



## CAREER *services* CENTER

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**XAVIER**  
UNIVERSITY

### Graduate School Planning Timetable

#### Freshman and Sophomore Year:

Talk to your adviser and make appropriate curricular decisions, especially if your career goals will require graduate education. If you are uncertain about career options, make an appointment with a counselor in the Career Services Center.

#### Junior Year:

##### Fall and Spring

- Research areas of interest, institutions, programs and specializations.
- Talk to your academic adviser or an interested faculty member about application requirements.
- Research and prepare for appropriate graduate admission tests. Obtain information about graduate admission test applications and scheduling. Often this can be completed online.
- If appropriate, obtain letters of recommendation.
- Seek opportunities to tutor, do research or intern in the area of study you plan to pursue.
- Investigate national scholarships and/or fellowships.

##### Summer

- Take required graduate admission tests.
- Write for application materials.
- Prepare for possible admission interviews.
- Visit institutions of interest, if possible, and talk to faculty and students in the program you plan to enter.
- Write your application essay. Ask your adviser or a faculty member to review what you've written.
- Check on application deadlines and rolling admission policies.

#### Senior Year:

##### Fall

- Obtain letters of recommendation.
- Take or retake graduate admissions test if you haven't already.
- Send in completed applications.

##### Spring

- Register for Graduate and Professional School Financial Aid Service, if appropriate
- Check with each institution before deadline to make sure your file is complete.
- Visit institutions that accept you.
- Send a deposit to your institution of choice, if necessary.
- Notify other colleges and universities that accepted you of your decision so that they make admit students on their waiting list.
- Send thank you notes to people who wrote your letters of recommendation.

### Standardized Testing Websites:

<b>GRE</b> (Graduate Record Examination)	<a href="http://www.ets.org/gre">www.ets.org/gre</a>
<b>LSAT</b> (Law School Admission Test)	<a href="http://www.lsac.org/LSAT/TheLSAT-menu.asp">www.lsac.org/LSAT/TheLSAT-menu.asp</a>
<b>MAT</b> (Miller Analogies Test)	<a href="http://www.milleranalogies.com">www.milleranalogies.com</a>
<b>MCAT</b> (Medical College Admission Test)	<a href="http://www.aamc.org/mcat">www.aamc.org/mcat</a>
<b>GMAT</b> (Graduate Management Admission Test)	<a href="http://www.mba.com/mba/TaketheGMAT">www.mba.com/mba/TaketheGMAT</a>
<b>DAT</b> (Dental Admission Test)	<a href="http://www.ada.org/prof/ed/testing/dat/index.asp">www.ada.org/prof/ed/testing/dat/index.asp</a>

### Career Resource Library: *Graduate School Resources*

- ABA-LSAC Official Guide to ABA-Approved Law Schools
- Cracking the GRE: 2009 Edition
- Cracking the MAT
- Master the GMAT 2009
- Master Series: LSAT
- Graduate School Companion: How to Apply to, Pay for, and Succeed in Masters and Doctoral Programs
- Graduate Admissions Essays: Write Your Way into the Graduate School of Your Choice
- Perfect Personal Statements
- Princeton Review Medical School Companion
- Vault: Business School Buzz Book
- And more!

### Graduate School Identification Websites:

- **GraduateGuide.com:** [www.graduateguide.com](http://www.graduateguide.com): Online resource providing a list of graduate schools and programs offered. Also list graduate fields of study and which schools offer them. Also provides helpful information on financing graduate study.
- **GraduateSchools.com:** [www.gradschools.com](http://www.gradschools.com): Comprehensive online resource for graduate school and grad program information.

### General Tips:

- √ Talk with faculty in your department about graduate school applications. Advice varies by discipline and also depends on what you want to do. For example, going to graduate school immediately after graduation is a good idea for some disciplines and not necessarily for others.
- √ Find out if going to graduate school will increase your job opportunities in your discipline or make it easier to secure a position in the field. The Bureau of Labor Statistics ([www.bls.gov](http://www.bls.gov)) offers the most comprehensive collection of occupational data including job outlook, salary, educational requirements and more.
- √ Try to visit the programs on your short list if possible.
- √ Decide if you will be attending graduate school to receive a master's degree only (terminal) or one that leads to a Ph.D.
- √ Decide whether or not a part-time or full-time program makes sense for you. This will help you narrow down your options.
- √ Financial aid for graduate school is different from that for undergraduate study. After the bachelor's degree, income-based financial aid does not exist. Instead, graduate study can be funded by the individual (loans), individual's employer, university of study (scholarships, teaching assistantships, research assistantships), and federal programs or foundations (fellowships).