



Ready Reference D-18

How Do I Apply For Graduate School?

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There are many different aspects that you must consider when thinking about graduate school. This ready reference is designed to help you ask the right questions and be prepared for graduate school when the time comes to enroll and begin the program.

Getting Started:

It is important to begin thinking about graduate as early as two years before the program will begin. Listed below are some questions to ask yourself:

- What type of graduate program will help you with career goals?
- Is the school conveniently located? Or does it offer online degrees?
- How long will it take you to complete your degree?
- How many credit hours is the program? What type of courses will be required?
- Does the program offer fellowships, scholarships, or assistantships?

Important Preparation:

Once you have decided which program works for you, it comes time to gather information and prepare. (18 months before start of program)

- Research your program of interest.
- Prepare the material and make sure you meet all qualifications for the program.
- Register and study appropriate material for the graduate school admissions tests.
- Request letters of recommendation, if require for graduate admissions.
- Note all deadlines for the program
- Research scholarships and financial aid opportunities.

Developing the Details:

As the beginning of graduate school approaches about six months before you should make sure you have done all of the following:

- Take required graduate school admissions tests, if you do not obtain a passing score register again to retake as soon as possible.
- Write application essay if required and fill out all other applications required.
- Compile official, sealed transcripts from all institutes you attended.
- Obtain letters of recommendation.

Initiating Contact:

Contact the graduate admissions office to make sure they have received all the necessary information. This should be done approximately 2 months before graduate school is to begin.

Acceptance:

Once your application has been accepted you still need to finish up several items:

- Thank those who wrote you letters of recommendations and tell them that you were accepted into the program.
- Inform the graduate school that you have received the letter of acceptance and that you are pleased to be attending their program
- If you were accepted into more than one graduate school, decline the other admissions with a polite and professional letter or phone call.

