Interdivision Transfer Policy:
Transferring Into the College of Art

Undergraduate students enrolled in the College of Arts & Sciences, the James McKelvey School of Engineering, the Olin Business School, and the College of Architecture may apply to transfer into the College of Art. Transfer requests must be made in WebSTAC by the last day of final exams of the semester before the effective semester.

Transfer applications are reviewed at the end of each semester for entry to the College of Art in the following spring or fall. All Washington University students must spend their first semester in the academic division that admitted them.

Minimum Criteria

The following requirements must be met for an internal transfer into the College of Art in the Sam Fox School:

1. Achieve a cumulative GPA of 3.0 or higher with no outstanding Incomplete "I" grades.
2. Present an academic record that supports the conclusion that you will be able to complete a BFA or BA degree in the College of Art in a typical time frame. Depending on your level at the time of transfer, additional semesters and/or pre-approved summer school may be required.
3. Be in good academic standing.
4. Submit a portfolio of 10-20 images of your best and most recent artwork (see below).

Each application is evaluated on a case by case basis. Meeting the minimum criteria does not guarantee admission into the College of Art.

Portfolio Requirements

Your portfolio should consist of 10-20 pieces of artwork such as drawings, paintings, photographs, illustrations, videos, sculptures, storyboards, websites, or other types of relevant work in art and design. Work from any studio courses previously taken in the Sam Fox School must be included in your portfolio. Artwork should be submitted as high resolution digital images no larger than 2MB each. Please include only one image per file. Detail images or alternate views of work may be included as individual files. Each file should be in JPG or JPEG format and labeled using the following format: Lastname Firstname_01.jpg (e.g. Smith John_01.jpg).

Your portfolio must also contain a numbered image list that corresponds to your file names. For each piece, please list the course in which it was made (if applicable), title/assignment, media, size, and year of completion. The image list may be a PDF or Word doc.

Your images and image list must be uploaded to a Box folder that you will be given access to by John Early, Undergraduate Academic Advising Coordinator for the Sam Fox School.

To Begin the Transfer Process:

- Log in to WebSTAC and select "Change WU School" under the "Academics" tab.
- Upload your portfolio and image list to Box.
- Meet with Joseph Fitzpatrick, Associate Dean of Students in the Sam Fox School, for an interview and portfolio review. Contact information for the Associate Dean is provided during the request process in WebSTAC.
- Complete an exit interview or exit survey with the academic division you are leaving.

It is strongly recommended that you meet with a Four-Year Advisor in the Sam Fox School prior to registration to ensure that you know what classes to take the following semester and can be given waitlist priority. Otherwise, enrollment in the required studios for your semester of entry may not be possible.