

# Senior Year Graduate School Application Checklist

## **The Summer Before Senior Year:**

- Research schools and programs
  - Request information from schools that you are interested in
  - Visit your favorite undergraduate professors to get their input on your potential programs you have selected. They are an amazing resource that you will want to take advantage of!
- Decipher which entrance exam, if any you must take
  - Sign up for exam prep course or purchase prep materials
  - Study the materials in your spare time. You have to pay for the test so you will want to feel prepared as they are expensive.

## **Fall of Senior Year:**

### **August:**

- Take the entrance exam
  - If you are not pleased with your score, sign up to take the test again
- Begin drafting personal statement
  - Seek out resources such as professors and the writing center on campus to help you out

### **September:**

- Finalize your list of prospective schools and research professors who may share common research interests

- Contact those who will write letter of recommendations for you
  - Give them plenty of time as they are very busy
  - Susie recommends telling them the due date is one week prior to the actual due date
  - Send them supplemental materials: resume, personal statement, transcripts, envelope and stamp if necessary
- Polish personal statement

### **October:**

- Request official transcripts from your undergraduate institution to be sent to all prospective schools
- Visit prospective college campuses
- Contact students and professors at prospective schools

### **November:**

- Review personal statement and resume to prepare final draft
  - Have honest friends, people in your field of interest, Career Services, and the Academic Writing Center read over them and share insight
- Have entrance exam scores sent to prospective schools

### **December- February:**

- Complete and submit all applications
  - Keep copies of every section for your records
- Verify that recommendations have been sent a week prior to due date
- Follow up with prospective schools a week or more prior to deadline to ensure your application is not missing anything