

University of Scranton- Career Center

GRADUATE SCHOOL COUNTDOWN

GRADUATE/PROFESSIONAL CHECKLIST

Listed below are activities we recommend engaging in to prepare for application and acceptance into a graduate school of your choice. You can benefit from these activities whether you plan to start the graduate school process *before* or *after* graduation.

Not all activities will apply to the type of graduate school you wish to attend, and certain programs will have specialized needs. We strongly recommend making an appointment with a career counselor to determine the best action plan for you. The Career Center is committed to meeting your individual needs during your graduate school search and decision process.

- Meet with a career counselor to develop an individual action plan.
- Research areas of interest, institutions and programs in the Career Center and on-line.
- Register and prepare for the appropriate admissions tests (LSAT, GRE, GMAT, MCAT). Graduate school test booklets are available in the Career Center.
- Send thank-you notes to people who wrote you letters of recommendation.
- Attend graduate/professional school fairs such as the University of Scranton *Graduate School Fair* and obtain application materials from 5 to 10 schools. Check postings for other fairs.
- Request application materials and complete all applications for desired institutions. Keep in mind deadlines and rolling admissions policies.
- Send official transcripts from all schools attended.
- Send in completed applications, along with letters of reference if required at this time. Be sure to check with all institutions prior to their deadlines to make sure your file is complete.
- Schedule a mock graduate school interview with the Career Center.
- Visit institutions and send a deposit to your institution of choice.
- Notify other colleges and universities of your acceptance so they can admit students on wait lists.

Make an appointment for your future today! Call 941-7640.