



## Guidelines for Creating a Portfolio for Master's Applications

### Purpose and Function of the Portfolio

The portfolio is the central selection criterion in the Master's application process.

Your portfolio should demonstrate:

- your subject-specific competencies
- your design and analytical skills as well as your spatial thinking
- your creative and conceptual abilities
- your development and attitude as a prospective architect or urban planner

Overall, the portfolio should convey a meaningful impression of your personality.

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### Formal Requirements

The portfolio must be submitted exclusively **in digital PDF format**. Applications in paper form will not be considered.

Since the selection committees will review the portfolio exclusively on screen, it should be designed for digital presentation.

Ensure a consistent and clear layout. Choose a readable font and very high-quality resolution for images, graphics, and photos. Pay attention to correct page breaks.

### Specifications:

- Format: DIN A4 (screen-optimized) as PDF
- File size: max. 10 MB
- Language: German or English
- Application: online for all programs
- Application period (University of Stuttgart): usually May 15 to July 15  
*(The important date is the application deadline, not the opening of the portal)*
- **Deadline: July 15**  
The application deadline midnight (24:00) on the stated day.  
Documents can be added or replaced up until the deadline.  
After the deadline, no submissions or changes are possible. Applications submitted in other forms (e.g. via links) are legally invalid and will not be considered.
- Tip: Be sure to allow enough time for uploading!
- The order in which applications are received does not affect their assessment.

For further information, please refer to the admission regulations of the University of Stuttgart for the Master's program in Architecture and Urban Planning.



## Concept

Start early by developing a rough concept for your portfolio:

Which projects do I want to present? What is important to me? How do I want to present myself?

The portfolio should include your most important and representative work and reflect an appropriate range.

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## Portfolio Structure

- **Cover page:** Include only the application and applicant number  
You are free to choose the design.
  - **Table of contents:** Recommended for longer portfolios
  - **CV or short profile:** Do not include a personal photo, student ID number, or personal contact details. Only provide the application and applicant number along with subject-related information.
  - **Project presentation:** Select only very strong projects that reflect your skills, creativity, and expertise. Projects may come from design studios, seminars, or specialized modules.
  - “Work-in-progress” projects (e.g. an unfinished bachelor’s thesis) are also acceptable.
  - Group work can also be meaningful. However, you must clearly indicate your individual contribution and label the project as group work.
  - Pay attention to how you begin your portfolio (to make a strong first impression) and how you conclude it (final impression).
  - Clearly identify the location of each project (include a site plan).
  - **Descriptions:** Describe each project precisely: context, concept, design. Write informatively, concisely, and clearly — as long as necessary, as short as possible.
  - **Self-reflection:** Show your learning processes, motivation, and goals.
  - **Optional:** A motivation letter offers space to elaborate on your individual skills and interests.
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## Final Steps

**Final Self-Review:** Carefully review your portfolio for completeness, clear structure, precise wording, and clean presentation (layout, thoughtful image selection, precision in plans and floor drawings, etc.).

**Readability:** Ensure that your uploaded document can be opened without problems in the C@mpus system.

**Good luck!**