

PREPARING FOR GRADUATE SCHOOL

The Checklist

Spring - Junior Year (15-24 months before starting grad school)

- Determine your professional goals and decide if graduate school is right for you.
- Research graduate programs and discuss with advisors, career counselors, and faculty members.
- Complete the Searching for Graduate School Workshop (online)
- Narrow down your list of schools. If you are undecided on what school to attend, have at least three top choices in mind.
 - 1st Choice:
 - 2nd Choice:
 - 3rd Choice:
- Request information and application materials from your top school choices.
- Determine application deadlines and rolling admissions policies at your schools of choice. Keep in mind that application deadlines can change depending on starting semester.
- Understand application requirements. Ask for help if needed.
- Research funding options both inside and outside of your program of study. Ex: graduate and teaching assistantships, fellowships, paid research opportunities, and scholarships.
- Create application checklist with real time deadlines included. Set submission deadlines well before the application deadline set by the program and the institution.
- Take a practice entrance exam to determine what you need to prepare for.
- Begin to study for entrance exams.
- Attend graduate school exam workshops, courses, and practice sessions.
- Create a preliminary list for letters of recommendation.

Summer - between Junior & Senior Year (12-15 months before starting grad school)

- Study for entrance exam.
- Book the entrance exam (GRE, GMAT, LSAT, MCAT, MAT, etc.).
- Review an unofficial copy of your transcript and check for errors.
- Visit the campuses that you are most interested in (if possible).
- Finalize personal statements and essays.
- Check in on your application deadlines. Know that some schools require you to apply to both the school and the program of study separately. This may require you to go through two separate application processes for one program.

Fall - Senior Year (8-12 months before grad school)

- Have someone you trust (professor, advisor, etc.) look over your personal statements and essays.
- Request letters of recommendations. Be prepared to provide recommenders with your resume, personal statement, and a brief summary of what's needed in the recommendation.
- Register for your entrance exams (if necessary).
- Request official copies of your transcripts and have them sent to your top school choices.
- File the FAFSA – Oct. 1st.
- Complete and submit applications before the deadlines.

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- Take/Retake your entrance exams (if necessary).
- Complete and submit all applications. Keep copies of all application materials.
- Verify that your recommendations have been sent.
- Send thank you correspondence to your recommenders.

Spring - Senior Year (3-8 months before grad school)

- Prepare for and attend interviews if necessary.
- Relax and wait to hear from school(s).
- Discuss your offers with advisors, counselors, or faculty members and make final decisions.
- Celebrate your acceptance.
- Notify your program of your acceptance.
- Inform you advisors, counselors, and faculty members of your future plans.

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