

## GRAD SCHOOL PREPARATION WORKSHEET

### What Will I Need to Do?

- Complete an Application Form
- Pay Fees
- Find out which standardized test (if any) you'll need to take
- Write a Personal Statement
  - I plan to do X in my career.
  - A was my first exposure to X.
  - B and C have confirmed my desire to do X.
  - D and E have prepared me to be successful in this program.
  - Gaining a graduate degree from this institution will help me be successful in X because...
  - (See our Personal Statement Worksheet for help in creating your Personal Statement)
- Receive Letters of Recommendation
- Get and pass along Official Transcripts and Test Scores
- Submit your Resume or CV

### How Do I Select the Right School?

**Programs Offered**

- Does the school have the degree you're looking for?
- Are classes (or degrees) offered on-line?
- What specializations are available?
- Does the program provide real work experience such as practicums or internships?
- Are there opportunities to work on research projects?
- How long will it take you to complete?

**Faculty**

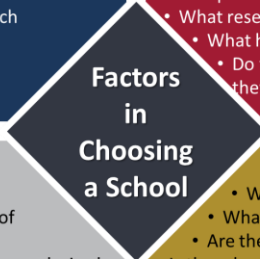
- Do the faculty hold degrees in fields of expertise from leading universities?
- What awards, grants, and special recognition have they earned?
- What professional experiences have they had?
- What research projects have they conducted?
  - What have they published?
  - Do the top scholars in the program teach, or are they primarily involved in research?
  - What is the faculty/student ratio?

**Reputation**

- Is the university accredited?
- Is the program nationally ranked in terms of excellence?
- Does school prestige make a difference in your desired profession?
- Is the program well established or relatively new?
- Who has graduated from the program and what are they doing now?
- What is the attrition level?

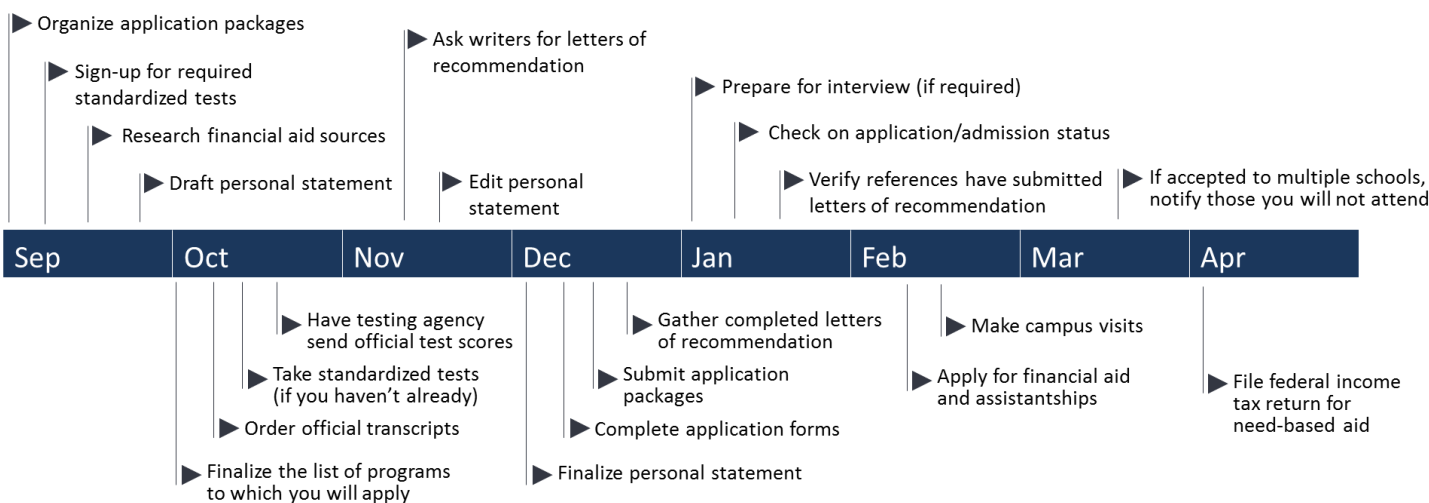
**Other**

- What are the tuition (non-resident?) and fees?
- What financial aid is available?
- Are there teaching and assistantships available?
- Is the school located in a part of the country you would want to live while you study?
- Does the library contain a comprehensive reference collection in your area of specialization?
- What career planning and job search assistance is available?



### When Do I Need to Start?

There is much to do in applying for and getting accepted into a grad school. Some of those activities begin during your Junior year of college. The activities really pick up your Senior year...here's a summary of what you'll need to be doing that year and when:



\* Note: this is a general timeline, deadlines vary from school-to-school