

# Application Checklist



**remember**

*This is a suggested timeline - your individual deadlines may vary depending on your graduate school program.*

junior year and senior summer  
senior year

- ❑ Determine which type of graduate program best fits your career goals
- ❑ Research specific graduate programs of interest. Look at admissions & financial aid applications
- ❑ Prepare for needed entrance exams. Plan to take exams in Summer and/or early Fall
- ❑ Take required examinations (may also take again in Fall)
- ❑ Attend the Grad School Fair

**September**

- ❑ Continue researching graduate programs of interest
- ❑ Find out when graduate transcripts must be sent and what other materials are required
- ❑ Check applications for specific deadlines
- ❑ Register for required entrance exams

**October**

- ❑ Talk to graduate recruiters visiting the campus or in the area
- ❑ If possible, visit the schools in which you are interested. Talk with admissions staff, department faculty, and/or current graduate students
- ❑ Request needed letters of recommendation

**November**

- ❑ Begin preparing your financial aid application. These are often required at the same time or earlier than admissions applications
- ❑ Write personal statement

**December**

- ❑ Some admissions applications might be due this month
- ❑ Check on your transcripts and letters of recommendations to see that they have been sent

**January**

- ❑ Last chance to take the required tests for Fall admissions (it may be too late for some schools)
- ❑ Check with each school to see that they have received all materials, including test scores and financial statements. If some of your application materials are missing, you might be eliminated from consideration

**February (or after sending off applications)**

- ❑ Wait to hear whether you have been accepted
- ❑ Continue to make contact with representatives of the schools to which you applied and check on the progress of your applications

**Store Your Letters of Rec Online**

**Avoid losing letters or asking professors to write letters to numerous schools by storing your letters online.**

LOR-Online, through the Career Center, allows you to manage the storage and mailing of your letters of recommendation.

**Career Center Resources**

- Grad School Advising
- Literature on Admissions, Sample Essays, and more
- *Applying to Grad School* Workshop
- *Pre-Law Advising Workshop*
- GRE, GMAT, LSAT, & MCAT test information
- Grad School Fair (Fall Quarter)

**If You Don't Get Accepted**

Talk to a career counselor to determine some reasons why you were not accepted, and decide if you should revisit your goals. Don't give up - students are sometimes accepted on their second or third try, or even later.

