Freshman/Sophomore Year
_____ Begin identifying career goals using the resources and staff of the Career Development Center. Do you need a graduate school education?
_____ Meet with your academic advisor to discuss your career goals and plans, including graduate school.
_____ Develop relationships with faculty and other Chatham University staff members and get involved on campus through student organizations, community service opportunities, internships, etc. This will help to strengthen your application.
_____ Record your accomplishments/experiences in a journal, resume, or portfolio format and collect samples of your work for future use in preparing for graduate admissions applications, essays, and interviews.

Early in Junior Year
_____ Identify possible schools and programs. (See list of resources below).
_____ Use the internet to learn more about schools that interest you.
_____ Request hard copies of information and application materials.
_____ Investigate scholarship opportunities.

Late in Junior Year
_____ Determine appropriate admissions tests.
_____ Identify and begin to apply for financial aid sources.
_____ Practice interviewing (if your program requires admissions interviews).
_____ Take a practice admissions test. (Contact the Career Development Center for practice test dates).

Summer between Junior and Senior Years
_____ Visit your top choice schools (if possible).
_____ Begin writing your personal essay or statement.
_____ Take appropriate admissions test.
_____ Update your resume and/or portfolio.
_____ Verify application/financial aid deadlines.

Early in Senior Year (September/October)
_____ Type applications (must be error free).
_____ Complete financial aid documents (must be error free). Financial aid deadlines are usually during this time.
_____ Request recommendations. Provide deadlines, program information, resume, envelopes, stamps, etc.
_____ Obtain multiple copies of recommendations.
_____ Have your personal essay/statement critiqued by more than one person.
_____ Rewrite/polish your personal essay/statement.
_____ Obtain official copies of your transcripts from all schools of record.

Later in Senior Year (November/December)
_____ Mail application packet after making copies of everything for your records. Do this well before the deadline as most schools make decisions on a “first-come, first-serve” basis.
_____ Send thank you notes to all references and keep them up to date on the status of your applications.
_____ Call each school to make sure that your application has arrived and is complete.
_____ Forward test scores to schools of your choice.
_____ Inform all schools of your decision.

Senior Year (Spring & Summer)
_____ Take courses that will either give you a head start in your graduate program or will allow you to satisfy academic prerequisites.
_____ Enjoy your success and your summer!
A Few Words about Deadlines

- Most applications deadlines fall between January and March (for enrollment in the fall).
- Deadlines can be as early as August (for fall enrollment the following year) for early decision programs of medical schools using the American Medical College Application Service (AMCAS). Deadlines can be as late as spring or summer (for fall enrollment the following year) for a few programs with rolling admissions.
- For programs with rolling admissions, it is to your advantage to apply early and NOT wait until the last minute to apply.
- Be sure to keep track of all deadlines and meet them.

Related Websites

College Source Online: www.collegesource.org


GMAC MBA Explorer: www.gmat.org

Grad Schools.com: www.gradschools.com

Graduate School Rankings: www.usnews.com/usnews/edu/grad/rankings/rankindex_brief.php

Grants in Graduate Study: www.nyu.edu/gsas/fininfo/gigs.html

GRE: www.gre.org/

Jobweb: www.jobweb.org/catapult/gguides.html

Kaplan: www.kaplan.com

LSAT: www.lsac.org

MCAT: www.aamc.org/students/mcat/

Peterson's Guides: www.petersons.com/graduate

Princeton Review: www.princetonreview.com/