



Grad School Application Timeline & Checklist

JUNIOR YEAR

- Determine which type of graduate program best fits your career goals
- Consult with a Career Educator if you need support regarding grad school decision making
- Research specific graduate programs of interest (utilize US News rankings, Peterson's, Gradschools.com)
- Register and prepare for graduate entrance exams (GRE, GMAT, LSAT, MCAT)
- Create preliminary list of individuals to ask for letters of recommendation
- Research national scholarships and grants. Note specific deadlines
- Register for workshops held during Graduate and Professional School Week, held in the fall (career.uci.edu/graduate-pro-school-week)
- Attend the UCI Graduate and Professional School Fair (career.uci.edu/undergraduate/find-a-job/career-fairs)

SENIOR YEAR—SEPTEMBER

- Continue researching graduate programs of interest
- Find out when graduate transcripts must be sent and what other materials are required
- Request and review an unofficial transcript to review for accuracy
- Check applications for specific deadlines
- Register for required entrance exams
- Request letters of recommendation. Provide recommenders with relevant information to write a strong letter of support

SENIOR YEAR—OCTOBER

- Talk to graduate recruiters visiting the campus or in the area
- If possible, visit the schools in which you are interested. Many programs also have a virtual tour. Talk with admissions staff, department faculty, and/or current graduate students
- Write personal statement and consider contacting the UCI Writing Center if you need support (writingcenter.uci.edu)
- Begin preparing your financial aid application. These are often required at the same time or earlier than admissions applications
- Request official copies of undergraduate transcript from the registrar's office to be sent to grad programs
- Complete applications and other information as requested by graduate programs

Store Your Letters of Recommendation Online

- Avoid losing letters or asking professors to write letters to numerous schools by storing your letters online.
- Try services like Interfolio (interfolio.com)

Division of Career Pathways Resources

- 1:1 graduate school advising, workshops detailing the process of applying to graduate or law school, graduate school fairs, and more!
- Visit career.uci.edu/undergraduate/counseling-appointments for more details.



Keep in mind, this is a suggested timeline – your individual deadlines may vary depending on the schools to which you apply.



Grad School Application Timeline & Checklist

SENIOR YEAR—OCTOBER

- ☐ Talk to graduate recruiters visiting the campus or in the area
- ☐ If possible, visit the schools in which you are interested. Many programs also have a virtual tour. Talk with admissions staff, department faculty, and/or current graduate students
- ☐ Write personal statement and consider contacting the UCI Writing Center if you need support (writingcenter.uci.edu)
- ☐ Begin preparing your financial aid application. These are often required at the same time or earlier than admissions applications
- ☐ Request official copies of undergraduate transcript from the registrar's office to be sent to grad programs
- ☐ Complete applications and other information as requested by graduate programs



SENIOR YEAR—NOVEMBER/DECEMBER

- ☐ Some admissions applications might be due as early as November
- ☐ Check on your transcripts and letters of recommendation to see that they have been sent

SENIOR YEAR—JANUARY

- ☐ Last chance to take the required tests for fall admissions (it may be too late for some schools)
- ☐ Check with each school to see that they have received all the materials, including test scores and financial statements

SENIOR YEAR—FEBRUARY (or after sending off applications)

- ☐ Continue researching graduate programs of interest and requirements

If You Don't Get Accepted

- Talk to a career counselor to discuss some reasons why you were not accepted and decide if you should revisit your goals
- Don't give up! Students are sometimes accepted on their second or third try, or later!

