

MASTER OF INTERIOR ARCHITECTURE APPLICATION PROCESS FREQUENTLY ASKED QUESTIONS

1. How do I know if I need to apply?

Interior Architecture Studio III, Interior Architecture Studio IV, Project Management, Thesis Project Interior Architecture Design and Thesis Project Interior Architecture Design are Cal Poly Pomona (CPP) residency courses; admission to these classes is restricted to those who have been admitted to the Master of Interior Architecture program. If you wish to take one of the CPP courses, you must apply for admission the quarter before the start of the class.

You MUST be scheduled to complete all Foundation Level Prerequisite Courses by the end of the quarter prior to your admission to be eligible to apply. You must also have a Bachelor's degree to be eligible. If you are not certain as to your eligibility, please contact Suzanne Sheppard, Student Affairs Advisor at (310) 794-3747 so that she may review your course history and schedule.

2. What is the deadline?

Cal Poly Pomona sets the application deadlines. Visit <http://www.csupomona.edu/~arc/masterinterior.html> to see the deadlines for upcoming quarters.

3. What documents do I send to each school?

See the attached checklist for a list of items which need to be sent to UCLA Extension and Cal Poly.

4. Do I have to submit my official transcripts to UCLA Extension if I have already done so when I applied for candidacy?

Yes, you must submit all of your official undergraduate transcripts as well as your official UCLA Extension transcripts to BOTH Cal Poly and UCLA Extension. See checklist. Visit <https://www.uclaextension.edu/str/transcripts.aspx> to request your official UCLA Extension transcript. Select mail transcript now option.

5. Do I need to send every transcript from every school I have attended?

See the Cal Poly application for details but in general you need to request an official transcript for all college and post-secondary academic work.

6. What happens if I am an International student? Why can't we use the transcripts that I had translated?

International students must supply all requested official transcripts to both Cal Poly and UCLA Extension. If you are applying as a foreign student, please contact Kelly McCullen, International Student Advisor at (909) 869-2036 for further information.

7. What do I do if my transcripts will not arrive on time?

If you are an international student and your official transcript will not arrive by the deadline, you may try to use an unofficial transcript but Cal Poly may not accept your application. Please keep in mind that the Arc_ID program does not control admissions; Cal Poly sets its admissions rules. Please contact Kelly McCullen, International Student Advisor at (909) 869-2036 for further information.

8. How will I be notified if I am accepted?

You will receive an email from Cal Poly notifying you of your admission. You will also receive an email from Cal Poly containing registration information for all CPP courses.

9. How will I know if UCLA Extension or Cal Poly has received my materials?

Please use the provided application checklist to track dates you submitted/mailed all application materials. You may contact the Arc_ID department to see if we have received any materials being submitted to our office. Cal Poly inquiries should go directly to the admissions office at (909) 869-3210.

10. What are the portfolio requirements?

Please visit the Cal Poly Office of Admissions Master of Interior Architecture web page at http://dsa.csupomona.edu/admissions/interior_architecture.asp.

11. What do I write in my statement of purpose?

Please visit the Cal Poly Office of Admissions Master of Interior Architecture web page at http://dsa.csupomona.edu/admissions/interior_architecture.asp.

12. What happens if I have questions about my applications?

Contact Cal Poly directly regarding any emails you may receive from them regarding your application. UCLA Extension Arc_ID staff will assist you with any follow-up you may have regarding our communications.

13. What happens if I have questions about TOEFL or my student visa?

Please contact Kelly McCullen, International Student Advisor at (909) 869-2036 for further information.

14. Are there any exceptions to the deadline?

No.

15. May I apply and defer my admission?

No, you must take one of the CPP courses in the quarter in which you are admitted.

16. Can I still take Masters classes if I have not been admitted into the program?

No, you may not take any of the CPP courses unless you have been admitted.

17. Is there a contact person at Cal Poly I can speak to about the admissions process?

Please use the contact information provided on the Office of Admissions web page, http://dsa.csupomona.edu/admissions/interior_architecture.asp or the Department of Architecture page, <http://www.csupomona.edu/~arc/masterinterior.html>.

18. What is the code for question 31 on the application form?

The code is MIA. Enter Masters and Interior Design in the blank fields.

19. Who do I make the application check out to?

Please see the black bar at the top of page 1 of the admissions application form for the fee amount and to whom the check is to be made payable.

20. Are the classes held in Pomona or at UCLA Extension?

Classes are held at UCLA Extension locations.

21. Is federal financial aid available for the Master of Interior Architecture program?

Yes, contact the Cal Poly Financial Aid office at (909) 869-3700 or visit http://www.dsa.csupomona.edu/financial_aid/ .