

Application Instructions and Checklist

Formal application to all Naslund-Mann programs consists of

- ☐ **the Spalding University Application for Graduate Admission** (link below; please read this entire document before beginning the application). For Entry term, choose the semester you intend to begin your studies (however, you may change this choice later by contacting the School office).

Supplemental Items (Required) and Statement on the Use of AI

While Naslund-Mann acknowledges that artificial intelligence can be useful for those writing in other professions, as a graduate school of writing, **we expect all application materials generated by the applicant to be original and authentic to the applicant.** Those writing materials include the writing sample and two personal essays (the commentary and the personal statement). If any portion of those application materials is discovered to use AI for generation, the applicant will be disqualified and will not be admitted to Naslund-Mann.

Supplemental items are submitted through the application portal, except transcripts, which are submitted as described below.

- ☐ **a writing sample** in the applicant's chosen area of concentration only. The sample is typed copy (12 point, easy-to-read font such as Times New Roman), double-spaced with 1" margins, and includes page numbers. Screenwriters and playwrights use those genres' standard formatting for their materials. Length requirements:
 - Prose (double-spaced), screenwriting, or playwriting: 17-25 pages
 - Poetry (single-spaced, 5 to 7 poems, maximum 10 pages)
 - Writing for children & young adults (double-spaced, 17-25 pages of middle-grade or young-adult prose or 2-3 picture book stories)

At the top of the sample, applicants type their name and area of concentration: fiction, poetry, creative nonfiction, writing for children & young adults, screenwriting, or playwriting. The writing sample is read by a faculty committee.

Prospective MFA students who wish to apply in more than one area of concentration send writing samples in each area. (Note, however, that MFA students do not need to apply in a second area in order to study in that area. During their second semester, all MFA students may take their residency and independent study, or only their residency, in a new area without having to apply in that area.)

(continued)

- ❑ **two personal essays.** Applicants type their name and area(s) of concentration at the top of each essay. The essays are typed copy (12 pt., easy-to-read font such as Times New Roman), double-spaced with 1" margins and include page numbers. The essays are read by a faculty committee.
 - **Commentary:** Applicants write a 2- to 3-page commentary on a work they admire (by another writer, not oneself) in the area in which the prospective student is applying. The commentary should not provide a summary of the work but should instead focus on specific parts of the work that especially held the applicant's attention. How did the writer achieve the effect? The work discussed may be a novel, a creative nonfiction book, a short story, an essay, a pair of poems, or a script of a play or a screenplay. Applicants who apply in more than one area send only one 2- to 3-page commentary on a work in any one of the areas.
 - **Personal Statement:** Applicants write a 2- to 3-page essay that summarizes their background in writing and discusses why they believe Spalding's Naslund-Mann Graduate School of Writing is the right place for them to pursue their graduate education. The essay should show their motivation to make a serious commitment to a demanding schedule of writing, revising, and critical reading. The essay addresses their ability to work independently and to meet deadlines. Applicants also discuss their openness to receiving instruction in creative writing and willingness to learn to critique the writing of other students. If applicants have had publications or productions, this essay is the place to mention them, though such credits are not required (nor are they a guarantee of admission into the program).
- ❑ **institution-to-institution official transcripts from every college attended.** Electronic transcripts can be ordered through the [National Student Clearinghouse](#) and emailed to ATTN: Janet McCorkle at admissions@spalding.edu; paper transcripts should be mailed to the Admissions Office:

Spalding University—Admissions
901 S. Fourth St.
Louisville, KY 40203
- ❑ **a \$30 application fee.**

We do not require letters of recommendation or the GRE.

[Begin the online application.](#)

Questions? Email schoolofwriting@spalding.edu.