

PORTFOLIO REQUIREMENTS FOR POSTGRADUATE COURSES

Thank you for your interest in our courses in the Faculty of Art, Design and Architecture. For courses for which this is a requirement, you will be asked to submit your portfolio online in order that we can progress your application.

All communications with Kingston University regarding your initial application will be by email. You will receive a confirmation that we have received your application, so do check your email inboxes and junk mail box in case it has gone there and ensure you mark anything from Kingston as 'not junk mail' so you don't miss anything.

First you will have to submit an online application. **Only online applications will be accepted via our website:** <http://www.kingston.ac.uk/postgraduate/apply-now/>

What happens next?

Once we have received your completed online application you will receive an automatic email request for your portfolio. This email will tell you what we require in your portfolio but we have added some details below for information.

Once your portfolio has been reviewed, if the Postgraduate Admissions Tutor requires further information or wishes to invite you to further assessment by interview they will contact you directly.

You will then hear directly from our Faculty Admissions Office whether your application has been successful.

Portfolio Submission

The portfolio email asks you to upload your zipped portfolio to the Kingston University dropbox **WITHIN 3 WEEKS** of the date of the email request. You will be provided with a dedicated link to do this.

The dropbox homepage will ask you to enter your Kingston ID number, your name and the course name as well as an email address so that we can confirm receipt. Please enter this information carefully so we can clearly match your portfolio to your application. You will automatically receive an email to confirm that you have successfully submitted your portfolio.

Portfolio Guidelines

Carefully select and edit your work to produce an exciting, creative and representative document, which informs us about your skills, interest and ambitions. **It should open with a statement (max 300 words) introducing the work in your portfolio, followed by a**

maximum of 15 samples of work. If you submit a larger portfolio please note we will only review the first 15 samples.

This must include:

- a selection of your student work (if relevant)
- a selection of your professional work (if relevant)
- a brief, illustrated explanation of any research you have undertaken
- examples of preparatory creative work (for example, images from your sketchbooks)

Please note that due to the very high number of applications that we receive, if we do not receive your portfolio as requested, we will assume that you no longer wish to be considered for a place on the course and your application will be withdrawn.

We are also unable to give individual feedback on your portfolio.

Thank you again for your interest in our course at Kingston and we very much look forward to receiving your application.

Faculty of Art, Design & Architecture
Admissions Office