

**INSTRUCTIONS FOR CURRENT UHM ENGLISH M.A. STUDENTS PETITIONING
FOR ADMISSION TO THE ENGLISH Ph.D. PROGRAM**

PETITION DEADLINE: DECEMBER 1

The petition process is for current UHM English M.A. students who plan to graduate in the spring semester and are seeking admission to the Ph.D. program the subsequent (fall) semester.

Applicants will be solely responsible for ensuring that all application materials are received by the deadline of December 1.

Submit the following items to the Office of Graduate Education. See the How to Apply page of their website (<https://manoa.hawaii.edu/graduate/content/how-apply>) for full details on items 1 and 2.

1. The **Petition for Admission to a Doctorate in the Same Discipline**, including the completed application fee payment page. This form is available on the Forms section of the Office of Graduate Education website: <http://www.manoa.hawaii.edu/graduate/>.
2. International students may be required to submit proof of sufficient funding.
3. A **Statement of Objectives**. In evaluating applications, we place a great deal of weight on the statement, which is your chance to give the admissions committee a clear sense of why you want a doctoral degree in English, why you have chosen our program in particular, what you hope to gain from your studies, and what you hope to contribute to the discipline or profession. Your statement should be no longer than two single-spaced pages.
4. **Three letters of recommendation**, preferably from professors from whom you have recently taken courses in your field or who have directed you in independent research or in your thesis. These letters should assess your abilities and achievements, and they should evaluate your potential for success in our program. For your letters of recommendation, you should choose professors who know your work well: a general statement of approval is worth much less than a precise and detailed account of what kind of work you have done and what kinds of abilities you have demonstrated. It is usually helpful to your recommenders if you provide them with a brief curriculum vitae and a copy of your statement of objectives. *It is your responsibility to ensure that the letters are submitted before the deadline of December 1.*
5. A **writing sample**. Submit a single critical essay that you have written that demonstrates your ability to do graduate work in English. The sample should be your best work that relates to your intended area of study; if it does not relate, write a brief explanatory note on the first page. *The critical sample should be a Word document, 15-20 pages in length (including end notes and Works Cited pages), with one-inch margins and pages*

numbered. A Works Cited page must be included. Your name should not appear in the document. Writing samples that do not adhere to this format may be returned.

6. If you are planning to do a creative dissertation, you must also submit a **second writing sample** illustrating your creative work in the genre of your choice. *The creative writing sample should be 15-20 pages in length, with one-inch margins and pages numbered. Your name should appear on the first page. Fiction samples should be double-spaced, but poetry samples need not be. If multiple works (multiple short stories, poems, or a mix of the two) are submitted, the page count should not exceed 20, and a table of contents should be included.* Writing samples that do not adhere to this format may be returned. Spoken word poets are encouraged to also submit an audio file to accompany the written works. Your creative writing sample is key to your admission to the creative writing concentration.

You will receive a confirmation email from the English Department once all of your application items are received, or if you are missing any items after the application deadline. While we appreciate hearing from you, please understand that excessive inquiries about your application status will slow down the admission process.

See the English Graduate Admissions Frequently Asked Questions Sheet for answers to commonly asked questions. If you have any further questions you may contact us at enghi@hawaii.edu or at (808) 956-9317.