



CAREER DEVELOPMENT SERVICES

C H A N N E L
I S L A N D S

The Graduate School Application Process

Application policies vary greatly among institutions and even among departments within the same institutions. Make sure you have obtained the most recent information from schools to which you are applying. The way you present yourself and your achievements should be tailored to each specific program. You may be required to supply the following in order to be considered for admission to a graduate program:

- Completed application
- Official undergraduate transcript(s) from the Registrar's office
- Personal essay/statement of purpose
- Required entrance examination scores
- Letters of recommendations (minimum 3)
- Writing sample, tape, portfolio, audition as requested
- Application fee (typically ranges from \$50.00 to \$75.00)
- Personal interview

Completed Application: Be sure that each application you submit is complete, accurate and on time. Applicants greatly outnumber the spaces available in graduate school, so the appearance of your application is as important as the information on it. Answer all questions and adhere to the deadlines.

Transcript: An official transcript from the Registrar's office must be sent directly from the institutions you have attended to the schools to which you are applying.

Personal Essay/Statement of Purpose: The purpose of the personal statement is to show the admissions committee how you think as well as your writing ability. Your goal in writing a

personal statement is to create a portrait that is both persuasive and personal. It should be a concise, well-written essay about your background, knowledge of the field and your reasons for pursuing graduate study in the field or profession you have chosen.

Admissions Examinations: Schools will designate which qualifying examinations are required for your chosen discipline. Educational Testing Services (ETS), www.ets.org, provides information on a number of admissions examinations. There are a variety of private testing preparation organizations including Kaplan, Inc. which provides test preparation information at www.kaptest.com or 1-800-KAP-TEST.

- Graduate Records Exam (GRE) - www.gre.org
- Miller Analogies Test (MAT) - www.milleranalogies.com
- Law School Admissions Test (LSAT) - www.lsac.org
- Graduate Management Admissions Test (GMAT) - www.mba.com/mba
- Medical College Admissions Test (MCAT) - www.aamc.org/students/mcat
- Dental Aptitude Test (DAT) - www.ada.org
- Veterinary Aptitude Test (VAT) - aavmc.org
- Optometry Admissions Test (OAT) - www.opted.org
- Pharmacy College Admissions Test (PCAT) - www.pcat.info
- Teacher Testing (PRAXIS) - www.ets.org/praxis

Plan to take the appropriate entrance examination during your junior year or at the latest during the fall of your senior year if you plan to go on to graduate school immediately after college.

Letters of Recommendation: Most graduate programs will require three to four letters of recommendation. The letters are supposed to communicate your ability to study at the graduate level, undergraduate preparation, and commitment level to the proposed field of study. The individuals you ask to write your recommendations can impact how you are perceived as an applicant. Your best choices for recommenders are:

- Undergraduate professors (in your major)
- Other professors
- Professionals who have supervised you in volunteer or paid work related to your graduate field

- Employers

It is strongly encouraged that you request letters from faculty who can comment on your undergraduate academic preparation, potential for graduate study, and commitment to your proposed field of study. If a professor is not well acquainted with you, provide him/her with a resume of your professional goals and academic background. Also, provide each with a stamped envelope addressed to the appropriate graduate school. Although professors are your best bet, there are other people who can attest to your suitability for graduate school. These include:

- Teacher's Assistant (TA)

- Colleagues

- Graduate students in your proposed field, or even in the program to which you are applying

Letters of recommendation can rank very high on an admission committee's list of evaluation criteria so be selective about who you ask for a letter of recommendation.

Writing Samples, Tapes, Portfolios and Auditions: These items may be requested for consideration to enter specific programs. Be prepared to submit any additional information that is requested to enhance your opportunity for acceptance.

Application Fee: Each application must be accompanied by a fee. Include a check or money order for the required application fee.

Personal Interview: In some programs an interview may be required before admission is granted. In addition to being an important factor in gaining admission, it provides you the opportunity of making an assessment of the program. Prepare for the interview by participating in a Mock Interview in the Career Development Center (see events calendar for details).