Applying to Graduate School
Offices and Resources

• **Pre-Legal Professions Center**
  – Bradley Hall, room 239

• **Pre Health Professions Center**
  – Bradley Hall, room 239
  – [http://www.bradley.edu/academic/cio/prehealth/](http://www.bradley.edu/academic/cio/prehealth/)

• **Master of Business Administration (MBA) program**
  – [http://www.bradley.edu/academic/gradschool/admission/programs/mba.dot](http://www.bradley.edu/academic/gradschool/admission/programs/mba.dot)
Offices and Resources

• **Graduate School**
  – Bradley Hall, room 200
  – [http://www.bradley.edu/academic/gradschool/](http://www.bradley.edu/academic/gradschool/)

• **Smith Career Center**
  – Burgess Hall, room 104
  – [http://www.bradley.edu/offices/student/scc/](http://www.bradley.edu/offices/student/scc/)
Decide What to Study

• Choose an area of study to pursue

• Discuss area of study with faculty members, alumni, and network

• Research the area of study and how it fits with your personal and professional goals
Decide What to Study

• Think about the future job market
  – *Avoid going to graduate school to wait out a “bad” market*

• Should you work first? Some schools “encourage” while others do not
Prior to Application

• Evaluate several schools

• Research
  – Talk with Bradley Faculty, in your field or those who went to the schools you are interested in attending
  – Accreditation/professional organizations
  – Internet (school, organizations, other)
  – Faculty at each school
  – Professionals in the field (via BU alumni)
Prior to Application

• Choose schools carefully

• Program of study
  – Primary/major and secondary/minor
  – Additional study opportunities

• Faculty and research interests (important!)
  – Finding the right “fit”

• Geographic location
  – Preferences versus restrictions
Prior to Application

• Work opportunities
  – Assistantships versus full-time employment

• Financial
  – Financial aid, Stipend, Tuition reimbursement
  – Fellowships
  – Part-time work

• Total cost
  – Travel (conferences, home, etc.)
  – Books and research materials
  – Cost of living (housing, insurance, etc.)
School/Program Selection sample

- At least one VERY competitive program
- At least one where you have a GOOD chance to be admitted
- At least one where you are VERY LIKELY to be admitted

Make sure they all meet your academic goals and economic circumstances
Prepare Application Materials

• Obtain application materials
  – Central application processes for some fields (AMCAS, LSAC, PCAS, etc.)

• Read thoroughly for requirements and deadline dates
  – Stay organized! Use a calendar to chart
  – Apply far earlier than you think (6-8 weeks ahead of deadline)

• Spell check!
Prepare Application Materials

• Prepare for and take necessary exams in plenty of time for application deadline.
  – [http://www.bradley.edu/offices/student/scc/students/gradinfo/exams/](http://www.bradley.edu/offices/student/scc/students/gradinfo/exams/)

• Request transcripts from all colleges attended

• References
  – Sit down 1-on-1 with references to ask for a “positive” letter
  – Give each person substantial time to write a well thought out letter
  – Most schools have online reference systems you must use
Personal Statement

• Organize your thoughts and writing

• Make it interesting and unique
  – Reflect on your past, present, and future (education and or career)
  – What have your DONE? What are you currently DOING? What would you LIKE TO DO? Be HONEST!

• The Purdue Online Writing Lab is a good place to start
  – https://owl.english.purdue.edu/owl/resource/642/01/

• Don’t try to write a “one size fits all” version. Always use the prompts given within the application!
Personal Statement

• Show you are focused and have direction
  – Use very active verbs
  – Avoid the passive voice
  – Use the “I” pronoun - this is an essay about you!

• Know your audience (faculty research interests, for example). Determine what they want and provide it

• Have several people read and re-read it!
General Timeline

Each field varies, build according to critical dates

**Spring semester of your junior year**
- Discuss graduate school options with faculty and career advisor
- Research programs
- Locate and review application requirements
- Develop a timeline for the application process

**Summer before your senior year**
- Sign up for standardized test *(if needed)*
- Prepare for and take the tests
- If possible, visit prospective campuses
- Work on your personal statement
General Timeline

*Each field varies, build according to critical dates*

**Fall semester of your senior year**

- Meet with faculty members to discuss your personal statement *(EARLY)*
- Ask for letters of recommendation. Give them the necessary information to write your references (forms, resume, personal statement, etc.) *(EARLY)*
- Attend appropriate graduate school fairs and events
- Verify deadline, including those for financial aid
- Inquire about Assistantships and Fellowships
- Order transcripts from all post-secondary institutions attended
- Complete and submit application forms well before published deadlines
Questions & Answers