GRADUATE SCHOOL TIPS

TIMELINE – Keep a calendar of important events

**Junior Year**
- Begin thinking about graduate school as an option
- Visit the Oxley Career Education Program to determine if graduate school is right for you
- Begin research on your field of choice, through the internet, informational interviews, and meetings with faculty and deans to determine if graduate school is required or preferred
- Gain experience in your field of choice through an internship or part-time job

**Summer Before Senior Year**
- Research different graduate programs through school websites, asking professors, friends, co-workers, etc.
- Begin making an important dates/deadline calendar
- Get applications and financial aid materials from prospective schools/programs
- Being studying for GREs/GMATs/ (possibly enroll in Kaplan or other test preparatory course) Please note that LSAT’s and MCAT’s have a different time schedules to study. You should check with your pre-law advisor or pre-med advisor for more details.

**Senior Year**
- Take required *entrance examination* in Fall (usually October)
- Contact faculty for *letters of recommendation*
- Begin drafting *personal statement* and any other required essays – then finish them!!
- Visit the Oxley Career Education Program to have essays proofed and *resume* reviewed, if resume is required in application
- Request *transcripts* from *every* undergraduate school attended
- Mail competed application packets to prospective schools
- Follow up on application status!
- A *personal interview* is required for some graduate programs. If you are asked to participate, be sure to brush up on interview skills and have a coherent argument for why you want to attend their program and why they should admit you to their school!

**IMPORTANT TIPS FOR APPLICATIONS**
- Be neat. *Type everything!!!*
- Proofread everything, and have someone else proof it as well!!
- Xerox copies of all materials, especially financial aid information!
- Mark all important dates/deadlines on a calendar – meet those deadlines well in advance!

Make sure to visit the Oxley Career Education Program, Founders Hall Room 408 for more information and resources to make your graduate school search easier.