

# Graduate & Professional School Timetable

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## *The summer between Junior & Senior Year (it's best to start early)*

- Visit school websites and gather applications for graduate school, assistantships, and financial aid.
- Request admissions and Financial Aid applications from the schools to which you plan on applying.
- Contact people at the institutions to which you plan to apply for useful information. They may be able to get you in contact with a current grad student who can answer some of your questions.
- Register for and study for the appropriate entrance examinations (e.g. GRE, LSATS, etc.)
- Check applications for deadlines

## *September/October*

- Take the entrance examinations.
- Start the process for getting your letters of recommendation.
- Start completing the applications.
- Begin writing the essays for your applications (e.g. personal statement). Ask your faculty advisor or other faculty member to review your application essay.

## *November/ December*

- Secure your letters of recommendation (remember, professors get very busy so ask ahead of the deadlines) Collect or have individual's submit recommendation letters.
- Submit the admissions applications
  - Per admission dates of specific institution
  - Send in your completed application packets
  - Request registrar to mail official transcripts to graduate programs.
- Apply for aid available through program; assistantships, fellowships, scholarships etc.

## *January*

- Check with each school to see if they have received materials, including:
  - Test scores
  - Letters of recommendation
  - Financial statements

## *February and on...*

- Wait to hear from schools on whether you were accepted.
- Continue to make contact with representatives from the schools to which you applied
- Apply for all forms of financial aid.
- Keep track of acceptances and rejections so you know who you have and have not had a response.
- Once you have accepted an offer, be sure to send thank you notes to everyone involved (especially those who wrote letters of recommendation) for their support, assistance and encouragement.
- Finally, be sure to notify the schools you have declined so that they can go to their waiting list.