

## MLA EXHIBIT OF CREATIVE WORK REQUIREMENTS

### APPLICANTS TO THE FIRST AND SECOND PROFESSIONAL DEGREE

The Exhibit of Creative Work (Portfolio) should demonstrate a strong visual literacy and an ability to communicate your ideas in a visual format. The portfolio should include your best and most recent work. These may be works you have completed as assignments in school but we also strongly encourage you to include projects you did on your own. Technical skills are an advantage to designers; however, they are not the primary purpose of the portfolio review. The Graduate Admissions Committee assesses your potential--not your professional design abilities.

*Examples of the type of work that might be included in a portfolio are:*

- Freehand drawings of all kind
- Graphics or typography
- Weavings and fiber art
- Painting
- Printmaking
- Photography\*
- Photographs of sculpture or other 3-dimensional work such as furniture design, jewelry, or ceramics
- Landscape Architecture/Architecture/Design Projects

\*Must stress composition or point of view component, not technical expertise.

**Applicants are required to submit the portfolio BOTH as a (1) hardcopy - 12 sheets in an *unbound* 8-1/2" X 11" and (2) digital (PDF) format.**

#### ***(1) Hard copy Portfolio Size and Restrictions:***

No more than twelve 8-1/2" x 11" *unbound* sheets of recent and high quality work. Images should be on *only* one side of the sheet. *Do not submit slides or CDs. Portfolios must not be larger than 8-1/2" x 11" x 1-1/2". Please do not use foam core board. All binders will be removed and will not be returned.*

Unacceptable portfolio materials will be returned to applicant without review. The portfolio must be mailed to the department (postmarked) by the January 5, 2010, application deadline.

Mail Portfolio to:

Graduate Admissions Committee  
Department of Landscape Architecture & Environmental Planning  
University of California, Berkeley  
202 Wurster Hall #2000  
Berkeley, CA 94720-2000

**(2) Digital Portfolio Size and Restrictions:**

The twelve-page digital portfolio is identical to the hard-copy portfolio. The portfolio file must be in a PDF format and no larger in size than 10 MB. **The upload server will reject your file if it is larger than 10 MB.** See below for tips on file compressions. If you have tried compressing your file and it is larger than 10 MB, you may break up the file and upload it in a multiple PDF files. However, for viewing purposes the admissions committee prefers that your portfolio be a single document.

*File Compression:* If your portfolio exceeds 10 MB, try compressing it in Adobe Acrobat. Open the file Acrobat; under the “Advanced” tab on the menu bar, select “PDF Optimizer.” Set all “pixels/inch” numbers to 100 or less and click “OK.”

*Portfolio File Name Instructions:* All file names must be all lower-case, must **only** use characters a-z, 0-9, and hyphen (“-”), and must be in the following format:

*Single-File Portfolio*     *applicant name – program – portfolio*  
john smith-mla2d-portfolio.pdf

*Multiple-File Portfolio*     *applicant name – program – portfolio – 1*  
john smith-mla2d-portfolio-1.pdf

applicant name – program – portfolio – 2  
john smith-mla2d-portfolio-2.pdf