

## Application Checklist

**BY JANUARY 15TH FOR OUR FALL SEMESTER DEADLINE, OR BY  
NOVEMBER 1ST FOR OUR SPRING SEMESTER DEADLINE**

The following materials should be sent to the **Graduate School**:

- \_\_\_\_\_ One copy of an **official** transcript (Xeroxed copies will not be accepted)
- \_\_\_\_\_ Graduate School Application
- \_\_\_\_\_ \$40.00 application fee

The following materials should be sent to the **MFA Office**:

- \_\_\_\_\_ 3 copies of your portfolio, 12 POEMS OR A MAXIMUM OF 30 PAGES OF FICTION
- \_\_\_\_\_ 3 letters of recommendation (No form required)
- \_\_\_\_\_ Copies of all transcripts

**If you are applying for an assistantship, the MFA Office will also need the following materials:**

- \_\_\_\_\_ IA/TA Application
- \_\_\_\_\_ Faculty Employment Application
- \_\_\_\_\_ Resume
- \_\_\_\_\_ 500 word Statement of Purpose (**This should *solely emphasize* your desire and ability to teach. Include all relevant experience. The committee only takes into consideration your teaching potential. So, please, concentrate on this when you compose your statement.**)