

**INSTRUCTIONS FOR APPLYING TO THE ENGLISH Ph.D. PROGRAM**  
APPLICATION DEADLINE: DECEMBER 1

*Applicants are 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 *Submitting Your Application* page of their website (<https://manoa.hawaii.edu/graduate/content/submitting-your-application>) for links to the online application and Supplemental Documents Upload Website.

1. The **Graduate Admissions Application**
2. The admissions **application fee**
3. **Transcripts** from each postsecondary institution you have attended. Unofficial copies are acceptable for the admissions application, but admitted students must submit official transcripts in order to enroll at UHM.
4. Certain applicants may be required to submit the following items:
  - Residency Declaration Form
  - Proof of sufficient funding (international students only)
  - Official TOEFL or IELTS exam scores (international students only)
5. **GRE scores.** Only the General Test (verbal reasoning, quantitative reasoning, and analytical writing sections) is required. For applicants who hold degrees in fields other than English, taking the Subject Test in Literature (in addition to the General Test) is advisable. Register for the GRE at <http://www.ets.org/gre>. *Upload your Test Taker's Score Report to the Supplemental Documents Upload Website; we will use this to expedite our review process while we wait for ETS to report your official scores.*
6. 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. We recommend that you refer to our website (<http://www.english.hawaii.edu/>) to familiarize yourself with our program and the areas of specialization we offer. Your statement should be no longer than two single-spaced pages.
7. **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. *Use the Supplemental Documents Upload Website to send prompts to your letter writers; as a courtesy to your writers, do this well in advance of the application deadline. As the deadline approaches, check the status of your letters on the upload site; it is your responsibility to ensure that your letter writers follow through.*

8. 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), double-spaced, 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.
9. 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.

**Check your email regularly around the application deadline**, as this is how you will be notified of missing or problematic application items which must be addressed immediately. You will receive status updates from two offices: from Graduate Division regarding items 1-4 above, and from the English Department regarding items 5-9. Once our department has received all items (1-9) you will receive an email confirming that your application is complete. 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 [vjun@hawaii.edu](mailto:vjun@hawaii.edu) or at (808) 956-9317.