Grad/Professional School Application Checklist

Are you thinking about applying to graduate school but don’t know where to start? Use this timeline to help you get the ball rolling.

**The Academic Year Before You Plan to Apply**

- Begin drafting a personal statement of your academic and professional goals.
- Start researching graduate programs and deciding where you would like to apply.
- Call, write, or email schools to request catalogs.
- Determine test requirements, application deadlines, test dates etc.
- Meet with advisors, faculty members, and career counselors to discuss programs.
- Sign up for required standardized tests and practice for them.

**Fall, in the Academic Year you Plan to Apply**

- Take standardized tests.
- Research financial aid sources, fellowships and assistantships.
- Finalize your personal statement and request letters of recommendation from faculty members and former employers from related jobs. Make sure they are individuals who know you well and will be able to write a strong letter for you. Provide these people with your personal statement and resume.
- Narrow your graduate program choices.

**Late Fall, Early Winter, in the Academic Year you Plan to Apply**

- Order official transcripts. Be sure to request transcripts from all of the schools from which you have earned college credit, including hours earned while in high school.
- Mail applications out.
- Apply for fellowships and assistantships.

**After Submitting Applications**

- Follow up to ensure that supporting documents were received.
- Contact schools about the possibility of visiting or scheduling an interview.
- Fill out the FAFSA.

**Spring, After Receiving Acceptances/Rejections**

- Discuss acceptances, rejections, and other career options with a faculty member, advisor, or a member of your college’s career services office.
- Notify schools of your decision to accept or decline admission.
How Can Career Services Help??
(For appointments: 541-737-4085)
or
B008 (basement) Kerr Administration Building

1. **Mock Interviews**
   Perfect those interviewing skills by making an appointment for a mock interview with one of the Career Services counselors. We can tailor the interview for your specific needs.

2. **Resume or CV Critique**
   Use our drop-in hours, from 1 to 4, Monday through Thursday. Need a more extensive and in-depth look at your application? Make an appointment with one of our counselors.

3. **Personal Statement Help**
   This is one of the most significant parts of your application. Make an appointment with one of our counselors who can review it for you.

4. **Choosing a program**
   It’s important to use the professionals in your field for this one. But our career counselors are also on hand to talk through your options with you, and help you wade through the information and criteria for choosing the right grad program for you. Again, just make an appointment!