

Applying to Graduate School

DO:

- Start the application process **early**. Review websites; order catalogs if available; download applications or bookmark important information and; read guides to colleges and universities.
- Send **neat, clearly written, complete** applications. Send **all** information requested, including application fees.
- Take required entrance tests **well in advance**; have scores sent automatically to appropriate schools.
- Be sure to request your letters of reference **well before application deadlines**. Give your reference writers a copy of your resume and a brief them on your plans so they can write strong, focused letters on your behalf. Make sure that reference letters are actually sent to institutions.
- Make sure to request **official** transcripts early.
- Check with the graduate admissions office to confirm that **all application materials** have been received.
- Research **financial aid** opportunities.
- Arrange an **interview** if necessary.

DO NOT:

- Miss application deadlines. If there are no deadlines, don't wait; it is advantageous to apply early.
- Send incomplete, illegible, misspelled applications.
- Forget to make copies of application materials.
- Get discouraged.

Remember to think about many factors: overall costs (tuition, fees, books, room and board, travel); geographic location; size of the institution; size of graduate department; faculty research interests; financial aid opportunities; requirements for the degree program (residency, language requirement, time limit to complete degree, number of credit hours).