



Preparing for Graduate & Professional School

Step 1

DETERMINE WHY AND WHEN

- Determine **why** you want to go to graduate/professional school.
 - Does a graduate/professional school degree help you with your short-term and long-term career goals?
 - *Graduate school* offers an advanced program of study in certain disciplines (Master's, PhD, EdD) and *Professional school* prepares students for careers in specific fields (medical, law, pharmacy).
- Determine **when** you want to go to graduate/professional school.
 - Do you want to go immediately upon graduation or do you want to gain some work experience first?

Step 2

EXPLORE PROGRAMS

- Begin to explore programs.
 - What schools offer your program of interest?
 - Are you limited to a certain geographic location?
 - Review program mission statements.
 - Are you competitive for admission to each program?
 - How many programs do you want to apply to?
 - Make appointments to speak with representatives from programs of interest.

Step 3

GATHER KEY DATA

- Examples of key data to gather:
 - Length of program
 - Deadline to apply
 - Application fee
 - Are there prerequisite courses required?
 - What admissions testing is required & deadline to submit these scores?
 - Are letters of recommendation required?
 - Is there an essay required?

Step 4

ENTER KEY DATA INTO A SPREADSHEET

- Choose a spreadsheet of choice (Excel, Google Docs, LibreOffice, etc.).
 - Enter the key data and any other important information into the spreadsheet.
- Remember to pay close attention to all details as you research each program. Staying organized is key to a successful graduate/professional school search.

