

# Graduate School Application Checklist

Application Deadline: \_\_\_\_\_

## School Information:

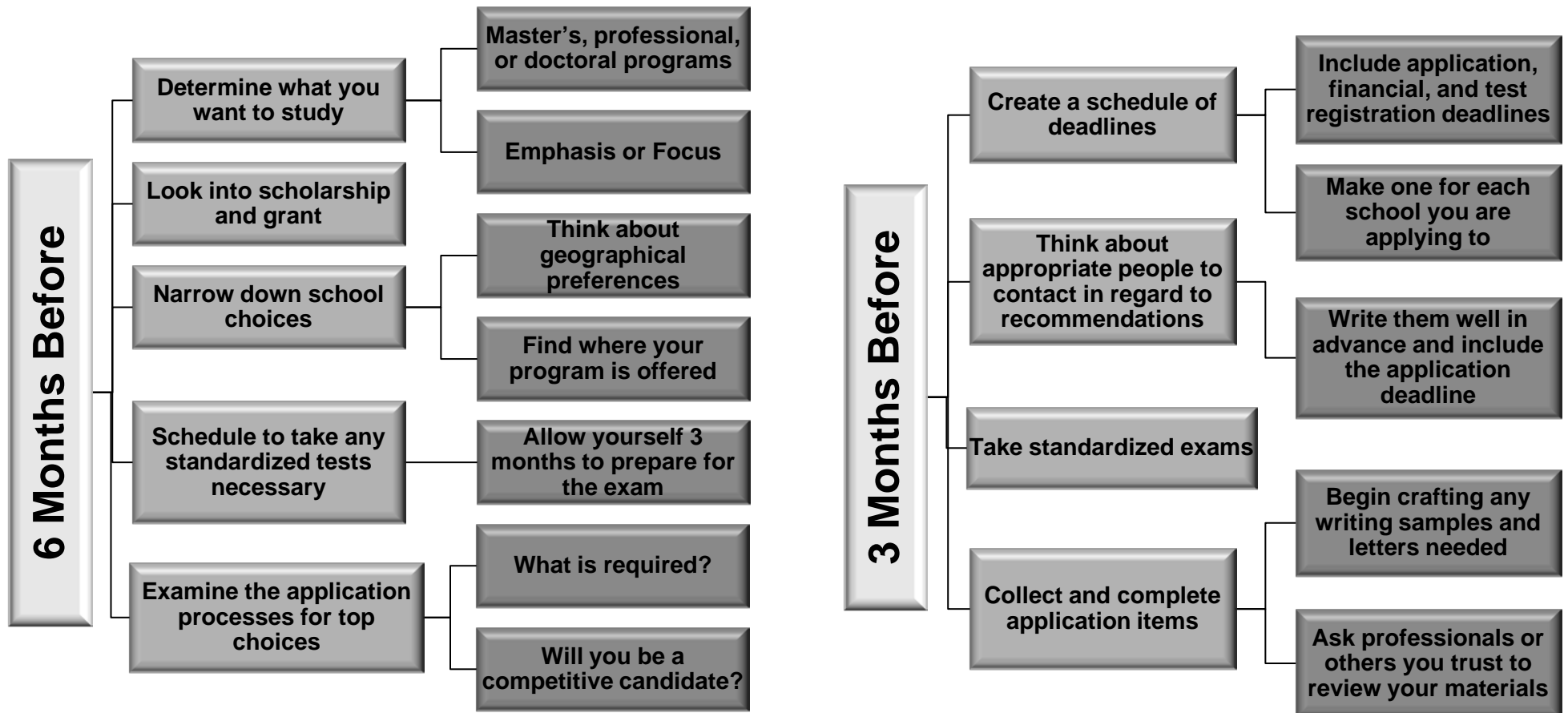
School Name
Graduate Program
Degree Awarded
Contact Person
Phone
Email
Address to Send App

<i>Items:</i>	<i>Required:</i>	<i>Basic Criteria:</i>			<i>Completed:</i>
Application	Y/N				Date
Personal Statement	Y/N				Date
Standardized Tests	Y/N				Date Score:
Letter to the Dean	Y/N				Date
Resume	Y/N				Date
Transcripts	Y/N	Requested:	Received:	Fee:	Date
		Y/N	Y/N	\$	
Recommendations	Y/N	Requested of:	Received:	Thank you:	Date
			Y/N	Sent?	
			Y/N	Sent?	
			Y/N	Sent?	
			Y/N	Sent?	
Additional Writing Samples	Y/N				Date
Interview	Y/N				Date

## Checklist:

- Determine application deadlines
- Ask for recommendations (Prepare notes for recommenders)
- Send thank you notes to those who provided recommendations
- Schedule entrance exams
- Complete application
- Set up informational interviews
- Complete the essays and personal statements
- Have someone you trust review your essays
- Determine financial requirements
- Complete scholarship applications
- Update your resume
- Get official transcripts
- Celebrate your acceptance!
- Make final decision and inform each program of your decision

# General Application Timeline



Submit it in advance—allow time for error!

Utilize the Graduate School Application Checklist to stay organized for each school's specific process.