

Applying to Graduate School- General Process and Checklist

Research Programs

1. Make a table of programs you want to apply to, including:
 - University
 - Name of program
 - Emphasis (if applicable)
 - Faculty you want to work with
 - Labs and facilities (if applicable)
 - Required application materials
 - Application due date

2. Contact faculty you want to work with:
 - Email to arrange a visit to campus
 - Prepare a list of questions to ask them
 - Reach out to department if needed

Work Backward from Application Due Date

3. Research GRE requirements:
 - Plan to take the test twice
 - Schedule dates
 - Get test prep book and/or sign up for a course

4. Plan a visit to the departments:
 - Meet with faculty
 - See labs and facilities
 - Ask questions and talk to other grad students

5. Alert recommenders of your intentions to apply and the due dates

6. Prepare your CV:
 - Have two faculty members edit it at least once
 - Send completed document to your recommenders

7. Prepare your statement of purpose:
 - Have two faculty members edit it at least once
 - Send completed document to your recommenders