MFA in Writing Application Guidelines

Materials to submit

☐ **Application form.** Please type or print in ink.

☐ **Creative manuscript.** Submit work in the genre you wish to study. Students in the MFA program must choose one primary genre. If you are not sure which genre to choose, you may submit work in two genres and let the Admissions Board decide for you.

- Poetry: 10 pages (no more than one poem per page)
- Fiction: Up to 4000 words maximum (double-spaced)
- Nonfiction: Up to 4000 words maximum (double-spaced)

☐ **Personal essay.** Maximum of three pages, addressing the following:

- Your background in the study of creative writing and literature
- Additional writing or workshop experience
- Literary influences on your writing, including the titles of books in your genre by writers you feel have shaped your thinking (not including our MFA faculty)
- How your schedule will accommodate devoting 20 to 25 hours per week to your writing and to the completion of program requirements
- Reasons why a low-residency MFA program suits your level of experience and your goals for future development as a writer

☐ **Critical analysis.** Maximum of three pages exploring some aspect of or element of craft in a literary work.

☐ **Two letters of reference.** Fill out the top portion of the reference letter form and send to your references. They should mail the completed form to the MFA office. References should be able to assess your qualifications for graduate study in writing. (These are not required for those applying for the Residency Writers Conference.)

☐ **Transcripts.** Arrange for official, sealed transcripts of your undergraduate and/or graduate studies from the institutions where you earned degrees. Please have them sent directly to the MFA office. (These are not required for those applying for the Residency Writers Conference.)

☐ **Application fee.** A nonrefundable fee of $50.00 is required with your application materials. Please include a check payable to Pacific University, or call 503-352-1531 to use your credit or debit card.
How and when to submit your application

Formatting: The manuscript, personal essay, and critical analysis must be typewritten in Times, 12 point, with page numbers and your name on each poem, story, essay, or chapter. With the exception of poetry manuscripts (which should be single-spaced, one poem per page), all pages should be doubled-spaced. If you are mailing your materials, please send three copies of the manuscript, personal essay, and critical analysis. To save paper, you may email your writing to the MFA office at mfa@pacificu.edu.

Deadlines: For priority consideration, submit all application materials by September 1st for the semester beginning in January or March 1st for the semester beginning in June. Applications received after these dates will be considered as space allows and may be processed for the following semester.

Financial aid: Submit your FAFSA as early as possible. For more information, see the Costs, Scholarships and Financial Aid Information sheet in this packet.

To applicants who are reapplying: If you are reapplying to the Pacific MFA in Writing program within one year of your previous application, submit the following: 1) a new or revised manuscript, 2) a new or revised personal essay, 3) a new or revised critical analysis, 4) a new application form, and the $50.00 application fee. Updated references and transcripts are optional.

Summary of the application process

Applicant submits:
☐ Application form
☐ Manuscript (3 copies if mailing)
☐ Personal essay (3 copies if mailing)
☐ Critical analysis (3 copies if mailing)
☐ $50.00 nonrefundable application fee

Additional materials sent separately to the MFA office (not required for those applying for the Residency Writers Conference):
☐ Two letters of recommendation
☐ Official, sealed copies of undergraduate and graduate transcripts

Mail all application materials to the address below. To save paper, you may email your creative manuscript, personal essay and critical analysis to the MFA office at mfa@pacificu.edu.

MFA in Writing Administrative Office
Pacific University
530 NW 12th Avenue
Portland OR 97209
Name: ____________________________________________________________

First Middle Last

If you have ever had your name legally changed, what was your previous name?
_____________________________________________________________________________

Address: ________________________________________________________________

City ____________________ State ____________ Country __________ Zip code _________

Telephone: ___________________________ Email: _____________________________

Date of birth: _________________________ Occupation: _________________________

Sex: □ Female □ Male

Ethnicity (optional):  Are you Hispanic or Latino? □ Yes □ No

Regardless of your prior answer, please select one or more of the following (optional): □ American Indian or
Alaskan Native □ Asian □ Black or African American □ Pacific Islander or Native Hawaiian □ White

Citizenship (choose one): □ U.S. citizen □ Permanent U.S. resident □ Visa

□ I am applying as a degree candidate

□ I am applying for the Residency Writers Conference: □ no credit □ credit

□ I am reapplying to the MFA program

Concentration (choose preference): □ Fiction □ Nonfiction □ Poetry

Entry term: □ January □ June Entry year: ______________

Education: List all higher education institutions where you earned degrees (dates, degrees)
_____________________________________________________________________________

Other relevant study or writing experience: workshops, conferences, classes
_____________________________________________________________________________

Awards, honors, grants, publications (may use back page for additional information)
_____________________________________________________________________________

Signature _____________________________________ Date _____________________
Master of Fine Arts in Writing
Reference Form

Name of applicant: _____________________________________________________________

To the applicant:
According to the Family Rights and Privacy Act of 1974, as amended, candidates for admission may waive or retain the right of access to each reference. Please indicate your preference below:
    □ I waive my right of access to this reference.
    □ I do not waive my right of access to this reference.

Signature of applicant: _________________________________ Date: ___________________

Name of reference: _____________________________________________________________

Title: ___________________________________________________________

Institution or organization: _______________________________________________________

Address: ______________________________________________________________________

Email address: ___________________________________________________________________

Phone number: _________________________________________________________________

To the reference:
The above-named person is applying for admission to the Master of Fine Arts in Writing program at Pacific University. The MFA program seeks students who have demonstrated talent for and commitment to the writing process, ability to look objectively at their work, and willingness to use criticism in a discriminating manner while remaining true to individual voice and vision. Students must also be able to work independently for sustained periods and to participate productively and supportively in a writing community. Please provide your estimate of the applicant’s ability to meet these requirements.

Please return this form along with your letter of reference to:
MFA in Writing Administrative Office
Pacific University
530 NW 12th Avenue
Portland, OR 97209

In what capacity do you know the applicant? ______________________________________

Signature of reference: _________________________________ Date: ___________________
Master of Fine Arts in Writing

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