

SAMPLE GRADUATE SCHOOL APPLICATION TIMELINE

This graduate school application process requires you to stay organized, especially when you are applying to multiple schools. This guide is an example of the timeline you may want to create for yourself. Please keep in mind that admission and application deadlines and requirements can vary widely between schools. You should always adhere to the admissions timelines and instructions provided by the graduate schools to which you are applying.

Generally speaking, it is not advisable to wait until the last minute to submit your application. Create a timeline that allows for considerable flexibility in case you decide you want to retake a standardized exam or your letters of recommendation are delayed. Also, some schools have a window of time that they accept applications, and they will start accepting candidates prior to the application deadline. If you wait until the deadline, there may be fewer spots in the program, and it could be even more competitive to get in.

Assuming your goal is to submit a completed application package by January 1st.

Junior Year – Second Semester

- Read the “Graduate School Guide” provided by FGCU Career Development Services.
- Start researching the graduate schools that interest you.
- Get organized. Create a file for each school with the admission requirements and timelines.
- Talk with your faculty about your decision and what schools they recommend.
- Make a plan for completing an internship, research project, and/or volunteer activity in the next six months that will enhance your professional skills as well as enhance your graduate school candidacy

Summer Before Senior Year

- Register and start studying for the required standardized exam(s).
- Optional: Register for a test preparation course if you think it is necessary.
- Start conducting research on how you are going to finance degree.
- Start working on personal statement.
- Start working on resume/CV.
- If a portfolio is required, start assembling all your materials.

Early Fall

- Finalize personal statement and resume/CV.
- Request letters of recommendation from faculty. Include personal statement and resume/CV with request.
- Order transcripts from all post-secondary institutions and request official copies to be sent to schools.
- Take standardized exams and request that your scores be sent to the appropriate schools.
- Keep your grades up.

Mid-Late Fall

- Complete application forms.
- Make copies of all application materials for your records.
- Complete portfolio (if required).
- Follow-up with any faculty that have yet to submit a letter of recommendation.

December

- Submit all application materials to all schools.
- Start making plans for any campus visits (optional).