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

### Spring of Junior Year
- Browse through college bulletins, departmental 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.

### Summer
- Determine which programs you are going to apply to and request fellowship, scholarship and application materials.
- Develop a personalized time frame and tracking system to organize materials and deadlines.
- Prepare for and take necessary standardized tests.
- Identify potential references and inquire if they would be willing to provide a letter of reference.
- Develop ideas and an outline for your personal statement to meet each program’s requirements.

### September
- Provide your reference with the directions and program specific requirements for letters of recommendation. Provide reference with supporting material they request including a copy of your resume and personal statements.
- Meet with faculty members and/or Career Services staff to discuss drafts of your personal statements; make revisions based on this feedback.
- Set up times to visit the programs you are considering.

### October
- Review, edit and finalize your personal statement.
- Complete application forms.
- 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 application the better.
- Check in with your references to verify completion of letters of recommendation.

### 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.
- Send thank you letters to references and update on your acceptances.

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 resource and counselors available to help.