

UPDATED: May 22, 2025

Portfolio Submission and Workshop Registration Guidelines **Fall and Winter Creative Writing Workshops 2025-2026** **DEADLINE: Monday, July 14 at 9am**

To be admitted into a creative writing workshop, students must submit a writing portfolio consisting of writing samples and a biographical statement.

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 portfolio is **Monday, July 14 at 9am** for **both Fall and Winter workshops**.

Once received, a committee of faculty members assesses each portfolio in terms of the overall quality of the writing samples (imagination, uniqueness in form or voice, level of polish) and the clarity and sense of focus in the biographical statement. Admittance to workshops is not guaranteed.

Portfolios must be in 12-point font with standard margins, double-spaced (unless working in poetry or screenwriting where single-spacing may be observed). PDF file formats are preferred. Please do not submit links.

The biographical statement should be 250-350 words and will describe your 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 do you intend to achieve by taking a creative writing workshop?
- Describe any experience taking a workshop (at the university level or otherwise).
- Indicate two writers who interest or inspire you.

Creative Writing Samples:

- Writing samples must include a minimum of two 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.
- Each sample may be excerpted from a longer work. Please include brief contextualizing information.
- The number of pages must not exceed five (not including the biographical statement). Please select your best, most polished work and proofread your writing samples carefully before submitting them.

NOTE: Students interested in only one specific genre may apply to take a workshop in that same genre. For example, if you are only interested in screenwriting and your writing samples are, therefore, only in that genre, you will be excused from the requirement to submit samples in more than one genre. Please indicate this in your biographical statement.