June/July

**Research & Prepare**
- Familiarize yourself with programs of interest
- Develop a draft of your personal statement
- Conduct outreach to programs of interest
- Review admission test requirements

August

**Implement & Take Action**
- Refine graduate school choices
- Take graduate school admission test
- Order transcripts

September

**Implement & Take Action**
- Obtain letters of recommendation—Develop packets for person who agreed to write a recommendation on your behalf. Packets contain:
  - Resume
  - Information about program of interest
  - Professional goals (draft of personal statement)
  - Instructions for completing recommendations

November/December

**Finalize Application**
- Complete a draft of application forms
- Finalize and submit application
- Ensure your application files are complete by following up with admissions via phone
- Visit programs to aid in decision-making process
- Submit FAFSA

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**Close the Loop**
- Notify schools regarding your decision once your deposit is submitted
- Send thank you notes to those who were involved in your application process, specifically people who wrote letters of recommendation