



Graduate School Guide

Graduate School Checklist

Could Graduate School Be In Your Future?

If there is even a small possibility that you might be interested in graduate school, these tips may be helpful:

- Keep your grades up: The average minimum admission into most graduate and professional schools is 3.0
- Sharpen your writing skills: It is important to build your vocabulary and know how to articulate concisely.
- Get Practical Experience
- Set aside money for the process: tests and application costs
- Network: with professors, administrators, professionals, and friends about your area of interest.

Internet Resources

Graduate School Search

www.gradschools.com

www.petersons.com

www.gradview.com

Review professional organization web pages:

Graduate School Web Links

www.samford.edu/cardev/

Includes links to:

[Scholarships and](#)

[Financial Aid](#)

[Testing Information](#)

- Research** Graduate Programs
- Write, call, or email potential grad programs: schools and departments
- Study school catalogs, faculty credentials, and special facilities for your area
- Visit** the institutions
- Register, study and take the appropriate **admission test**. It is important to know which test to take: GRE, GMAT, MAT...

Request **applications** or apply on line. Sometimes the individual department may have a separate application from the university—be sure and check this. Check **deadlines**. Apply early!

Plan for **letters of recommendations**. Some schools have a checklist form; others accept letters. Check each school before requesting the recommendations.

Research expenses and financial resources. The most **financial aid** will come from a university or department. Other non-school related resources are also available. Research deadlines.

Write **application essays**: some pro-

grams give specific questions to answer; some programs just request a statement of purpose.

Check if additional items or auditions or interviews are needed: ex. resume, portfolio, writing samples, etc.

Request **transcripts** be sent

Check with schools to be sure your file is complete!

Prepare for Interviews.

Notify other programs that accepted you of your final decision so they may admit students

on their waiting list. Decisions are usually made in March or April.

Write **thank you notes** to everyone who assisted you in your search—tell them of your decision.

Make a **budget** and housing arrangements.

Have an alternate plan if graduate school admission is postponed.



CDC Contact

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The “unsure” checklist additions

Self-Assessment: assess why you want to pursue graduate study and what you want to study. Meet with a career counselor to assist with this exploration.

Research Graduate Programs: seek advice from advisors and faculty. Review different class offerings, areas of study and research emphasis.

During this process you may discover some new and interesting areas of study. Read journals in your field. See where the scholars teach, attended school.

Attend professional conferences: network with scholars.