

GRADUATE SCHOOL TIMELINE

This deadline is a rough outline and follows deadlines that typically occur in December and January. You may need to adjust this timeline to the deadlines for your program(s) of interest.

✓ Summer before Senior Year or Year You Plan to Apply

- Start thinking about your personal goals and whether or not grad school is right for you
- Write a draft of your personal statement
- Research programs and requirements
- Research financial assistance such as the schools, fellowships, government agencies, philanthropies, and professional organizations
- Set a date and sign up for standardized tests in your field and start studying for all standardized tests

✓ August - September

- Meet with any professors in your department to review your personal statement, programs and schools to consider, and any possible funding opportunities
- Pick the schools you would like to apply to
- Get organized. Use a [spreadsheet](#) to keep track of what you have done for each school and create a file for each program on your computer with all relevant application information inside
- Take standardized exams and request that your scores be sent to appropriate schools (Note: this can take up to 4-6 weeks)

✓ October

- Put your final touches on your personal statement
- Request letters of recommendation from faculty or bosses; be sure to provide them with a copy of your personal statement and resume or curriculum vitae to each person
- Order official transcripts from secondary institutions and request they be sent to schools you are applying to

✓ November

- Complete all applications forms (Double check for editing mistakes)
- Mail applications one month in advance (If paper application). Read all directions as some documents may go to various addresses
- Provide your recommenders with any hard copy forms or email forms they need for each school you apply to
- Remind recommenders when the forms for each school are due (Consider telling them an earlier deadline in case something falls through)

✓ December

- Make copies or save any forms and materials you send in case something is lost
- Check with schools to verify that all materials were received by the deadline

✓ February

- Contact schools about setting up campus visits

✓ April

- Mail acceptance forms and deposits
- After you have made a decision inform schools you will not be attending
- Send your recommenders thank-you notes and tell them where you will be attending school