

UPDATED: May 22, 2026

## **Portfolio Submission and Workshop Registration Guidelines** **Fall and Winter Creative Writing Workshops 2026-2027** **DEADLINE: Friday, July 17 at 4pm**

To be considered for admission into a creative writing workshop, students must submit a writing portfolio consisting of samples of their creative writing and a biographical statement.

*Admission to workshops is not guaranteed.*

The first step in this process is submitting a [registration override request](#). After submitting the override request, students must submit their writing portfolio to the [Creative Writing Workshop Submission Portal](#). Please be advised that the deadline to submit an override request and a portfolio is **Friday, July 17 at 4pm** for **both Fall and Winter workshops**.

Once received, each portfolio will be assessed in terms of the overall quality, clarity, and sense of purpose in both the creative writing samples and the biographical statement.

Please format portfolio documents (writing samples and biographical statements) as follows:

- use a standard 12-point font and standard margins
- use double-spacing for prose (such as fiction or creative nonfiction); poetry or screenwriting samples may use single-spacing
- PDF file formats are preferred; please do not submit links

### **Biographical Statement:**

Statements should be 250-350 words in length and should capture a student's intentions for pursuing creative writing in a workshop setting. Writers of all levels are welcome to submit a portfolio; previous experience in a workshop is not required.

Please include the following in your statement:

What is your motivation for taking a creative writing workshop?

If you have previous experience taking a workshop, please describe briefly.

Briefly refer to one or two writers whose work inspires you. What about their work resonates with you? What has their work taught you about the craft of writing?

### **Creative Writing Samples:**

Writing samples must include two different genres (i.e. short story, novel, poetry [any form or style], creative nonfiction, screenplay). Please see the note below if applying for a "one-off" workshop.

Please include brief contextualizing information if excerpting from a longer work.

The number of pages must not exceed five, *not including the biographical statement*.

**Tip:** Submit writing samples that are the most developed and best capture your writing voice. Proofread your writing samples carefully before submitting them.

**NOTE:** Students interested in only one specific workshop may submit samples that align with that particular workshop. For example, if you are *only* interested in the screenwriting workshop, please submit screenwriting samples only. You will therefore be excused from the requirement to submit samples in more than one genre. Please indicate this in your biographical statement.