

# **GRADUATE SCHOOL APPLICATION PLANNER**

# Welcome to the Graduate School Application Planner

I used to be an admissions counselor and in all my years of counseling students I know first hand it can be overwhelming and hard to stay organized during the application process especially when applying to graduate school and potentially juggling a full time job. I created this planner based on questions *I KNOW* you should ask and on all the elements of the application process that you need to keep track of.

If you are applying to a few schools, print out or duplicate each sheet to keep track of the information you gather and remember don't assume anything and always ask because the process is different everywhere!

## Some things to remember during the application process:

- 1) BREATHE!
- 2) Get organized with application types and dates
- 3) Identify the type of program you are looking for
- 4) Have a discussion with your partner/family before you start looking at schools to understand what your financial plan is
- 5) Do **NOT** commit to a school without visiting first, you will get a feeling if it is the right fit when you step on campus and talk to students
- 6) Think about the outcome you are trying to get to by going to graduate school, will the school you are looking at get you there?
- 7) Be very intentional when asking about internships and co-ops and the resources the school can provide **AFTER** you complete the program

Good luck! Stay organized!

# MY PERSONAL PROFILE



NAME .....

COLLEGE/UNIVERSITY .....

GPA .....

EXPERIENCE

ACTIVITIES

AWARDS

SERVICE

# GRADUATE SCHOOL INTEREST TRACKER

SCHOOL NAME

LOCATION .....

SOCIAL MEDIA ACCOUNTS:

Twitter .....

Facebook .....

Instagram .....

LinkedIn .....

Other .....

WEBSITE .....

RANK .....

YEAR FOUNDED .....

PROGRAMS .....

INTERNSHIPS / OPPORTUNITIES .....

NOTES:

SCHOOL NAME

LOCATION .....

SOCIAL MEDIA ACCOUNTS:

Twitter .....

Facebook .....

Instagram .....

LinkedIn .....

Other .....

WEBSITE .....

RANK .....

YEAR FOUNDED .....

PROGRAMS .....

INTERNSHIPS / OPPORTUNITIES .....

NOTES:

# GRADUATE SCHOOL INFO

VISIT DATE

## GENERAL INFO

SCHOOL NAME.....  
LOCATION .....  
ADMISSIONS EMAIL .....  
RANK .....

## STATUS:

- ☐ APPLIED  
☐ IN PROGRESS  
☐ NOT APPLYING

## DECISION:

- ☐ ACCEPTED  
☐ DENIED  
☐ WAITLIST

### TYPE

- ☐ PUBLIC  
☐ PRIVATE

### SIZE

- ☐ SMALL: .....  
☐ MEDIUM:.....  
☐ LARGE: .....

### CLASSES

- ☐ IN-PERSON  
☐ REMOTE  
☐ HYBRID

### TIME

- ☐ FULL TIME  
☐ PART TIME  
☐ BOTH

## TUITION & FEES

TUITION \$ .....  
ROOM & BOARD \$.....  
FEES \$ .....  
TOTAL \$ .....

TYPE OF AID AVAILABLE: ☐ LOAN  
☐ SCHOLARSHIP ☐ FELLOWSHIP

## DEADLINES

HEAR BY:  
☐ ROUND 1: .....  
☐ ROUND 2: .....  
☐ ROUND 3: .....

## PROGRAM TYPE

- ☐ MA ☐ PhD  
☐ MS ☐ Other  
☐ MBA .....

## ACADEMIC PROFILE

AVG GMAT SCORE..... GRAD RATE .....  
AVG GRE SCORE ..... STUDENT/FACULTY  
RATIO .....  
ACCEPTANCE RATE ..... AVG GPA .....

## APP REQUIREMENTS

- ☐ INTERVIEW ☐ PORTFOLIO  
☐ TRANSCRIPT ☐ AUDITION  
☐ GRE ☐ GMAT  
☐ ESSAY ☐ LSAT/MCAT  
☐ RESUME ☐ FAFSA  
☐ APP FEE \$.....  
WAIVERS:  
☐ Yes ☐ No  
☐ EXAMPLES OF WORK  
☐ RECOMMENDATION LETTERS #.....

## PRE-REQUISITE COURSES

.....  
.....  
.....  
.....  
.....  
.....

## PROGRAMS OF INTEREST

.....  
.....  
.....  
.....  
.....  
.....

## ACCOUNT INFO:

USERNAME/ID # .....  
PASSWORD .....  
PORTAL LINK .....

## ADMISSIONS COUNSELOR:

NAME .....  
EMAIL .....  
PHONE .....

# APPLICATION SUBMISSION TRACKER

SCHOOL NAME	COMPLETE	N/A	
.....	<input type="checkbox"/>	<input type="checkbox"/>	APPLICATION
	<input type="checkbox"/>	<input type="checkbox"/>	GRE SCORES
DEADLINES	<input type="checkbox"/>	<input type="checkbox"/>	GMAT SCORES
<input type="checkbox"/> ROUND 1: .....	<input type="checkbox"/>	<input type="checkbox"/>	LSAT
<input type="checkbox"/> ROUND 2: .....	<input type="checkbox"/>	<input type="checkbox"/>	ESSAY
<input type="checkbox"/> ROUND 3: .....	<input type="checkbox"/>	<input type="checkbox"/>	RESUME
NOTES:	<input type="checkbox"/>	<input type="checkbox"/>	APP FEE
	<input type="checkbox"/>	<input type="checkbox"/>	INTERVIEW
	<input type="checkbox"/>	<input type="checkbox"/>	TRANSCRIPT
	<input type="checkbox"/>	<input type="checkbox"/>	RECOMMENDATION LETTERS
	<input type="checkbox"/>	<input type="checkbox"/>	PORTFOLIO
	<input type="checkbox"/>	<input type="checkbox"/>	AUDITION
	<input type="checkbox"/>	<input type="checkbox"/>	MCAT
	<input type="checkbox"/>	<input type="checkbox"/>	FAFSA
	<input type="checkbox"/>	<input type="checkbox"/>	SCHOLARSHIP APPLICATION
	<input type="checkbox"/>	<input type="checkbox"/>	EXAMPLES OF WORK

SCHOOL NAME	COMPLETE	N/A	
.....	<input type="checkbox"/>	<input type="checkbox"/>	APPLICATION
	<input type="checkbox"/>	<input type="checkbox"/>	GRE SCORES
DEADLINES	<input type="checkbox"/>	<input type="checkbox"/>	GMAT SCORES
<input type="checkbox"/> ROUND 1: .....	<input type="checkbox"/>	<input type="checkbox"/>	LSAT
<input type="checkbox"/> ROUND 2: .....	<input type="checkbox"/>	<input type="checkbox"/>	ESSAY
<input type="checkbox"/> ROUND 3: .....	<input type="checkbox"/>	<input type="checkbox"/>	RESUME
NOTES:	<input type="checkbox"/>	<input type="checkbox"/>	APP FEE
	<input type="checkbox"/>	<input type="checkbox"/>	INTERVIEW
	<input type="checkbox"/>	<input type="checkbox"/>	TRANSCRIPT
	<input type="checkbox"/>	<input type="checkbox"/>	RECOMMENDATION LETTERS
	<input type="checkbox"/>	<input type="checkbox"/>	PORTFOLIO
	<input type="checkbox"/>	<input type="checkbox"/>	AUDITION
	<input type="checkbox"/>	<input type="checkbox"/>	MCAT
	<input type="checkbox"/>	<input type="checkbox"/>	FAFSA
	<input type="checkbox"/>	<input type="checkbox"/>	SCHOLARSHIP APPLICATION
	<input type="checkbox"/>	<input type="checkbox"/>	EXAMPLES OF WORK

# LETTER OF REC TRACKER

NUMBER NEEDED

NAME

CONNECTION

SKILLS TO HIGHLIGHT

DATE ASKED






## **Welcome to the** **Graduate School Visit Planner**

Visit every school before you attend! Even though this isn't an undergraduate program and you might not be living on campus it is important to get a feel for the facilities, faculty and students if you are attending in person. It is a great way to get a feel for each school and if it would be the right fit for you. Each tour is different, some can be a walking tour, others can be a bus tour. You need to stay organized for the day to make sure you know where to park and how to get there on time but you also need to stay organized with all the information you will be receiving.

# COLLEGE VISIT TRACKER

SCHOOL NAME

DATE TIME  
DURATION PHONE  
EMAIL  
ADDRESS  
START LOCATION  
PARKING  
TYPE OF TOUR: ☐ WALKING ☐ BUS ☐ ACADEMIC SESSION ☐ COUNSELOR SESSION  
☐ OTHER  
THINGS TO BRING

NOTES:

SCHOOL NAME

DATE TIME  
DURATION PHONE  
EMAIL  
ADDRESS  
START LOCATION  
PARKING  
TYPE OF TOUR: ☐ WALKING ☐ BUS ☐ ACADEMIC SESSION ☐ COUNSELOR SESSION  
☐ OTHER  
THINGS TO BRING

NOTES:

# QUESTIONS TO ASK EACH PROGRAM

## STUDENTS

Have you done an internship? How did you find the opportunity?

Have you done a co-op? How did you find the opportunity?

Are you doing a fellowship? How does it work?

Do you have access to the professors?

What is the classroom atmosphere like?

What is the time commitment each week?

Is there an opportunity to do research?

Do you feel like you have resources to get a job after the program is over?

Do you get exposure to people in your field of study?

## ADMISSIONS COUNSELORS

What type of learning is available? In-person? Remote? Hybrid?

Do you allow non-degree graduate students?

What is the financial award application process? Is it separate? What types of awards are available?

What is the student to faculty ratio?

What resources are there for graduate students?

What kind of networks are available to students to connect with others in their field?

What is the most important thing in your selection process?

# CONTACTS

NAME .....	NOTES:
TITLE .....	
SCHOOL .....	
PHONE .....	
EMAIL .....	

NAME .....	NOTES:
TITLE .....	
SCHOOL .....	
PHONE .....	
EMAIL .....	

NAME .....	NOTES:
TITLE .....	
SCHOOL .....	
PHONE .....	
EMAIL .....	

NAME .....	NOTES:
TITLE .....	
SCHOOL .....	
PHONE .....	
EMAIL .....	

## Graduate School Essay Planning

The key thing to remember is that the essay helps your application come to life. Most of the time students will not be meeting the admissions counselors who are reading their applications, so we want to hear your story and get to know you.

Tell us about your experiences, what led you to consider graduate school, and what you expect to gain from your experience. This planner can help you stay organized and think through what you are going to write.

# ESSAY TRACKER

Each school has a different number of essays you need to write and it is important to follow the prompt and word counts.

SCHOOL	ESSAY QUESTION	NUMBER OF WORDS	DUE DATE	PROGRESS

# ESSAY BRAINSTORM

SCHOOL NAME	
-------------	--

ESSAY QUESTION	
----------------	--

TOPIC IDEAS	
-------------	--

EXAMPLES	
----------	--

RESEARCH	
----------	--

# OUTLINE

SCHOOL NAME	
-------------	--

ESSAY QUESTION	
----------------	--

THESIS:

MAIN POINT 1:

- 1)
- 2)
- 3)

MAIN POINT 2:

- 1)
- 2)
- 3)

MAIN POINT 3:

- 1)
- 2)
- 3)

MAIN POINT 4:

- 1)
- 2)
- 3)

CONCLUSION:



# ESSAY PLANNING

SCHOOL NAME .....

ESSAY QUESTION .....

.....

.....

.....

## BRAINSTORM:

## MAIN POINT:

## SUPPORTING POINTS:

## EXAMPLES:

# ESSAY BLOCK OUTLINE

THESIS:

BODY 1:

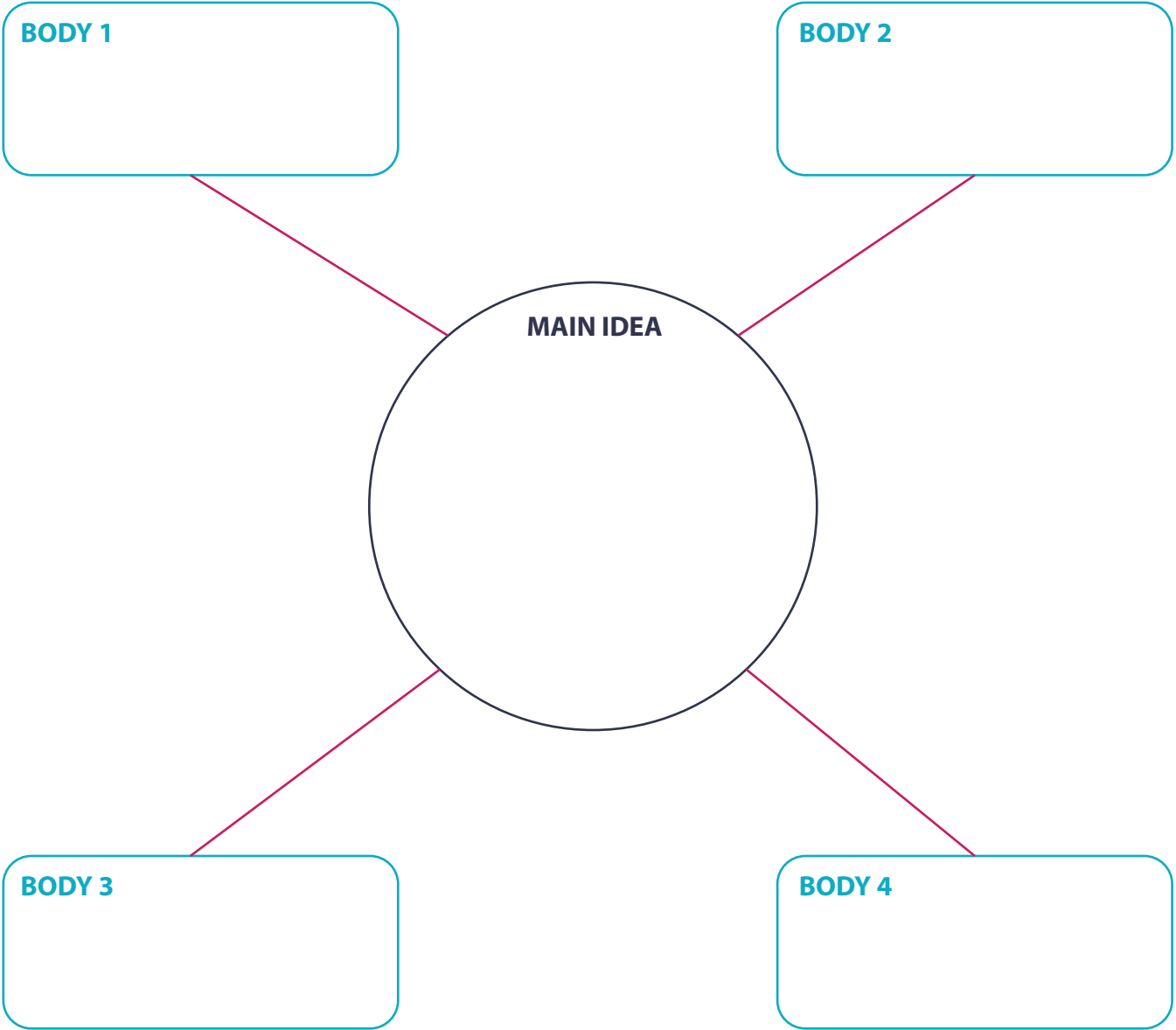
BODY 2:

BODY 3:

BODY 4:

EXAMPLES OR REFERENCES:

# ESSAY BRAINSTORM



## Graduate School Financial Planning

When it comes to finances make sure you have a conversation with yourself/parent/family about what makes sense for paying for the program. There are many different ways to finance graduate school including tuition reimbursement from your employer, fellowships, graduate assistance programs, federal aid, merit based aid and external scholarships. Most schools have some scholarship offerings but don't forget about private scholarships. Do your research and see if you can find additional scholarships to apply for - most require an essay or a submission to be considered.

Also don't forget about application fees. Most schools charge a fee to apply using their application - there are some application fee waivers but it is still a cost to consider.

Use this planner as you do your research to stay organized and ask the right questions!

# DISCUSSION QUESTIONS: ABOUT PAYING FOR COLLEGE

These questions are in no way inclusive of everything you need to think about and should be discussed with a financial planner, but they are a starting place.\*

## TO DISCUSS

What range of tuition am I able to afford?

Which schools fall into that range?

Will I be eligible for financial aid? If so, how much?

Does my employer offer a tuition reimbursement program? If so what is the commitment?

How much debt will I take on after the program?

Does the career I am aiming for help to pay for student debt? (The answer to this might be no, but it is important to think about how much debt you will be able to take on and be realistic about the future)

## NOTES:

*\*This information is not a substitute for professional financial services*

# SCHOLARSHIP TRACKER

Keep track of the scholarships you are applying for.

SCHOLARSHIP NAME	DEADLINE	AMOUNT	REQUIREMENTS	PROGRESS

# QUESTIONS TO ASK ABOUT SCHOLARSHIPS

## ADMISSIONS COUNSELOR

Is there a separate application to apply for scholarships or are all students considered?

If there is a separate application when is the due date?

How many scholarships do you offer and what are the criteria?

What is the average scholarship amount?

What date are scholarships released?

Are scholarships offered for the entire program or just a semester?

What is required to remain eligible for a scholarship?

Are all scholarships academic based or are there other types of scholarships?

Are there any other scholarships or financial aid you suggest to apply for?

What does the scholarship money apply to (ie tuition, books, fees)?

Are there departmental scholarships and are they located on a separate website?

Do you have a graduate assistant program?

Do you offer fellowships?

Who is the best contact for additional questions?

## STUDENTS

Did you apply to any scholarships outside of the ones the school offers?

How do you supplement your tuition?

Do you find it hard to balance school and a full time job?

What resources are available for you to find a job after the program is complete?

# SCHOLARSHIP ORGANIZER

SCHOLARSHIP NAME \_\_\_\_\_

WEBSITE \_\_\_\_\_

AMOUNT \_\_\_\_\_

DEADLINE \_\_\_\_\_

REQUIREMENTS \_\_\_\_\_

\_\_\_\_\_

**NOTES:**

SCHOLARSHIP NAME \_\_\_\_\_

WEBSITE \_\_\_\_\_

AMOUNT \_\_\_\_\_

DEADLINE \_\_\_\_\_

REQUIREMENTS \_\_\_\_\_

\_\_\_\_\_

**NOTES:**



## Graduate School Decision Making

If you are at this point you might be deciding where you want to apply or you might have your acceptances and be deciding where to attend (if so, CONGRATS!).

This planner will help you ask questions and try to figure out what would be the right fit for you.

Good luck and remember everything works out the way it is supposed to!

# QUESTIONS TO ASK YOURSELF

## WHERE TO APPLY

- What program am I interested in? Does the school have it?
- What is financially feasible for tuition?
- Does the school have the resources I am looking for?
- What type of campus do I like being on?
- What type of learning environment am I looking for? (In-person, remote, hybrid)
- Is the campus close to a city? Do I want to be close to a city?
- Do I see myself going to school here?
- Do my academics match what the school is looking for?
- Does it meet what I am looking for? (ie diversity, culture, opportunities)
- Does the learning environment match what works for me? (ie class sizes, professors)

## WHERE TO ATTEND

- Does the school work financially?
- Do the professors seem knowledgeable?
- Does the school have career services to help me find a job?
- Did the students speak highly of the school?
- Are there internship and co-op opportunities?
- Do they have notable alumni?
- Do they have a network of professionals to connect to?

# WHAT AM I LOOKING FOR IN A COLLEGE?

*It's okay if you don't know the answers to some of these questions. These are meant to help you think about what you might be looking for in a school, and as you go on tours you can ask questions and talk to students to get a better idea.*

MY TOP 3  
IMPORTANT  
THINGS

1

2

3

What setting am I looking for?

☐ REMOTE ☐ HYBRID ☐ IN-PERSON

What is a realistic tuition range?

Do I want to live on campus?

☐ YES ☐ NO ☐ MAYBE

What types of activities interest me?

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

What programs interest me?

What are my current academic scores?

GMAT

GRE

GPA

What is my goal after graduate school? Where do I want this to get me?

# DECISION MAKING FRAMEWORK

WHICH SCHOOLS AM I DECIDING BETWEEN?

<b>Did I visit the school?</b>	<b>Is it financially feasible?</b>	<b>Did I get a scholarship?</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

**How did I feel when I was on campus?**

**Does the school have my program and great opportunities?**

☐ YES      ☐ NO      PROGRAM:

**What did the students say about the school?**

**Does the location work for you?**

☐ YES      ☐ NO      WHY:

**What excites you about the school?**

**PRO's** **CON's**

**PRO's** **CON's**

**SCHOOL NAME** \_\_\_\_\_

[illegible][illegible]

## CALENDAR PLANNING - MONTH:

[illegible]

## TO DO LIST

[illegible]

# JOURNAL

DATE

--

[illegible]



[illegible]



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