

## GRAD SCHOOL ACTION TRACKING WORKSHEET

As you gather information on potential grad school programs, it may be helpful to capture the relevant information in one place.

**General Information**

School Name: \_\_\_\_\_

Program Name: \_\_\_\_\_ Website: \_\_\_\_\_

Admissions Contact Name: \_\_\_\_\_

Admissions Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Application Deadline: \_\_\_\_\_ Test(s) Required: \_\_\_\_\_

Personal Statement Required?    Yes    No                      # of Recommendation letters needed? \_\_\_\_\_

**Checklist**

Application complete, Date: \_\_\_\_\_                       Fee Paid, Amount: \$\_\_\_\_\_, Date: \_\_\_\_\_

Standardized Test Scheduled, Date: \_\_\_\_\_                       Standardized Test Taken, Date: \_\_\_\_\_

Personal Statement:  
Date Draft Completed: \_\_\_\_\_  
Reviewed By:

Name	Date Requested	Date Received
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date Final Version Completed: \_\_\_\_\_

Letters of Recommendation:

Name	Date Requested	Date Received
_____	_____	_____
_____	_____	_____
_____	_____	_____

Official Undergrad Transcript Submitted, Date: \_\_\_\_\_

Resume/CV Submitted, Date: \_\_\_\_\_