



**Department of English  
Supplemental Department Application for M.A. Applications in  
Composition, Creative Writing, & Literature**

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Please read carefully and include this form with required application materials sent to the English Department.

**Application deadline available on the Office of Graduate Studies website. Late applications will not be accepted.**

Coursework Requirements for Literature & Creative Writing:

- a minimum GPA of 3.0 in the last 60 units of all university level coursework OR a 3.0 GPA in courses in the English major on the transcript from your degree-gruating institution
- at least 27 units of upper division coursework in English
- a minimum of 5 literature courses including:
  - at least 3 upper division courses
  - at least 1 British literature course (upper or lower division)
  - at least 1 American literature course (upper or lower division)
- TOEFL score (for foreign student admissions only--see below)

Coursework Requirements for Composition:

- a minimum GPA of 3.0 in the last 60 units of all university level coursework OR a 3.0 GPA in courses in the English major on the transcript from your degree-gruating institution
- 27 units of upper division English coursework
- TOEFL score (for foreign student admission only--see below)

Foreign Student Admissions:

Students from foreign universities must take the TOEFL test, which is administered in different formats; students need take only one format of the exam. Required scores for each format are as follows:

- paper based TOEFL: 600, with a score of 5 on the Test of Written English (TWE)
- computer based TOEFL: 250, with a score of 5 on the Test of Written English (TWE)
- internet based TOEFL (IBT): 100, with a minimum of 25 on the writing section

PLEASE NOTE:

Although we cannot admit applicants whose GPA's do not meet the above requirements, we can admit students who do not meet all the coursework requirements above. These applicants may be admitted with conditionally-classified graduate status should coursework fall within 9 units of meeting admission requirements. Under this designation, conditionally-classified students may be required to take additional classes to make up required coursework that has not already been completed at the time of enrollment.

All applicants will be screened and ranked by the Graduate Coordinator according to English Department policy.

PLEASE COMPLETE THE FORM ON THE PAGES THAT FOLLOW AND MAIL IN AS PART OF YOUR APPLICATION MATERIALS SENT TO THE ENGLISH DEPARTMENT.

**Only complete applications will be considered**

Applicant Name: \_\_\_\_\_  
Last First MI

If alternate names appear on your transcripts, please list them here:

\_\_\_\_\_  
Last First MI

\_\_\_\_\_  
Last First MI

Please provide your contact information; information provided should be your primary modes of contact.

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing address:

\_\_\_\_\_  
Applying at California State University, Sacramento for study toward the following English MA concentration  
Check only one:

- Composition
- Creative Writing
- Literature

For descriptions and curriculum for each concentration please review the current catalogue:

<http://catalog.csus.edu/colleges/arts-letters/english/#graduatetext>

1. Will you have met coursework requirements by the end of your current semester?
  - Yes
  - No
  
2. If you answered no to question 1, will you be 9 units or less away from meeting the coursework requirements listed above by the end of the current semester and applying to be considered for “conditionally classified” status?
  - Yes
  - No
  
3. Do you have at least a 3.0 GPA in your English-major coursework as listed on the transcript of your graduating institution?
  - Yes
  - No

4. If you answered **yes** to two of the three questions above, then please begin the application process. The online application system can be found at the following web address:
- <http://www.csus.edu/gradstudies/futurestudents/index.html#apply>

Notes regarding Cal State Apply:

- **Do not** upload documents in **Cal State Apply**. Uploaded materials will not be included in your application. This includes transcripts and letters of recommendation. Any transcript uploaded by an applicant will be considered unofficial and will not be accepted.
- Whenever prompted to upload materials select the “I am not adding \_\_\_\_\_” option.
- For more information about the system and the online application process visit the Cal State Apply FAQ page:
  - [http://www.csus.edu/gradstudies/futurestudents/graduateadmissions/faq\\_calstateapply.html](http://www.csus.edu/gradstudies/futurestudents/graduateadmissions/faq_calstateapply.html)

**On-line application submitted?** This step is required before submitting supplemental application materials:

Date on-line application submitted \_\_\_\_\_

5. Submit official copies of **all** transcripts, other than CSU, Sacramento, by mail to the Office of Graduate Studies at:

Office of Graduate Studies  
River Front Center 206 MS 6112  
California State University, Sacramento  
6000 J Street  
Sacramento, CA 95819

6. Transcripts submitted to Graduate Studies?

Yes

7. If you have not already done so setup a SacLink e-mail account. You will be able to do so 48-72 hours after completing your online application. The department will be unable to move forward with your application until you do; <https://www.saclink.csus.edu/Default.aspx>

8. **After** submitting your on-line application and sending transcripts to the Office of Graduate Studies, send the following materials directly to the **English Department** at the address that follows. Materials should be received on or before the deadline of TBD. Check each box below as completed:

This form, filled out in its entirety.

INCLUDE THE FOLLOWING WITH THIS FORM:

- Personal Statement of 300-500 words stating your proposed concentration (composition, literature, creative writing). Your personal statement should discuss your interest in the program concentration that you have chosen and the experiences (academic and/or non-academic) that have shaped this interest and prepared you for graduate work in this field
- List of English courses taken (form follows this page)
- Sign and date where indicated at the end of this form
- Creative Writing Applicants only: Sample of Poetry (5-6 poems) OR Literary Prose (fiction or creative non-fiction: no more than 15 pages)



**English courses taken at ANY OTHER institution other than the one that granted your BA**

Name of Institution:

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Catalog No.	Name of Course	No. of Units	Grade
_____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____	_____ / _____

Name of Institution:

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Catalog No.	Name of Course	No. of Units	Grade
_____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____	_____ / _____

(If necessary, attach an additional page.)

**List any courses in progress or which you plan to take before enrollment begins at CSUS:**

Name of Institution:

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Catalog No.	Name of Course	No. of Units	Semester	Yr.
_____ / _____	_____ / _____	_____ / _____		20__
_____ / _____	_____ / _____	_____ / _____		20__
_____ / _____	_____ / _____	_____ / _____		20__
_____ / _____	_____ / _____	_____ / _____		20__
_____ / _____	_____ / _____	_____ / _____		20__
_____ / _____	_____ / _____	_____ / _____		20__
_____ / _____	_____ / _____	_____ / _____		20__
_____ / _____	_____ / _____	_____ / _____		20__
_____ / _____	_____ / _____	_____ / _____		20__
_____ / _____	_____ / _____	_____ / _____		20__

By signing below, you affirm that the information provided is true.

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Signature

Date

Letter of Recommendation Forms are available online at:

- [http://www.csus.edu/engl/doc/forms/applicants/english\\_ma\\_letter\\_of\\_rec\\_form.pdf](http://www.csus.edu/engl/doc/forms/applicants/english_ma_letter_of_rec_form.pdf)

Faculty at Sacramento State need only complete a form, recommenders outside of the university should complete a form and submit a signed letter of recommendation. Three letters of recommendation are required.