

10 Steps to Apply to Graduate School

Step 1 Research and Select Schools	Consider: geographic location, program emphasis, program/school size, professional/career opportunities, accreditation of the program, state regulations, length of program, cost/financial aid, and reputation of the program.	<p>Ask yourself these questions before you start this process:</p> <ol style="list-style-type: none"> 1. Why am I pursuing a graduate degree? 2. Do I have the organization and study skills needed to be successful in graduate school? 3. Do I have the personal characteristics like discipline, motivation, and interest necessary to be successful in graduate school? 4. Am I qualified for this specific program? 5. Do I have the necessary credentials like GPA and completed course work to be considered a "competitive applicant"? <p>RESOURCES for Graduate School Preparation:</p> <ul style="list-style-type: none"> • Professors • Career Advisor • Academic Advisor • Professionals in your field of interest <p>www.gradschools.com www.petersons.com www.graduateguide.com</p>
Step 2 Take Standardized Tests	Identify which standardized tests are required for admissions. Websites: www.ets.org (GRE) www.gre.com (GMAT) www.mba.com (LSAT) www.lasc.org (MCAT) www.aamc.org	
Step 3 Write Your Resume or Curriculum Vitae (CV)	Update your resume or create a curriculum vitae to showcase all of your honors, awards, activities, research, and other accomplishments and experiences. Schedule an appointment with your Career Advisor to have your resume reviewed before submitting it.	
Step 4 Assemble Portfolio	Some programs may request samples of your work (papers, research, product development) <ul style="list-style-type: none"> • See the Portfolio Section pages 24 and 25 in the career guide and the Career Services website for tips and guidelines. 	
Step 5 Write Your Purpose/ Personal Statement	Schools ask for a summary of your goals and your reason/intent for applying because they want to know basically 3 things: 1) Why this school? 2) Why this program? 3) How are you going to be successful? <ul style="list-style-type: none"> • Read the instructions for writing your statement very carefully • See your Career Advisor for guidance. 	
Step 6 Request Letters of Recommendation	Choose professors, supervisors, or professionals who know your work ethic and character from experiences. Provide your recommender with the following information and resources: <ul style="list-style-type: none"> • Send a detailed request in writing with a description of the program and your resume • Describe in your request how the recommender knows you and include a recent photo if you have not recent contact • Provide Self-addressed stamped envelope, email link to provide reference and date that recommendation is due (or the date you intend to pick it up from the recommender.) 	
Step 7 Complete Application Forms	Schedule an appointment with your Career Advisor for assistance.	
Step 8 Request Transcripts from Registrar	Contact the registrar's office of each school you attended. <ul style="list-style-type: none"> • Registrars Office: 706-737-1408 • http://www.aug.edu/registrar_va/ 	
Step 9 Request Financial Aid	Research the school's financial aid deadlines and complete necessary paperwork in advance for loans, scholarships and graduate assistantships.	
Step 10 Follow-up	Take responsibility for ensuring all materials are received by the deadline. Make follow-up phone calls to inquire about your application status. Be persistent, but allow six weeks for processing.	

What to Do if You are Not Accepted?

15 Steps to Future Success

1. **Apply earlier next year.** Avoid the last six weeks before the deadline.
2. **Apply to more schools.** Three or four is usually considered a good number.
3. **Apply to more “safe” schools.** Even 4.0 students and those who exceed the program’s entrance criteria can, and do, get rejected.
4. **Research similar programs** with less competitive application requirements.
5. Visit the programs you really want to pursue. **Demonstrate your interest and build relationships** with faculty and staff of the program.
6. Contact the program and **inquire about ways you could improve your applications** to become a stronger candidate.
7. **Go to summer school** in the targeted subject to demonstrate your interest in the area.
8. **Take one class at a time** in the targeted subject area and make great grades! Remember, the most recent grade counts the most.
9. **Study and retake required standardized tests.** With practice and appropriate studying techniques, you will **improve your scores**.
10. Get a **volunteer or internship experience** in the targeted area. It will boost your credentials even if it’s part-time, a few hours per week, or unpaid.
11. **Work in a “real job”** in the targeted field to gain related experience and to add recommendations from people working in the profession.
12. Get an **intermediate degree** like a certificate or other professional credential.
13. **Get experience and try again.** Many admissions committees value maturity.
14. **Re-evaluate your interest** in pursuing advanced studies. Is it possible your lack of passion for the subject area was evident?
15. **Review all application materials** before submitting to catch errors. Sometimes this simple check can make all the difference.

*In order to succeed,
your desire for
success must be
greater than your
fear of failure...*

~
Bill Cosby

*There are no
failures...
just experiences and
your reactions to
them.*

~
*Tom Krause,
Teacher/Coach*