

# Graduate School Application Checklist

## Research Programs and Requirements

- ☐ Identify programs aligned with your academic and career goals.
- ☐ Review admission requirements and deadlines for each program.
- ☐ Contact admissions offices to clarify questions about fit or requirements.
- ☐ Set up a visit or attend info sessions to learn more about programs.

## Engage the Admissions Office

- ☐ Email or call admissions to ask about application deadlines, fee waivers, financial resources (including grad assistantships), and housing availability.
- ☐ Request to connect with current students, faculty, or alumni for insights.

## Secure Financial Aid

- ☐ Research scholarships, assistantships, and fellowships.
- ☐ Complete FAFSA (U.S. schools) or other funding forms.
- ☐ Confirm financial aid deadlines (note earlier merit-based deadlines).
- ☐ Ask admissions or financial aid counselors about hidden funding opportunities.

### Resources:

[Fast Web](#)

[Federal Student Aid](#)

[Vermont Student Assistance Corporation \(VSAC\) information](#)

## Prepare Transcripts

- ☐ For information about how to request your transcript, please see the [Registrar's Office](#).
- ☐ Verify transcript accuracy and address any discrepancies.

## Request Letters of Recommendation

- ☐ Choose recommenders who know your work well.
- ☐ Ask recommenders at least 6-8 weeks before the deadline.
- ☐ Provide recommenders with your résumé/CV.
- ☐ Provide your personal statement or draft statement of purpose.
- ☐ Remind recommenders of specific work you completed together.
- ☐ Send deadline reminders as needed.

## Craft Personal Statements and Résumés

- ☐ Tailor personal statement to each program.
- ☐ Use clear, concise writing and get feedback from a career coach and/or a mentor.
- ☐ Update and refine your résumé or CV for graduate applications.

## Submit and Follow Up

- ☐ Double-check all requirements before submitting applications.
- ☐ Confirm receipt of transcripts and recommendations.
- ☐ Send thank-you notes to recommenders and admissions staff.

## Prepare for Interviews (if required)

- ☐ Research faculty and program specialties before interviews.
- ☐ Practice common graduate school interview questions.
- ☐ Schedule mock interviews through your career coach.
- ☐ [Practice interviewing at Big Interview](#) – your SMC email gets you free access if you use it for registration.

[Find more SMC resources online](#)