

# HIGH POINT UNIVERSITY

## CAREER AND PROFESSIONAL DEVELOPMENT

### Graduate School Application Timeline

#### Freshman and Sophomore Year

- Explore your interests, skill set, and career goals with a Career Advisor
- Conduct informational interviews with current graduate students in areas of interest
- Begin to identify 3-5 professors who could become recommendation sources
- Create and continually update your resume

#### Junior Year

- Research areas of interest, graduate programs, and universities at graduate school fairs, online, and in person
- Register and prepare for required graduate admissions exams. Take a practice test.
- Investigate application deadlines

#### Summer Before Senior Year

- Take required graduate admissions exam. Have scores sent to the schools to which you are applying.
- Visit schools of interest. Narrow your list of schools.
- Find out application requirements
- Gather financial aid information
- Make a chart of application deadlines and scholarship, fellowship, or graduate assistantship deadlines
- Write a draft of your admissions essay or personal statement
- Compile a draft of your CV if necessary
- If your prospective program requires you to identify an advisor before admission, contact potential advisors

#### Fall Semester Senior Year

- Revise and finalize your admissions essay or personal statement with help from a Career Advisor
- Revise and finalize your resume/CV with help from a Career Advisor
- Request your letters of recommendation from faculty/supervisors early. Make the request in person if possible and follow-up with an email. Provide them with a copy of your resume/CV, personal statement, and programs to which you are applying. Inform recommenders of whether they must submit the recommendation online or by mail.
- If necessary, take admissions examination again
- Make arrangements with the Registrar to send your transcript
- Submit application materials with required fee at least three weeks in advance of application deadline
- Apply for scholarships
- Follow up with schools to ensure your application is complete

#### Spring Semester Senior Year

- Schedule a mock interview with a Career Advisor prior to admissions committee interview
- Follow-up with the Registrar to have final transcripts sent
- Once you have decided on your school of choice, accept the admittance and notify the other schools to decline acceptances
- Send a deposit to your school of choice
- Fill out the FAFSA
- Send thank you notes to people who helped you with the application process. Let them know of your acceptance(s) and your decision.