

EARLY SUBMISSIONS ARE STRONGLY ENCOURAGED.  
**The application window will close on April 23, 2018 at 11:59 PM PT.**

**Only complete applications will be considered.** Each application consists of two parts, which require preparation prior to starting the application:

- Step 1: Application Form
- Step 2: Additional Materials

### **STEP 1: APPLICATION FORM**

<https://sites.google.com/a/theoneill.org/national-critics-institute-application/>

Please read this overview carefully before beginning the online application. Navigating away from the application form before submitting will cause your application to be lost, and you will have to begin again. (Please note: The application form will not be live until March 15)

**This first section of the application should take less than 5 minutes, with very little prep.**

- a. You will be asked to fill in the basic personal information we need to process your application, such as: name, contact info, affiliation, etc.

**This second section of the application is more involved. Take great care in preparing these answers.**

- b. You will be asked to provide a biographical sketch including honors and awards, plus theatrical experience.
- c. You will be asked to list any degrees received and dates.
- d. You will be asked about your current work as a writer and a critic.
- e. You will be asked about your strengths as a writer and a critic.
- f. You will be asked what skills you need to work on.
- g. You will be asked how you heard about NCI.

Click SUBMIT to complete your application. Merit-based scholarships are available for qualified applicants, but no financial information is required upon submitting your application.

### **STEP 2: ADDITIONAL MATERIALS**

This is the most involved and important part of the process. This is the material which we will consider in deciding your admittance to the conference. Prepare the following three documents:

#### **Documents 1 and 2 – Writing Samples**

Please submit two samples of your writing that best illustrate your experience, analytical acumen, and style. Ideal samples are in the form of critical writing; however, audio recordings, video clips and other media are acceptable if they best reflect your professional work. Your writing samples must be saved as PDFs with the file names “Last Name, First Name\_Writing Sample 1” and “Last Name, First Name\_Writing Sample 2”

#### **Document 3 – Letter of Recommendation**

This letter should be from an editor, teacher, or mentor. If your recommender prefers, this letter can be sent directly to [litooffice@theoneill.org](mailto:litooffice@theoneill.org). Your letter of recommendation should be saved as a PDF with the file name “Applicant Name\_Recommendation”

**That’s it!** Those are the two steps needed for a complete application. Only when you have assembled your additional materials and prepared the rest of your information do we recommend beginning the application process. We will confirm completion of your application within one week.

If you have any trouble, feel free to call us at 860.443.5378, ext 227. You can also reach us by email at [litooffice@theoneill.org](mailto:litooffice@theoneill.org).