



Graduate School Application and Process Timeline

FALL OF JUNIOR YEAR

- Continue to define career goals and interests – is graduate school required/beneficial?
- Schedule and attend graduate school preparation appointments at the ACPC and Learning Resource Center (LRC)
- Begin researching areas of interest, degree programs, and institutions
- Network with alumni, faculty, parents, and friends about their graduate experiences

SPRING OF JUNIOR YEAR

- Create an Excel spreadsheet to organize program requirements and deadlines
- Begin studying for appropriate graduate admission tests
 - Attend free LRC test prep sessions (ideal to schedule the semester before the test)
- Speak with faculty/advisors about recommendations – essays and recommendations can make the difference in acceptance

SUMMER BEFORE SENIOR YEAR

- Review application requirements and deadlines and/or rolling admission policies
- Begin narrowing your list of potential programs/schools
- Take a sample practice test and determine areas for improvement
- Register for a summer and/or fall graduate admission test (you can take the test multiple times)
- Begin drafting your personal statement (application essay)
- For law, medical, dental, podiatry school, you may need to register for the national application or data assembly service most programs use (example: law schools utilize LSAC common app)
- Begin your parallel plan – start your job search in case you aren't accepted into your program

FALL OF SENIOR YEAR

- Obtain letters of recommendation – give writers at least three weeks notice
- Take required graduate admission test (or retake if you are not satisfied with your score)
- Request transcripts to be sent to specific institutions
- Complete and submit your application
- Apply for assistantships, fellowships, grants, etc.
- Continue working your parallel plan – prepare job search materials and apply to several jobs

SPRING OF SENIOR YEAR

- Check with institutions before the deadline to make sure your file is complete
- Complete FAFSA for financial aid prior to filing deadline
- Evaluate all offers of admission and financial aid before making your final decision
- Visit institutions that accept you, accept one offer, and send a deposit if required
- Decline unwanted offers as soon as possible so others can be offered admission
- Send thank you notes to all references and others who have assisted you
- After graduation, forward an updated final transcript to the institution you chose