

# Graduate Application Tip Sheet

## Recommendation:

- Select a professor/mentor who knows you
- Positive, yet honest review
- Give recommender 2-4 weeks minimum notice and tell them your app deadline

## Resume/Curriculum Vitae

- Volunteer
- Get involved with research (professor/mentor)
- Internship(s)
- Check grammar, spelling & punctuation
- List related job duties at 1st

## Personal statement

- Research the program, school & university; address why this school & program
- Grab attention
- Check grammar, spelling & punctuation
- Proofread; ask professor/mentor to proofread

## Prerequisites

- Verify the courses count before applying
- Plan into your last year(s), if possible

## Entrance exams – Scores valid 5 years from test date - Prep early, practice daily, Plan to study for 1-3 months

- GRE – Graduate Record Exam – [www.ets.org/gre/](http://www.ets.org/gre/)
  - Most common (except business, law, med, dental, pharmacy, optometry)
  - \$205
  - Retake every 21 days, up to 5 times in 12-month period
  - Prep resources:

- [www.ets.org/gre](http://www.ets.org/gre)
- [www.kaptest.com/gre](http://www.kaptest.com/gre)
- [www.princetonreview.com/gre](http://www.princetonreview.com/gre)
- [www.gre.magoosh.com](http://www.gre.magoosh.com)

- GMAT – Graduate Management Admission Test – [www.mba.com](http://www.mba.com)

- Most common for business schools
- \$250
- Retake every 16 days, up to 5 times in 12-month period
- Prep resources:

- [www.mba.com](http://www.mba.com)
- [www.kaptest.com/gmat](http://www.kaptest.com/gmat)
- [www.princetonreview.com/gmat](http://www.princetonreview.com/gmat)
- [www.gmat.magoosh.com](http://www.gmat.magoosh.com)