

## Grad School Checklist

The following is a general timeline. Remember, each school has different deadlines and recommendations. Be sure to follow the directions of each school you apply to. You probably will be working through these tasks starting a year and a half before you hope to start taking classes.

### ***18 months before you hope to start classes (Spring of Junior Year)***

- × Begin deciding if graduate school is an option & what area you might be interested in pursuing
- × Start researching schools using web resources

### ***12-14 months before you hope to start classes (Summer between Junior & Senior Year)***

- × Write to schools that interest you, request catalogs & application materials as well as information on financial aid.
- × Use the summer to review the information received. Determine a strategy for which schools to apply to (ex. 2 long shots, 3 maybes, and 2 sure things; location; etc)
- × Begin studying for entrance exams.
- × Ask a small group of friends to be your “Grad School Buddies”—those folks who will ask how it’s going and keep you accountable to deadlines.
- × Draft your statement of purpose—determine your goals for pursuing graduate study, your career goals, and how each particular program will help you to accomplish those goals.

### ***9-12 months before you hope to start classes (Fall of Senior Year)***

#### *September*

- × Meet with faculty members to ask for recommendations for graduate school and for programs to consider.

#### *October*

- × Take Entrance exams (ex. GRE, MAT, etc)
- × Have faculty and Career Services review your statement of purpose. PROOFREAD.
- × Ask for recommendations from faculty, staff, supervisors, etc

#### *November*

- × Complete application forms, including those for financial aid. PHOTOCOPY everything.
- × Give recommendation forms to letter writers. Include an addressed, stamped envelope for each recommendation. Include a resume and draft of your personal statement for the recommenders and any DEADLINE information.

#### *December*

- × Request transcripts from all schools attended
- × Send in applications. Don’t forget the application fee. Check to see if financial aid applications are due earlier.

### ***6-9 months before you hope to start classes (Spring of Senior Year)***

#### *January-April*

- × Call departments to make sure they have received your materials.
- × Check with faculty to make sure they have sent in their letters.
- × Contact schools for a visit to help in making your decision.
- × By April, most schools will notify you of your status (accepted, provisional, waiting list, denied, etc).
- × Once you have received notification, decide which school to attend. Be sure to notify the other schools so they can offer your spot to another student.
- × If you are not accepted, consult with faculty & Career Services regarding your options. For example, working for a year, prepping for GRE and reapplying; entering a Masters degree program, retaking the GRE and reapplying for PhD program; applying to similar fields if you have not explored those options, etc.

