploaded, you will receive a confirmation number from SlideRoom that your submission has been received. **You must then upload your SlideRoom receipt back into your Carleton application account.**

Once you have submitted your complete application, you will be asked to pay a non-refundable application fee. Within 4-7 business days, you will receive instructions to access and log in to Carleton Central, our university student information portal.

For frequently asked questions regarding the application process please see: https://graduate.carleton.ca/application-faq/.

For questions specific to the M.Arch program, contact the Azrieli School of Architecture and Urbanism's Graduate Administrator at architecturegrad@carleton.ca or via telephone at: 613-520-2600, extension 8226.

Thank you for your interest in our program, we look forward to receiving your application.