

## **Graduate School Search** ***Information Guide***

Given the time, energy, and costs required for graduate study, it is important to put the same amount of effort into your graduate school search as you would if you were searching for a job. Evaluate your interests and career goals, gather information about available programs, and have a clear sense of your reasons for pursuing a particular degree.

### **Should You Go to Graduate School: Questions to Consider**

- What position, occupation, or career field would you like to pursue?
- Do you really need an advanced degree?
- What are your short-term and long-term career and family goals?
- Have you chosen the right program?
- Do you need a break from school?
- Will career-related work experience help you get into graduate school?

### **Important Program Information: Investigate Before You Commit**

- What are the admission requirements?
- How many years will it take to obtain your degree?
- What types of courses will you need to take?
- Are you required to complete a thesis/master's project?
- Is there an internship requirement for the degree?
- How many hours must you complete?
- Are fellowships, scholarships, or assistantships available?
- What would life be like as a student in the program?
- Will the program limit your career goals in any way?
- Does it meet certification/licensure requirements?
- Where is the institution and how large is it?
- What is the quality and reputation of the program?
- Is the program accredited, and if so, by whom?
- How much will the program cost?
- What financial aid is available?

### **Resources to Help You in Your Search**

#### ***Publications listing programs and school rankings***

- Directories of Graduate School Programs
- The Gourman Report
- US News & World Report
- Peterson's Guide to Graduate/Professional Programs
- Business Week
- Forbes

#### ***Web Resources***

- [www.indiana.edu/~careers/students/library/link\\_library/specialtopics.php](http://www.indiana.edu/~careers/students/library/link_library/specialtopics.php)
- <http://jobweb.org/caapult/colleges.html>
- [www.cgf.org](http://www.cgf.org)
- [www.petersons.com/](http://www.petersons.com/)

### **What the Admissions Committee Considers in the Selection Process**

- Graduate admissions tests
- Personal statement/statement of goals
- Letters of recommendation
- Employment experience
- Portfolio
- Transcripts
- Application essays
- Activities and honors
- Interview evaluation
- Complete and on-time application

## Application Process Checklist

---

### *Six months before application is due:*

- Choose more than one program to investigate.
- If possible, visit schools, speak with professors, and attend classes.
- Research interest areas, graduate schools/programs.
- Request application materials.
- Register & prepare for admission test(s).
- Some tests, such as the LSAT (for law school) and the GMAT (for medical school) can be taken up to one year before you apply for admission.

### *Three months before application is due:*

- Work on applications & essays.
- Ask individuals to write recommendation letters.
- Request transcripts from your undergraduate institution.

### *Immediately before/after application is due:*

- Make copies of your application for your own files.
- Send in completed application materials.
- Thank people who wrote letters of recommendation.

## Resources to Help You in the Graduate School Application Process

---

The **Career Development Center/Arts & Sciences Career Services**, located on the corner of Tenth Street and Jordan Avenue, holds regular drop-in hours during the year. Advisors are available during drop-in hours to help you with your application. Call 855-5234 or see The Center's website [www.indiana.edu/~career/](http://www.indiana.edu/~career/) for details.

**Writing Tutorial Services**, located in Ballantine Hall 206, takes appointments for help with writing your personal statement or essay. Call 855-6738 for an appointment or check out their website at [www.indiana.edu/~wts/](http://www.indiana.edu/~wts/).

The **Health Professions and Prelaw Information Center**, located in Maxwell Hall 021, offers services and resources for students interested in medical, law, or allied health graduate programs including admissions test preparation materials. Email [HPPLIC@indiana.edu](mailto:HPPLIC@indiana.edu) or call 855-1873 for details.

The **School of Continuing Studies** offers a non-credit course to prepare for the Graduate Record Examination (GRE). For a brochure and enrollment form, call 855-5108 or fax 855-8997 or email [scs@indiana.edu](mailto:scs@indiana.edu).

The **School of Education Career Services Office** offers a credential file service for all students to use for recommendations. See their website at <http://education.indiana.edu/~carsrv/placfile.html> or contact the Career Services Office at 856-8506.

**Bloomington Evaluation Services and Testing** administers a number of national tests, providing convenient local access to the GRE and other widely-used admissions and certification exams. See [www.indiana.edu/~best](http://www.indiana.edu/~best) for test dates or call 856-0684.

Talk with your **IU Academic Advisor** and **Faculty** to help you decide where to apply, to determine who to ask for recommendations, and to use their expertise.

## CAREER DEVELOPMENT CENTER Arts & Sciences Career Services

CALL (812)855-5234 OR VISIT [www.indiana.edu/~career](http://www.indiana.edu/~career)  
Corner of 10th and Jordan