

## **Master of Design Admissions FAQ**

### **General Questions**

#### **Who is the best person to contact with questions about the Master of Design?**

You can submit a request for information on our website:

[http://daap.uc.edu/academics/design/m\\_of\\_design.html](http://daap.uc.edu/academics/design/m_of_design.html).

Our Program Coordinator, Sheri Cottingim, currently handles or redirects most inquiries about the program, and should be able to either answer your questions or refer you to someone better suited to help you. She can be contacted at [sheri.cottingim@uc.edu](mailto:sheri.cottingim@uc.edu) or 513-556-4377 if you have questions about this process.

#### **Do you offer a Master's degree in Industrial Design, Graphic Design, or Fashion Design?**

No, we offer a more general Master of Design, which includes students from all design fields and numerous other backgrounds. All of our graduate students will take classes together, learning principles that both unify and distinguish different areas of design practice. Through this process, each student will determine their focus through their research and elective courses. We emphasize the interrelatedness of these fields and stress the collaborative nature of design, and thus feel that our Master of Design better represents industry needs and standards.

#### **Do you offer a PhD program?**

We do not offer a PhD program at this time, but holding a Master of Design would certainly make you a competitive applicant for other institutions offering the degree.

### **Before You Apply**

#### **When are applications due?**

Our deadline for fall admission is on February 1<sup>st</sup> every year. The application for the following year is usually made available in the fall.

#### **Do you offer multiple start dates throughout the year?**

We only offer one starting time for our incoming graduate students, and that is in the fall semester. Unless you were previously in our graduate program, you will not be able to apply to begin in the spring or summer.

#### **Do you offer any distance learning opportunities?**

We do not currently offer any distance learning opportunities, and all incoming students are expected to be present at the University of Cincinnati for the two-year period when classes are in session.

**Will my application still be considered even if I do not meet all of the listed requirements?**

You are still eligible to apply to our program even if you do not meet all of our requirements. While there is no guarantee of acceptance, we will consider strong applicants that do not meet qualifications in certain areas, especially if they have a strong portfolio, work experience, and/or an exceptional personal statement.

**Can I still apply even if I do not have a Bachelor's degree in design?**

We do require that all applicants have a minimum of a Bachelor's degree, but it does not have to be specifically in design. In the past, we have had applicants with backgrounds in architecture, fine arts, engineering, computer science, and other related fields. We do understand that there are great candidates who can excel in the program without an undergraduate degree in design. As long as your application demonstrates aptitude to pursue a Master of Design, your application will be considered.

**Do I need to submit GRE scores?**

We do not currently require the submission of GRE scores to apply to our program. However, if you wish to include your scores we will consider them during the review process. This is recommended only if you believe that it will strengthen your application.

**Would it be possible for me to take a guided tour of the School of Design and/or DAAP?**

We do not offer an official tour for graduate applicants, although we do encourage you to visit the building and get your bearings if you are interested in doing so. The College of Design, Architecture, Art, and Planning and the School of Design office are usually open on weekdays from 8 a.m. to 5 p.m., and there are numerous sites around the building worth viewing. For starters, feel free to check out the Master of Design Graduate Studio (Aronoff 6450A), the Rapid Prototyping Lab (DAAP 5210), the DAAP library (Aronoff 5480), the DAAP main office (Aronoff 5470), and peek into the woodshop (Wolfson 3320). Don't forget to stop by the School of Design office (Aronoff 6415) to say hello!

Our street address is 2624 Clifton Ave, Cincinnati, OH 45221. Street parking is available alongside the building on Martin Luther King Blvd., or paid garage parking is available in the Clifton Court garage. More information about visiting the campus is available here:

<http://www.uc.edu/visitors>.

**How can I make a connection with a faculty member?**

A list of all School of Design faculty can be found here:

[http://daap.uc.edu/academics/design/sod\\_directory.html](http://daap.uc.edu/academics/design/sod_directory.html). Many of them have recorded their research interests, or are listed under a specific program. You are welcome to reach out to them to make a connection.

## **Application Process**

### **What needs to be included in my portfolio?**

Although there are no specific guidelines on format, we do prefer 12-15 pieces that you believe demonstrate your abilities and capability to pursue a graduate degree in design. These pieces usually include examples from throughout the design process, so that we can see how you reached your final product.

You can submit your portfolio here: <https://app.getacceptd.com/daap>. Please do not mail or e-mail this document to the School of Design.

### **Is it alright if my supporting documents are late, or if I haven't taken my GRE/TOEFL/IELTS before the application deadline?**

Ideally all documents should be submitted by the February 1<sup>st</sup> deadline, as we begin reviewing applications shortly thereafter. However, if you do believe that your documents will not be received in time, please contact our school to let us know. If we do not receive your documents before we review your application, it is possible that they may not be considered.

### **Where do I send my supporting documents?**

To submit your portfolio, please go to the following webpage and follow the directions: <https://app.getacceptd.com/daap>.

All transcripts, test scores, and recommendation dossiers should be submitted to the Graduate School's e-mail account ([grad.info@uc.edu](mailto:grad.info@uc.edu)) or to this address:

#### *Regular U.S. postal mail:*

Graduate School  
University of Cincinnati  
110 Van Wormer Hall  
P.O. Box 210627  
Cincinnati, Ohio 45221-0627

#### *Delivery via FedEx, DHL, etc.:*

Graduate School  
University of Cincinnati  
2614 McMicken Circle  
110 Van Wormer Hall  
Cincinnati, OH 45221-0627

### **How can I ensure that my recommenders are able to submit their letters?**

After you've submitted your application, your recommenders will receive an e-mail with a prompt to submit their letters of recommendation, unless you've elected to use a dossier

service. In this case, you will need to collect their sealed letters and send them to the Graduate School. You will be responsible for ensuring that we receive their letters.

**Is there a translation service for recommendation letters or transcripts in a foreign language?**

We do not offer any sort of translation services for application materials, and encourage applicants to find translators. Some recommendations would be through World Education Services (WES) or Educational Credential Evaluators (ECE), who both translate transcripts and may do recommendation letters, as well. They also have the added benefit of being organizations we've worked with in the past, and whose skills we recognize.

**Do I need to submit an official transcript for this application?**

Official transcripts are *not* necessary for the application process, but the application will require applicants to directly upload an image or scan of their unofficial transcripts with their application.

Although you do not need to submit an official transcript to be considered, if you are offered admission we will need an official transcript before you arrive in the fall. Official transcripts must be received by the Graduate School at least one week before classes begin, and only after the applicant has finished any current program. If you were a UC student after 99A, this information can be pulled from your file and you do not need to submit an official transcript.

The Graduate School also accepts electronic transcripts sent directly by the school as official. These documents can be sent to [UCGS@ucmail.uc.edu](mailto:UCGS@ucmail.uc.edu) with Kyle Johnson as the contact person if required.

**Students with Degrees Received in China:**

Applicants who have received a degree in China will not submit the usual official transcripts. Instead, they *must* have their degrees verified by the [China Academic Degrees and Graduate Education Development Center \(CDGDC\)](#). English-version verification reports must be sent to UC directly by the CDGDC to be considered official. No other verification will be accepted. For admissions review purposes, these applicants will apply with unofficial transcripts and translations like all other applicants. It would be most ideal if these applicants provided their own copy of their CDGDC report as their unofficial transcript/translation.

Chinese applicants must contact the CDGDC *after* their degree is completed and request that their degree verification report be submitted directly to the University of Cincinnati. Students who request a verification report prior to degree conferral will be required to submit a second report after conferral.

If students have completed coursework in China but did not receive a degree, they will *not* be required to submit verification through the CDGDC.

China Qualification Verification from the CDGDC

- Chinese: <http://cqvc.chinadegrees.cn/cn/>
- English: <http://www.chinadegrees.cn/en/>

### **After You've Submitted Your Application**

#### **How can I check the status of my application?**

You can check the status of your application if you go to the Graduate School website: <http://grad.uc.edu/>. There is a tab with a dropdown menu that says 'Apply,' and one of the options is 'Application Status.' You should be able to check your application here. If for some reason you receive a message stating that your application cannot be found, this may be because you have submitted it within the past 72 hours, or you did not click 'Finalize and Continue' in the application.

#### **Can I resubmit an edited document?**

You will not be able to edit your application once it is submitted, so if you have accidentally submitted an unfinished document you are welcome to resubmit the final version to our Program Coordinator, Sheri Cottingim. She can be contacted at [sheri.cottingim@uc.edu](mailto:sheri.cottingim@uc.edu), or 513-556-4377, and will add these documents to your file.

#### **What if my recommenders are having difficulty submitting their letters?**

If you have completed your application and your recommenders still have not received their e-mails after a few days, please instruct them to check their spam folders, as the automated requests are sometimes categorized incorrectly. If the request is not in there, you can log on to Check My Status (using the same log-in credentials used for the online application) and resend request notifications from there. If you are not able to access Check My Status, please contact the Graduate School Help Desk for assistance ([gradhelpdesk@uc.edu](mailto:gradhelpdesk@uc.edu), 513-556-1496) .

#### **Why hasn't my application status changed even though I've submitted my documents?**

There are a few reasons why this can occur. Firstly, it sometimes takes a few days for the system to update, so if you have just submitted or sent your documents your status may not have changed yet. Additionally, it may take some time to update on our end, as many of these tasks are done manually rather than automatically, and we receive a large number of applications.

Secondly, the status of your transcript does not change if you have submitted an unofficial copy. This is fine and the review committee will still consider your application as long as we have received an unofficial copy.

Thirdly, if you sent your documents to the wrong location on campus, it may take some time for it to be rerouted to its intended location and its presence noted.

Fourthly, mail is sometimes delayed around our due date, as snow and other inclement weather can get in the way. It would be better to send these documents earlier to avoid this trouble, but keep the school informed if you know there will be an issue.

There are many other reasons why the status of your documents may not change. You do not need to stress about this, but make sure that you've taken the correct steps to complete your application. Please let the School of Design know if you've mistakenly sent your documents to the wrong location or if there is another issue, and we can keep an eye out for them.

### **Will I be notified if I am missing any materials?**

In most cases, we will not notify you if you are missing any documents or materials. It is up to the applicant to ensure that all materials make it to the necessary locations. We will not track packages.

### **How will I know if I've been accepted?**

Whether or not you are offered a position in our program, we will contact you by e-mail to tell you the result of your application. We will update your status on the website, but this takes a bit longer and will not be the quickest method for you to receive information on our final decision. However, checking your status is a good method to determine whether or not your application is complete.

## **International Students**

### **Will I need to take any tests before I apply?**

We do not require the submission of GREs, but we do require the submission of TOEFL, IELTS, or PTE scores from all applicants from countries where English is not the primary language of instruction. English proficiency is required of all applicants, and students must have a TOEFL score—or an equivalent score for the other tests—of 570 (paper-based), 230 (computer-based) or 88 (Internet-based) on the Test of English as a second language to be considered.

### **Are there any opportunities to learn English before entering the program?**

Yes. Several students have completed the English Language Services (ELS) program before entering our graduate program the following year. You can express your interest in ELS on our application, or can apply to our program while in ELS. Here is a link to their website for more information: <http://www.els.edu/en>.

**As an international student, am I eligible for funding?**

International students are eligible for financial aid and scholarships, although they are all merit-based. Additionally, we do offer Graduate Assistantships, where students can receive tuition assistance for work done for the school and/or related institutions, such as the Live Well Center or the Children's Hospital. You will be able to indicate your wish for funding on the application. If you do not receive funding for your first year, you may be eligible for your second year.

**How can I apply for a visa?**

After you have received an offer of admission, you will receive information about how to apply for a visa. Further information on this topic can be found on UC International's website:

<http://www.uc.edu/international.html>.

**Other Questions****Do you offer any internship opportunities within the School of Design?**

Not within the school, although we do occasionally offer co-op positions for current students. However, if you do not wish to apply to our graduate program you may be eligible to apply as a Visiting Scholar if you already have a degree in design and have a faculty member from our school willing to work with you.

**Is it possible to be readmitted if I was previously accepted or unable to complete the program?**

Yes, it is possible to seek readmission. If you were previously accepted but unable to attend or attended but unable to complete your degree, we strongly encourage you to contact the School of Design's Program Coordinator, Sheri Cottingim ([sheri.cottingim@uc.edu](mailto:sheri.cottingim@uc.edu), 513-556-4377), so that we can discuss your options. It would be best to start this process a minimum of six months before the intended readmission.

**Do you offer any courses for people looking to improve their design skills?**

We do not currently offer any courses for non-students at the graduate level, although we do have a few undergraduate courses available for non-majors. If you are currently a student at the University of Cincinnati, you should be able to enroll in these available courses.