



## General Graduate School Timeline

### Junior Year – Fall

- Clarify career goals.
  - Consider doing informational interviews with people (Alumni, Career Advisors, or other professionals) in the field you'd like to study.
- Meet with your advisor to discuss graduate school options.
  - Make sure that you are fulfilling all requirements for graduation.
- Talk to seniors in your major who are going through the graduate school application process.
- Visit the Career Development resource library.
  - Check out books, web sites, articles and other resources related to graduate school in our office to get you started.
- Look for summer jobs or internships in your field to gain experience.

### Junior Year – Spring

- Continue researching graduate schools and programs.
  - Write or call potential grad schools to request applications and catalogs.
- Continue to meet with faculty members and career counselors to discuss programs and options.
- Research financial aid options.
  - Remember: Scholarship deadlines are often earlier than graduate school application deadlines.
- Keep looking for summer jobs or internships in your field, if you have not found one yet.
- Create and maintain contacts with potential reference/recommendation writers (professors, supervisors, etc.).
- Begin to prepare for the entrance exams (GRE, LSAT, GMAT), if applicable.

### Summer between junior and senior year

- Continue to research graduate programs.
- Continue to prepare for the admissions exams.
- Work or volunteer in your field of interest to gain more experience.
- Make a tentative list of schools to which you plan to apply and request application packets from each of them.
- Try to visit the universities in which you are most interested.

## Senior Year

### September

- Continue to communicate with Career Services, faculty advisors, and professors for assistance.
- Register for admissions tests.
- Select schools to apply to (both reach and safety schools).
- Organize applications and related information, with a separate folder for each school.
  - Begin to put together information for the professors who will write your letters of recommendation.
- Contact the financial aid offices at the schools to which you plan to apply.



### **October**

- Finalize the list of schools to which you plan to apply.
- Begin to brainstorm ideas for your personal statement.
- Order official transcripts.
- Request letters of recommendation.
- Begin to write your personal statement.

### **November**

- Take required admissions tests.
- Budget for non-refundable application fees (\$25.00-\$75.00 per school).
- Complete applications.
- Review your personal statement with several people, get opinions and get it reviewed!
- Confirm that official transcripts were sent to the schools to which you are applying.

### **December**

- Finish your personal statement and remaining application forms.
- Retake graduate school admissions tests, if necessary.
- Continue to complete applications for assistantships and fellowships.
- Confirm that letters of recommendation have been sent by deadlines.
- Send thank-you notes to reference writers.
- Send out applications- You want to be sure your applications arrive a few weeks before the deadline.
- If possible, visit some of the schools to which you are applying.

### **January**

- Follow-up with your recommenders and the schools to which you have applied to make sure that all of your applications are complete.
- Check that financial aid applications are complete.

### **January-April:**

- Prepare for on-campus interviews, if required.
  - Remember: Career Development can help you practice your interviewing skills through Mock Interview Appointments and through Optimal Resume.
  - Send thank-you notes to interviewers following your meeting.
- Let your reference writers, professors, and everyone who has assisted you know where you got in and where you're going!

### **May-Summer**

- Continue to apply for assistantships if you have not already obtained one.