Graduate School Preparation
Application Timetable

Junior Year

August-September

☐ Identify potential referees: list 4 persons you will ask to write you letters of reference.

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☐ Begin search of graduate schools: list 10 schools you will research and obtain more information on.

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☐ Begin search for financial aid: list 4 sources you will research and obtain information on.

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October-December

☐ Continue graduate school research: Narrow 10 schools down to your top 5

☐ Develop Graduate Portfolio

1. Write 1st draft of Statement of Purpose and submit for review (suggestions: mentor, Campus Coordinator, faculty)

   Date completed________________________

   Submitted to________________________________________

   Date Returned_____________________________________

2. Develop 1st draft of Resume and submit for review

   Date completed________________________

   Submitted to_____________________________________

   Date Returned_____________________________________

January-May

☐ Begin GRE preparation

   Date began classes____________________________________

   Date completed classes____________________________________
Date scores submitted to Campus Coordinator_____________________

☐ Submit final portfolio for review

1. Write 2\textsuperscript{nd} draft of Statement of Purpose and submit for review

   Date completed______________________________

   Submitted to ______________________________________

   Date Returned_____________________________________

2. Develop 2\textsuperscript{nd} draft of Resume and submit for review

   Date completed______________________________

   Submitted to ______________________________________
LS-OKAMP-STEM

Graduate School Preparation
Application Timetable

Senior Year

Summer
☐ Take GRE exam

Date taken____________________________________

☐ Request financial aid applications (list school, date requested, & date received)

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September-October
☐ Review portfolio

☐ Write all application/financial aid deadlines in your calendar!

☐ Commit to top 5 school choices and complete applications (list school and date completed)

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☐ Write master draft of Essay for financial aid applications and submit for review

Date completed________________________________________

Submitted to__________________________________________

Date Returned_________________________________________

☐ Apply for fellowships, etc. (list source, deadline, and date application was submitted)

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☐ Arrange for transcripts to be sent to each program to which you apply

November-December

☐ Prepare recommendation writers – take necessary forms, resume or brief biography, transcript, etc. (list 4 referees and dates necessary information was delivered)

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☐ Last chance for GRE Test or subject tests

January

☐ Mail applications to top 5 schools before deadline (list school and date mailed)

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Keep track of postcards confirming receipt of application

February

Confirms letters have been received (list referee and date letter was received by school)

School

________________________________________________

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Referee 1__________________________ Date
Received________________________

Referee 2__________________________ Date
Received________________________

Referee 3__________________________ Date
Received________________________

School

________________________________________________

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Referee 1__________________________ Date
Received________________________

Referee 2__________________________ Date
Received________________________

Referee 3__________________________ Date
Received________________________
Prepare for admissions interviews

Fill out the Federal Student Aid application
March-April

☐ Inform references & OKAMP of outcomes of applications

☐ Visit schools to which you’ve been accepted

☐ Notify the program of your acceptance

☐ Notify the programs that you’re declining