NOHEMI GONZALEZ Scholarship for International Study
Procedures and Content Requirements

Submittal Procedures:

Directions for Uploading Scholarship information on to the OneDrive System follow. You can also find a link to a video tutorial for this process here: https://csulb-my.sharepoint.com/personal/william_terry_csulb_edu/_layouts/15/guestaccess.aspx?docid=0f148ed6bef4146eea544c06e12b3a0aa&authkey=AY-K7e4cG-px1pnJhfjVBqg&e=8ac5482e6b714dea9fbf773b4086c682

1. Go to http://my.csulb.edu

2. Enter your student ID and Password and **Sign In**

3. This will lead you to an Application Launch Page. Find the **OneDrive** Application and click on the symbol to launch the application

4. If you've never used OneDrive before it may take a moment to set up. Follow the on screen prompts.

5. Once your **OneDrive** has been set up Click on the **"NEW"** dropdown box on the upper left of your screen and select **Folder** from the dropdown menu.

6. Label the folder:
   **Last Name, First Name, Academic Track and Program in that order**
   Examples:      Doe, John BFA Interior Design
                        Doe, Jane BA Design

7. Click **CREATE.** The folder should now appear in your files.

8. Click on the folder you created.

9. You will now upload your portfolio and application into this folder. You may either drag and drop the files into the folder or click the **upload** button at the top of the page.

10. Once your files have been uploaded Click the **SHARE LINK** Button on the top of the page. A pop up will appear with a drop down menu. It should read, "**Anyone with the Link CAN VIEW."** If it reads that way move on to the next step. If it does not say this CLICK on the drop down arrow and permissions options will appear. Change the permission so that it matches the above wording. Then hit **Apply**.

11. Click the "**Copy Link**" button in the lower left hand corner of the pop up window. This should create a **Sharable Link.**

12. Click the **COPY** button near the link and copy the link on your computer's clipboard.

13. Paste the Link in the body of an email addressed to: Arnel.Ignacio@csulb.edu

*NOTE:* Once your application has been submitted *do not* change the name of the folder on the OneDrive system in any way. Any changes to the folder's name will break the link and the Scholarship Committee will not be able to see your work.

## Portfolio Content Requirements: (SINGLE PDF FILE)
PLEASE name your PDF file as follows: **NG Scholarship Portfolio-"Your Initials"**

*Please keep the file size under 20MB and configure the image(s) size to be viewed digitally.*

### Section 1 (One Page / Slide Max.)
Design Philosophy:   Please describe your thoughts on how your design education has prepared you to create impactful, innovative and socially responsible design solutions.

### Section 2 (Five Pages / Slides Max.)
Ideation / Process:   Please include imagery that describes your design process.
Content may include:
Freehand sketches, prototypes, conceptual models, research, etc.

### Section 3 (Five Pages / Slides Max.)
3D Visualization   Please include computer-generated imagery that reflects your final design solution(s).
Content may include:
Objects, spaces, information graphics, illustrations,  etc.

### Section 4 (Five Pages / Slides Max.)
Physical Constructs   Please include physical models that reflect your final design solution(s).
Content may include:
Objects, spaces, way finding, displays, etc

### Section 5 (Three Pages / Slides Max.)
Extra   Please include any work that would reflect your passion for design.

NOTES:
1. You may use one (single) project to showcase with in Sections 2-4 or use multiple projects.
2. You may include brief descriptions / titles in each of the slides to provide clarity and or context of the image.
3. Presentations should be clear and graphically simple. Focus on the body of work that best represents you. Be careful of over populating slides with imagery.
4. NO NEED to put your name on your presentation.