

# Timetable for Applying to Graduate School

Modified article by Tara Kuther, Ph.D., About.com Guide

## Junior Year (fall or spring): Identify schools and gather applications

- Explore your area(s) of interest by talking with your faculty to learn about programs and make contacts.
- View programs posted on your CareerLink account under Graduate/Professional Schools (Employer Category)
- Develop your list of prospective schools, and pick a professor or two from each that mirror your interests.
- Search for admission events or special events (i.e. Graduate Research Symposiums) to attend.
- Gather [graduate program](#) brochures and narrow your choices.
- Take a free practice test. Your score will help you determine how much preparation you'll need. **Study/prep.**

## Summer (Senior Year): Take test and prepare resume or CV and drafts of personal statement

- Take the necessary [standardized tests](#) for admissions. The [GRE](#), [MCAT](#), [GMAT](#), [LSAT](#), or [DAT](#)
- Visit schools and programs
- Carefully examine each of the [program applications](#). Note any questions or essay topics.
- Consider which faculty members to ask for [letters of recommendation](#). Don't wait until the last minute.
- Prepare your resume or CV to give to faculty (visit Academic & Career Planning for assistance)
- Write SEVERAL drafts of your personal statements (Essays, Statement of Purpose, etc.). Ask ACP to review.

## September/October: Appointments with faculty for recommendations (earlier the better)

- Check and record the due date for each application. Create an Excel spreadsheet to organize all deadlines!
- Ask your faculty member or a career counselor to read your essays and provide feedback. Take their advice!
- Ask faculty for [letters of recommendation](#) early in the semester. Provide faculty with a copy of your transcript, each program's recommendation form, and your statement of purpose. It may also be helpful if you provide the professors with [sample recommendation letters](#) and [your resume](#). Ask if there's anything else that you can provide.
- Contact students and faculty at your prospective schools.
- Research sources of [financial aid](#) and note the deadlines on your Excel spreadsheet.

## October/November: Final essay and apply for financial aid

- Arrange for your official [transcript](#) to be sent to each program to which you apply.
- Finalize your [essays and statement of purpose](#). Seek input from others (faculty, Learning Center, etc.).
- Apply for fellowships and other sources of [financial aid](#), as applicable.

## November/December: Complete your packet and mail!

- Complete the [application](#) forms for each program. Scan the form into your computer or use a typewriter for a neat and clean application form. Reread your [essays and statement of purpose](#). Spell check!
- Mail your applications and relax!
- Most schools send a postcard upon receipt of each application. Keep track of these (spreadsheet). If you don't receive a postcard or letter, contact the admissions office by email or phone to confirm receipt.

## January/February: Prepare for interviews and visits

- Depending on your field, start planning for the [admissions interviews](#). What questions will you ask? Prepare answers to common questions. Practice through a Mock Interview at Academic & Career Planning.
- Fill out the Federal Student Aid (FAFSA) application. You'll need your tax forms to do this.
- Set up appointments to visit potential schools (talk with students and faculty).

## March/April

- Visit schools to which you've been accepted.
- Discuss [acceptances](#) and [rejections](#) with your faculty member or a career counselor.
- Notify the program of your [acceptance](#) or [decline](#).



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