

## INSTRUCTIONS FOR APPLYING TO THE ENGLISH BA-MA COMBINED PATHWAY PROGRAM

APPLICATION DEADLINE: JANUARY 1

*Applicants to the BA-MA Combined Pathway Program must be English majors in their junior year who have earned an A- or higher in ENG 320. Students should consult Valerie Jun, Assistant Director of Graduate and Undergraduate Programs, to ensure they are eligible for the program before applying, as the application fee is non-refundable.*

***Applicants are responsible for ensuring that all application materials are received by January 1, 11:59PM HST.***

Submit the following items to Graduate Division. 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.

Questions about items 1-4 should be directed to Graduate Division ([gradss@hawaii.edu](mailto:gradss@hawaii.edu)).

1. The **Graduate Admissions Application**. Select “English” as the program. Our concentrations (e.g., Creative Writing) are not listed on the application’s dropdown menu but you can indicate your concentration in your Statement of Objectives.
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. Graduate Division sets a minimum GPA of 3.0. If you do not meet this minimum you should address this in your Statement of Objectives (item 5, below).
4. Certain applicants may be required to submit the following items:
  - Residency Declaration Form (applicants who qualify to pay resident rate tuition)
  - Confidential Financial Statement Form (international applicants only)
  - Official TOEFL or IELTS exam scores (international applicants only)

Questions about items 5-8 should be directed to Valerie Jun ([vjun@hawaii.edu](mailto:vjun@hawaii.edu)) of the English Department. You may submit a CV if you wish. Any other additional items will not be considered.

5. **A Statement of Objectives.** In evaluating applications, we place a great deal of weight on your statement, which is your chance to give the admissions committee a clear sense of why you want a master's degree in English, why the Combined Pathway Program is the appropriate route for you, which concentration you are interested in, why you have chosen our program in particular, and what you hope to gain from your studies. We recommend that you refer to our website (<http://www.english.hawaii.edu/>) to familiarize yourself with our program and the concentrations we offer. Your statement should be one single-spaced page.
6. **Three letters of recommendation.** Additional letters will not be accepted. The letters should be from professors from whom you have recently taken courses in your field. These letters should assess your abilities and achievements, and they should evaluate your potential for success, not just in the MA program but specifically in the Combined Pathway 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.

If you are not able to obtain letters from professors, we will accept letters from employers. However, be aware that such letters often do not provide the information that the admissions committee needs to best evaluate your potential for graduate study in English. Although your recommenders may be able to attest to your writing abilities, they may not be familiar enough with your ability to interpret or analyze a text, or other such skills that are best assessed in an English class.

*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.*

*Creative writing applicants: At least one letter of recommendation should attest to your abilities in analytical writing.*

7. **A critical writing sample.** Submit a single critical essay (one that involves analytical and interpretive writing and includes outside sources) that you have written that demonstrates your ability to do graduate work in English. The sample should be your best work and does not need to relate to your intended area of study. *The critical sample should be 8-12 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. Writing samples that do not adhere to this format may be returned.* Although the critical writing sample is a required application item, it is not as heavily weighted as your Statement of Objectives and letters of recommendation.

8. If you are planning to do a creative thesis, you must also submit a **creative 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.*

If, in the event that you are not accepted to the creative writing concentration, you would like to be considered for another concentration (composition and rhetoric, literary studies, or cultural studies in Asia/Pacific) you should state this clearly and detail your interests in your Statement of Objectives. In addition, at least one letter of recommendation should attest to your abilities in analytical writing.

**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 5-8. Once our department has received all items (1-8) 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.

The official notification of your admissions decision will come from Graduate Division in late March, either via a FileDrop email or via postal mail.

Questions? Continue reading for answers to frequently asked questions. If you have further questions, email Valerie Jun, Assistant Director of Graduate and Undergraduate Programs, at [vjun@hawaii.edu](mailto:vjun@hawaii.edu).

## English BA-MA Admissions Frequently Asked Questions

### **Who is eligible to apply?**

English majors who have earned an A- or higher in ENG 320 may apply in the Fall semester of their junior year (January 1 deadline)

### **What is the minimum GPA requirement?**

Graduate Division sets a minimum GPA of 3.0. If you feel your GPA is below average and would like to address it, you may do so in your Statement of Objectives.

### **How much is tuition? Housing?**

Tuition charts are posted on the Registrar's website:

[https://manoa.hawaii.edu/records/tuition\\_fees/tuition.html](https://manoa.hawaii.edu/records/tuition_fees/tuition.html)

See Student Housing Services for housing information:

<https://manoa.hawaii.edu/housing/>

### **Do you have teaching assistantships available? How do I apply for a position?**

Applicants admitted into the BA-MA program are guaranteed a teaching assistantship position in Year 5 of their program. For more details on assistantships, see the Financial Aid section of the English Department website:

<http://english.hawaii.edu/graduate-program/financial-aid/>