

INSTRUCTIONS FOR COMPLETING THE MFA APPLICATION

Office of Graduate Admissions
The Caspersen School
Drew University
Madison, New Jersey 07940
973/408-3110 • fax: 973/408-3040
E-mail: gradm@drew.edu
Web: <http://www.drew.edu/grad>



APPLICATION PACKAGE

- Application for Admission
- Official Transcripts (in sealed envelopes)
- 2 Letters of Recommendation (in sealed envelopes)
- \$35 Application Fee
- Personal Statement
- Resume or C.V.
- Manuscript
- Critical Essay
- Influences

Please complete all forms in their entirety. All documents submitted become the property of Drew and cannot be returned.

- **Application For Admission:** Applications are normally accepted for the January and June start terms. The priority dates for applications are December 1 for the January start term, and May 1 for June start term. Applications may be accepted after these dates on a space available basis. Merit scholarship funds may be limited for those who apply after the priority dates.
- **Official Transcripts:** One copy of final transcripts of academic records from all colleges, professional schools, and universities attended (including Drew) is required, whether or not a degree was granted. Request that the Registrar seal the transcript in an official school envelope and sign across the seal. Do not open these envelopes or break the seal. You may also have official copies sent directly to the Office of Graduate Admissions. Applicants who are currently enrolled in school must submit current transcripts, as well as a supplementary transcript of subsequent grades with a notation of degrees granted as soon as it is available.
- **Letters of Recommendation:** Two letters of recommendation are required. Letters ideally should be from your most recent instructors. Although academic recommendations are preferable, if you have been out of school for a significant period of time, you may submit one letter from an employer, supervisor, or other person familiar with your intellectual abilities and most recent activities. Please have the recommender seal the letter in an envelope, sign across the seal, and return it to you for enclosure in the application packet. You may also have the recommender send the letter directly to the Office of Graduate Admissions.
- **Application Fee:** Applications must be accompanied by a non-refundable \$35 application fee. Checks should be made payable to Drew University.
- **Personal Statement:** Please attach a two to three page essay in which you address the personal and intellectual interests that led you to apply to the MFA program. How long have you been writing seriously? What have your studies been up to this point? Are you ready to accept criticism of your work? What are the strengths and weaknesses of your writing?
- **Resume or C.V.:** Applicants should attach a current resume or C.V.
- **Manuscript:** Please submit examples of your work. Applicants to the MFA in Poetry must submit ten pages of poetry. Applicants to the MFA in Poetry in Translation must submit ten pages of translations, including the original and a literal translation of each poem.
- **Critical Essay:** Please include a two to four page essay that demonstrates your ability as a critical writer. It is preferable to discuss one poem that is particularly important to you. What are the central ideas and craft elements of that poem?
- **Influences:** Please submit a list of five books that have been most influential to you as a writer.
- **Financial Aid:** Financial aid comes in two forms, academic merit scholarships, and need-based aid. Applicants for scholarships and aid must fill out the Drew Supplemental Financial Aid Form and return it to the Office of Financial Assistance.

Academic merit scholarships range from 20% to 60% of tuition. The application for admission serves as an application for merit scholarships. To indicate interest in merit scholarship consideration, check the appropriate box on page one of the admission application.

Need-based aid takes the form of loans and work-study. In order to be considered for need-based aid, an applicant must fill out the federal FAFSA form available at <http://www.fafsa.ed.gov/> and return it to the processor. To have the report sent to Drew, please use School Code 002603.



INFLUENCES

Please list the five books that have been most influential to you as a writer. *(attach a separate sheet)*

MANUSCRIPT

Please submit examples of your work. Applicants to the MFA in Poetry must submit ten pages of poetry. Applicants to the MFA in Poetry in Translation must submit ten pages of translations, including the original and a literal translation of each poem. *(attach separate sheets)*

CRITICAL ESSAY

Please include a two to four page essay that demonstrates your ability as a critical writer. It is preferable to discuss one poem that is particularly important to you. What are the central ideas and craft elements of that poem? *(attach separate sheets)*

PERSONAL STATEMENT

Please attach a two to three page essay in which you address the personal and intellectual interests that led you to apply to the MFA program. How long have you been writing seriously? What have your studies been up to this point? Are you ready to accept criticism of your work? What are the strengths and weaknesses of your writing? *(attach separate sheets)*

FOR ALL STUDENTS

To what other schools are you applying? _____

What factors at Drew are most attractive to you? (check all that apply.)

- Faculty reputation School reputation Location
 Financial aid Other (specify) _____

How did you first hear about Drew?

- Career Planning Office Faculty Graduate directory (specify) _____
 Drew mailing Family Professional publication (specify) _____
 Colleague/Friend Internet Other (specify) _____

REFERENCES

Please give names and addresses for each referee. References should be obtained from professors or others familiar with your intellectual abilities.

Name _____

Address _____
Street City State Zip

Phone (_____) _____ E-Mail _____

Relationship to you _____

Name _____

Address _____
Street City State Zip

Phone (_____) _____ E-Mail _____

Relationship to you _____

My signature below indicates that all the information contained in my application is factually correct and honestly presented.

Signature _____ Date _____

Drew University does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in the admission of students, in any of its programs or activities, and in its employment practices. Questions concerning this policy, or complaints of discrimination, may be directed to Dr. George-Harold Jennings, Affirmative Action Officer, Drew University, Madison, NJ 07940; Phone 973/408-3392. (Information provided in compliance with Title IX, Section 504, and the Age Discrimination Act.)

LETTER OF RECOMMENDATION

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DREW

TO BE COMPLETED BY THE APPLICANT

Name: _____ Proposed program of study: _____

Degree sought: _____ Desired date of entrance: _____

Under the Family Educational Rights and Privacy Act of 1974, students enrolled at Drew University have access to their educational records, including letters of recommendation. However, students may waive their right to see a letter of recommendation, whereupon it will be held in confidence. If the waiver below is not signed, the applicant may request to see the letter after enrolling in the Caspersen School. The alternative selected will not affect consideration of the application for admission.

If you wish to waive your right to examine this recommendation, please sign here:

Signature of applicant: _____ Date: _____

TO BE COMPLETED BY THE RECOMMENDER

Your evaluation will be very helpful to the Admissions Committee. Thank you for your time.

- 1) The Caspersen School would appreciate an evaluation from you (on the reverse or on an attached sheet) of the applicant's qualifications for graduate study, with particular reference to intellectual ability, originality, and competence. It would also be helpful for us to know how long you have known the applicant and in what capacity, as well as how the applicant compares to other students known to you who are applying to graduate programs (if applicable).
- 2) In addition to your written statement, rate the applicant in the categories below. Please identify the group to which you are comparing the applicant: _____
e.g., current employees or students in your department

	Outstanding (top 5%)	Excellent (top 15%)	Above Average (top 25%)	Average (mid 50%)	Below Average (lowest 25%)	No basis for judgement
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability in oral expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability in written expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to complete projects in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for graduate study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Originality and creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I enthusiastically recommend recommend recommend with reservations do not recommend this applicant for graduate study.

Recommender's Name: _____ Title: _____

Organization: _____ Department: _____

Address: _____

Daytime Telephone: (_____) _____ E-mail Address: _____

May we contact you via phone or e-mail if we have further questions? Yes No

Signature: _____ Date: _____

Please use this side (or attach a separate sheet) for the written statement.

Please sign and date this letter of recommendation, place it in an envelope, sign across the seal, and return it to the applicant. The applicant will forward the sealed envelope together with the application to the Office of Graduate Admissions. If you prefer, you may also mail this form directly to the Office of Graduate Admissions at the address on the front of this form.

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2) In addition to your written statement, rate the applicant in the categories below. Please identify the group to which you are comparing the applicant:

e.g., current employees or students in your department

Table with 7 columns: Outstanding (top 5%), Excellent (top 15%), Above Average (top 25%), Average (mid 50%), Below Average (lowest 25%), No basis for judgement. Rows include Intellectual ability, Ability in oral expression, Ability in written expression, Ability to work with others, Ability to complete projects in a timely manner, Emotional adjustment, Motivation for graduate study, Originality and creativity, Overall.

I enthusiastically recommend recommend recommend with reservations do not recommend this applicant for graduate study.

Recommender's Name: Title:

Organization: Department:

Address:

Daytime Telephone: () E-mail Address:

May we contact you via phone or e-mail if we have further questions? Yes No

Signature: Date:

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