

Graduate School Application Checklist

GRE: *Get those scores up!*

- Practice with test prep books (e.g. Princeton Review, Kaplan)
- Register for General and/or Subject Test(s)
- Have scores sent to ALL potential schools

Resume: *Create, Critique, Tweak, and Perfect!*

- Create a resume
- Have it critiqued by Career Services
- Tweak any errors or follow up on suggestions
- Perfect it for submission

Statement of Purpose: *Let them get to know you!*

- State why/how you got involved with the subject
- State any experience/exposure to the subject area/field (e.g. research, personal experiences, what about the field interests you)
- If applicable, state what you want to do in that field
- Personalize it with that particular university's name in the statement of which you are applying
- State who you would like to work with from that university

Letters of Recommendation: *They make you look good!*

- Ask professors if they will be willing to write you a letter of recommendation
- Create a packet. Include...
 - Copy of your resume
 - Copy of your personal statement/letter of intent
 - Forms from specific universities that need to be filled out
 - Stamped and labeled envelopes
 - Directions on how letters will be delivered (e.g. pick up by student or mailed off by letter writer)
 - Deadline for when letters should be mailed off/picked up

Application Packet: *Do you have it all?*

- Application
- Letters of recommendation (if required to be included in packet)
- Statement of Purpose/Letter of intent
- Resume
- Unofficial transcripts (if required)
- Official transcripts sent off
- Enough copies of everything (however many the university requires)
- Signature on everything that requires it!