

Graduate School: APPLICATION TIMELINE

Stay on track while researching and applying to graduate school. The timeline below will help manage your time and be prepared for application deadlines. Be mindful that application deadlines vary by field and type of degree.

1 YEAR PRIOR TO APPLYING

SEPTEMBER - DECEMBER

- Research schools and programs of interest. Talk to faculty, alumni, and others who have pursued graduate work in your field of interest.
- Talk with faculty and your advisor to discuss programs and degree options.
- Develop and maintain relationships with professionals who could potentially serve as a reference or reference letter writer.
- Expand your professional network through attending Career events, student organizations, faculty, staff, and family.
- Participate in Undergraduate Research and Creative Activity [URSCA], work, and volunteer in your field of interest
- **Visit Career Services often!** Learn and develop application materials, practice personal introduction and interviewing techniques, network at Career events like the Job & Internship Fair.

JANUARY - AUGUST

- Continue researching and determining which schools and programs to apply.
- Review program application requirements, materials, and deadlines.
- If possible, visit institutions of interest: attend open house events, meet faculty, graduate students, and graduate school admissions professionals. Assess if it's a good fit for you!
- Budget for application fees (on average \$50-\$75 per school), official transcript fees (visit the Registrar's office for UWS fee breakdown), and testing fees.
- Study and register for required admissions tests. *
- Prepare a first draft of your personal statement. *
- Prepare contingency plans or alternative paths in case you are not accepted right away.

***Visit UWS Career Service' Graduate School webpage for more information and guides.**

SENIOR YEAR

Applications are available late Summer or early Fall. Check school websites and apply early: this may increase your chance of being admitted. **To be considered for teaching, research, and graduate assistantships/fellowships, early application may be required.** Some schools may have rolling admissions: applications are evaluated first-come-first-served. Check with your programs of interest to learn their admission policies. Establish an organizational system when applying:

THE LINK CENTER

Career Services ▪ Academic Service-Learning ▪ Regional Outreach
Strategic Partnerships ▪ Internships ▪ Community and Voter Engagement ▪ Employer Relations
Undergraduate Research, Scholarship and Creative Activity

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SENIOR YEAR

SEPTEMBER

- Meet with faculty members in your current department to discuss your personal statement, possible programs to consider, and potential fellowships and other funding sources.
- Finalize the number and list of schools you wish to apply.
- Begin completing applications.
- Finish preparing for and take admission test(s).
- Create a file for each school you apply to and keep all related application information in each file.
- Attend preview days and open houses hosted by your schools or programs.

OCTOBER - NOVEMBER

- Contact at least three people to write letters of recommendations: provide
- Complete your personal statements and submit to the UWS Writing Center for review.
- Complete and submit applications for admission, assistantships, and fellowships. **Schools may require you to send materials to BOTH graduate school and program department.**
- Take required admission test(s), if not done already.

DECEMBER

- Confirm your letters of recommendation have been sent by deadlines. Be sure your writers feel comfortable writing strong, positive letters about you.
 - Professors are ideal, but you may also request employer or an advisor.
- Send thank you notes to recommendation writers.
- Verify all application materials were received by schools before application deadlines.

JANUARY - FEBRUARY

- Prepare for graduate school interviews if they are a part of the process. Interviews will likely take place during January, February, and/or March.
- **Schedule a mock interview with Career Services through Handshake.**
- Complete the free application for Federal Student Aid (FAFSA). You are considered an independent student for financial aid purposes for graduate school.
- Submit any remaining applications, verify all materials were received before deadlines.

MARCH - APRIL - MAY

- Follow-up with institutions from schools you have not heard back from.
- If you are offered financial support (scholarship, fellowship, and/or assistantship) from a Council of Graduate Schools member, **you have until April 15th to accept or decline the offer.**
- Send thank you notes to interviewers.
- Contact your references, professors, and **UWS Career Services to let them know where you were accepted and plan to attend.**
- Complete UWS First Destination Survey.

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