Preparing for Graduate/Professional School: Timetable

You should begin the application process at least one year before you plan to start graduate/professional school. All times indicated below are approximate. You should study deadlines for specific programs carefully since they may vary significantly depending on the program to which you apply.

**SUMMER**

Write a draft of your statement of purpose. This is the most important part of your application and can be the deciding factor in the admissions decision. It will be evaluated for quality of writing as well as for clarity of professional goals.

Browse through college bulletins and department brochures.

**SEPTEMBER**

Meet with faculty members to discuss your statement of purpose and ask for letters of recommendation.

Sign up for standardized tests (paper/pencil test times vary, computerized testing is offered every month).

Request fellowship information and applications from graduate schools and programs.

**OCTOBER**

Take standardized tests.

**NOVEMBER**

Order transcripts. Ask if your records office can send a transcript with your fall term grades in time to meet the deadlines of the programs to which you are applying.

Complete applications (do a draft on a copy of the form first). Give your recommenders the forms to fill out or the addresses to which they should send their letters. It is helpful to them if you give them copies of your statement of purpose.

**FEBRUARY**

Contact programs about the possibility of visiting. A personal visit can often enhance your chance of being accepted. Departments will sometimes help with travel expenses.

**APRIL**

If you are applying for need based financial aid programs, you may have to file a copy of your federal income tax return.

Prepared by Council of Graduate Schools.

see reverse side for resources
Thinking About Graduate/Professional School?

Visit the Career & Community Learning Center in 135 Johnston Hall
to explore options and prepare for the application process

Graduate & Professional School Day
Meet with representatives of over 90 graduate schools and professional programs from around the country. This annual event is held in October.

Resource Room
Comprehensive and up-to-date graduate school planning resources and information. 135 Johnston Hall
Looking for graduate school information? Visit the Career & Community Learning Center’s Resource Room to identify graduate programs, review catalogs, and learn about writing personal statements and the whole application process.

Test Materials
135 Johnston Hall
Many schools/programs require admission tests. Stop by and pick up test booklets including the GRE, GMAT, MCAT, LSAT.

Personal Statement Reviews
135 Johnston Hall
Working on your personal statement? Stop in and meet with one of our peer advisors to discuss your next steps, including having a career counselor* review a rough draft.
* for CLA students only

Recommendation Letters
135 Johnston Hall
Reference letters are an important part of your graduate school application process. Open a Recommendation File with our front desk to house your recommendations and send them to graduate schools.

More Information
135 Johnston Hall
Hours: M–F 8–4:30
E-mail: cclc@class.cla.umn.edu
Web site: www.cclc.umn.edu

See reverse side for a timetable.