Planning for graduate school should start approximately one year before you plan on attending graduate school. Look carefully at the specific deadlines for each program you are considering. Deadlines and requirements can vary depending on the college or university to which you apply. The financial aid deadlines may be earlier than the admission deadlines, so keep those in mind.

**Summer/Early Fall:**
- Write goal statement for graduate school
- Browse graduate program guides and websites
- Sign up for and prepare for required standardized tests for admission
- Visit the schools and programs you are considering

**Fall Semester:**
- Take your scheduled standardized tests
- Request and complete the application materials from the programs you are considering
- Ask for letters of recommendation from faculty, advisors, employers, etc.
- Request transcripts to be mailed to the institutions you are applying
- Research and complete financial aid applications

**Early Spring Semester:**
- Complete ALL applications and financial aid forms
- Mail application forms prior to deadlines
- Schedule possible interviews at programs
- Follow up to ensure that all application materials have been received.

**Graduate School Application Checklist**

- Personal Statement
- Letters of Recommendation
- Transcripts
- Standardized Tests
- Applications for Admission
- Applications for Financial Aid
- Applications for Fellowships/Graduate Assistantships
- Income Tax Return (if necessary for financial aid applications)
- Scheduled Visits or Interviews