Graduate School
Application materials and research

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WWW.HIREOSUGRADS.COM
Finding and Researching Graduate Programs

Research schools and programs by visiting individual school websites and using [www.gradschools.com](http://www.gradschools.com). Compare similar information in order to decide if you want to attend and/or apply to the program. Fill in the chart to compare four program options.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Type of Degree</th>
<th>Name of program</th>
<th>Location City/State</th>
<th>Size of student body</th>
<th>Previous year’s class profile</th>
<th>Cost</th>
<th>In state/ out of state</th>
<th>Financial aid</th>
<th>Scholarships</th>
<th>Faculty Research</th>
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<tr>
<th>TA/RA positions</th>
<th>Number of credits</th>
<th>Student Research options</th>
<th>Thesis requirements</th>
<th>Application Deadlines</th>
<th>Required Test</th>
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Application Materials

Determine what components are required for your application and deadlines by visiting admission sections on the school’s website.

Application

- Typically submitted online
- Some applications allow “Save for later” options so you can complete it in stages
- Call admission offices to ask questions or clarify any details if you are unsure
- Follow directions closely and be aware of deadlines
- Expect variations in application processes and materials that will differ by program

Test scores (GRE, LSAT, GMAT, MCAT)

- You must schedule your exams at a test taking facility 2-6 months in advance
- Allow 20-31 days between test dates to retake the exams if needed
- Research school expectations for scores and determine entering class averages
- Prepare for tests months in advance using test prep materials
- Purchase a test prep book or enroll in test prep course to expand test material knowledge
- Take several practice tests

References

- Most programs require 3-5 references, use academic and professional references
- Ask your contacts if they would be willing to be a positive reference for you
- Allow reference 2-3 weeks of notice to complete letters and provide full instructions to letter writers
- Letters are typically submitted online or mailed in sealed envelopes to admissions offices

Transcripts

- Request official transcripts from the registrar’s office

Personal Statement/Letter of Intent

- Identify the character count, word count or length limits
- You may be asked to answer a specific question or address a prompt
- Document may consist of one essay or multiple essays, follow all directions provided by the college or admissions instructions
- Plan ahead, begin preparing information and documents well before deadlines
- Visit career services for help developing and editing the document

Interviews

- Some programs include interviews as part of the selection process
- Review example interview questions and develop response strategies
- Schedule a mock interview and gain interview prep advice from career services
- Purchase a full suit and business professional attire
- Notify instructors if interview dates will conflict with class attendance
Building Content for Your Personal Statement

1. Why do you want to attend this program/college/university?
   - What interests you about this specific program?
   - How do you fit within this educational program?
   - Why did you decide to apply here?
   - What do you know about the faculty, research, facilities, location, etc. that interests you?
   - What do you know about the schools reputation/awards/rankings?

2. What have you done to prepare for the program? (1-3 paragraphs)
   Academic preparation
   - What classes or academic projects have you completed that relate to the program?
   - What concepts/lesson/skills have you learned in your classes that apply to this program?
   - How have faculty relationships assisted your knowledge base?
   - What research skills or experience do you have?
   - What honors/awards have you received that note your abilities?

   Related Experience
   - Describe any of your related experiences
   - Connect your related jobs or internships to skills needed for this program
   - What technical skills have you developed?
   - What job shadowing/observing have you done to help you understand this field

   Outside classroom experience
   - What skills or talents do you have that would complement this area of study?
   - What clubs or professional organizations helped you build skills?
   - What experience do you have with leadership?
   - How has campus/community involvement been beneficial to your development?
   - How has your volunteer experience helped prepare you?
   - What relationships have you built that connect to this area of study?

3. Career goals
   - What are your short and long term career goals
   - What type of positions would be ideal?
   - What type of work/area of focus most interest you and why?
   - What will success look like for you?
   - How will this program help you meet your professional or career goals?

Editing and developing your document:
   - Plan to edit your document at least six times
   - Work with career services to edit and polish your document
   - Allow mentors and industry professionals review your document
   - Use the writing center for proof reading and grammatical checks