1. Make a list of what you’re looking for in a graduate program and what you’d like to do with a masters, doctoral or professional degree.

2. Look at general information about graduate school online:
   - http://www.princetonreview.com/grad/research/
   - http://www.mycareerblast.com/my_grad_school.html
   - http://www.gradview.com/articles/choosing.html

3. Create a list of potential schools/programs based on your interests, values and factors important to you. Look at graduate school databases online to start that list:
   - http://www.gradschools.com/
   - http://www.petersons.com/

4. Look at graduate school options abroad:
   - http://international.gradschools.com/

5. Stop by the Center for Career and Professional Development (CCPD) (Building 37 across from campus) to check out graduate school resources:
   - The Graduate School Guide
   - The Complete List of Colleges (by Princeton Review)
   - A variety of school’s program pamphlets and information

6. Consider and compare your options.
   - Time commitment (e.g. 2 year program vs. 4 year program)
   - Part-time vs. full-time programs
   - Private vs. public institutions
   - Entrance requirements
   - Program approaches/specializations
   - Faculty and teaching methods
   - Program reputation
   - Tuition costs and financial aid available

7. Use your research to choose 5-10 program possibilities, and narrow your list.
   - Consult with your professors, alumni, and professionals in the field to discuss program highlights and their experiences in graduate school.
   - Plan campus visits, and schedule meetings with program faculty members or current students who can answer your questions.
GRADUATE & PROFESSIONAL SCHOOL GENERAL TIMELINE*

Determine which programs you plan to apply to, and begin the application process using the following loose timeline:

Spring Semester of Junior Year:
- Schedule date to take the GRE, GRE Subject Tests, or other applicable tests for your program, and request that your scores be electronically sent to each school where you are applying.

Fall Semester of Senior Year:
August/September-
- Request application information or research application processes online (be sure to note deadlines for applying and addresses where supplemental materials should be sent).

Spring Semester of Senior Year:
October/November-
- Submit applications and application fees for each school by its published deadline.
- Request copies of your transcript from the Registration Office (it is usually best to have them sent directly to the addresses where supplemental materials should be sent).
- Approach faculty members, employers, etc. to write recommendation letters. Remember to provide them with any required recommendation forms, your resume, a stamped/pre-addressed envelope, and the deadline for submission.
- Compose personal statements or essays for each institution and have your statement/essay revised by a faculty member or CCPD.
- Revise your resume and submit with supplemental information.

December-
- Request scholarship/fellowship/assistantship information from each school where you applied.

January/February-
- File your Federal Income Tax Return (required before you can complete the FAFSA).
- Complete the FAFSA Online and submit all completed scholarship application forms.
- Prepare for any admission/assistantship interview by scheduling an appointment with CCPD to use the Perfect Interview software program.
- Attend any preview days/assistantship interview sessions/faculty interview sessions for each institution.

March/April/May-
- Follow-up on institutions that you have not heard from and make your final decision.
- Submit commitment forms and/or fees to the institution you have chosen, and register for classes.
- Send thank-you notes to people who wrote your recommendation letters, informing them of your success.

*Document adapted from Baldwin Wallace University Career Center’s Graduate School Checklist and Timeline