



Graduate School Application Checklist

CHOOSING THE RIGHT PROGRAM

When you are evaluating your decision, ask:

- What is most important to me about a graduate program? Academics, prestige, location, cost, proximity to family, etc.?
- What is the emphasis of this program (theory, application, hands-on learning, etc.)?
- When I finish this program, how will it change my employment options? Will it open or close certain types of opportunities?
- How will my potential future salary and future debt compare? Is there an alternative to achieve my career goals?

APPLICATION TIMELINE

Application cycles, and therefore timelines, vary depending on the type of program to which you are applying.

- Is the program on a one-year application cycle or admits more frequently throughout the year?
- When must you complete certain prerequisites to be eligible to apply?
- What entrance exam do you need to complete for each program or school?
- When are the entrance exams offered? What are the registration deadlines and costs of the entrance exams?
- Is the application deadline a “postmarked by” or “received by” date?

PERSONAL STATEMENTS

The personal statement is your opportunity to present your qualifications and reasons for choosing a particular graduate school or professional program. Your statement should persuade the selection. It should illustrate that you have thought about the career, profession and your life experiences.

- Describe what makes you right for this school or program.
- Show evidence (through examples) of qualities and skills you possess that would be valuable to the program.
- Catch attention without feeling “gimmicky”.
- Follow an organizational outline ending with what you most want the reader to remember about you?
- Identify future goals, ideals, or objectives within the profession. Identify goals within the graduate or professional program, types of opportunities.

REFERENCES/RECOMMENDATION LETTERS

When considering potential references, consider the type of program to which you are applying. You may want multiple perspectives on who you are.

- Send a request to a potential reference with an explanation of what the reference is for.
- Include your information (resume/CV, personal statement, background on the program, career aspirations, etc.) so they could write an informed letter.
- Provide clear instructions for the process of sending the reference letter.



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STAYING ORGANIZED

The following is an example tracker for deadlines and information about applications.

School	Website	Dead- line	Application Fee	Applica- tion Via	Entrance Exams	Exam Registration Deadline	Exam Fee	Required with Application
UNTHSC– Med School	unthsc.edu	Oct. 1, 2018	TMDSAS \$140 flat fee for all applications	TMD- SAS and TCOM	MCAT	Offered all year, but need to take before Sept. 2018 for application deadline	\$275	Official transcripts from ALL institu- tions, letters of evaluation (HPAC), MCAT score, TCOM secondary app, personal statement (2500 words), 4 rec letters
SMU – Law School	law.smu.edu	Nov. 1, 2018	LSAC \$170 SMU \$75	LSAC and SMU	LSAT and CAS	June 2018, Sept. 2018, Dec. 2018	\$170 \$165	LSAC application, resume, personal statement, CAS report, 4 rec letters

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