

CAREER SERVICES
The College of St. Scholastica
T2143, 723-6085
<http://www.css.edu/career/>

Gearing Up For Graduate School

The timetable below provides a general guideline to follow as you complete the application process. These are only approximate dates. **Consult with each individual program you are considering to verify the application requirements and deadlines for that institution and program.**

Summer

- Browse through college bulletins, department brochures, program web pages and discuss possible programs with faculty members and Career Services.
- Develop your top 10 list of possible programs.
- Research application requirements for the various programs including GPA, standardized tests, prerequisite courses, work experience requirements and application deadlines.
- Begin preparing for necessary standardized test(s).
- Develop ideas and an outline for your personal statement to meet each program's requirements.

September

- Sign up for and continue preparing for standardized test(s).
- Determine which programs you are going to apply to (3-5 recommended) and request fellowship, scholarship and application materials.
- Set up times to visit the programs you are considering.
- Develop a personalized time frame and tracking system to organize materials and deadlines.
- Meet with faculty members and/or career service staff to discuss drafts of your personal statements. Make revisions based on this feedback.
- Identify potential references and inquire if they would be willing to provide a letter of reference.

October

- Take standardized test(s).
- Review, edit and finalize your personal statements.
- Complete application forms.
- Provide your references with the directions and program specific requirements for letters of recommendation. Make sure to provide references with any supporting material they request including a copy of your resume and personal statement.
- Order transcripts from all colleges and universities attended.

November/December

- Mail applications. Many graduate schools operate on a rolling admission (acceptance as they receive applications) and others give first priority to early applicants for financial awards including fellowship and assistantships. Therefore, even if deadlines are later, the sooner you can submit your applications the better.

February

- Contact programs to verify that applications were received.

April

- Complete federal income tax return and required financial aid paperwork.

May

- Complete your undergraduate degree and send final transcripts.

At times this application process can feel overwhelming. We are here to assist! Whether you need guidance in researching graduate schools, assistance finding resources to study for standardized tests, feedback on your personal statements or suggestions on how to approach possible references, we have resources and counselors available for you. For additional information, resources and assistance, please contact Career Services in T2143, 723-6085, <http://www.css.edu/career/>.