

RESOURCES

Project 1000

Project 1000 is an additional resource for graduate school preparation for African American, Hispanic, and Native American students. This resource will help you with the entire admissions process.

<http://mati.eas.asu.edu:8421/p1000/index.html>

McNair Scholars Application Fee Waivers

This site will help you determine whether the graduate school to which you are applying will accept a McNair Scholars fee waiver.

<http://www.rochester.edu/college/McNair-Program/waivers.html>

GRE School Codes

Codes to use when sending scores to schools.

http://ftp.ets.org/pub/gre/01736_iclist.pdf

OWL: The Basic Business Letter

Professional letter writing techniques and guidelines.

http://owl.english.purdue.edu/handouts/pw/p_basicbusletter.html

Grad Schools from About.com

Info on everything from transitioning to grad school, finding financial aid, and visiting to interviewing.

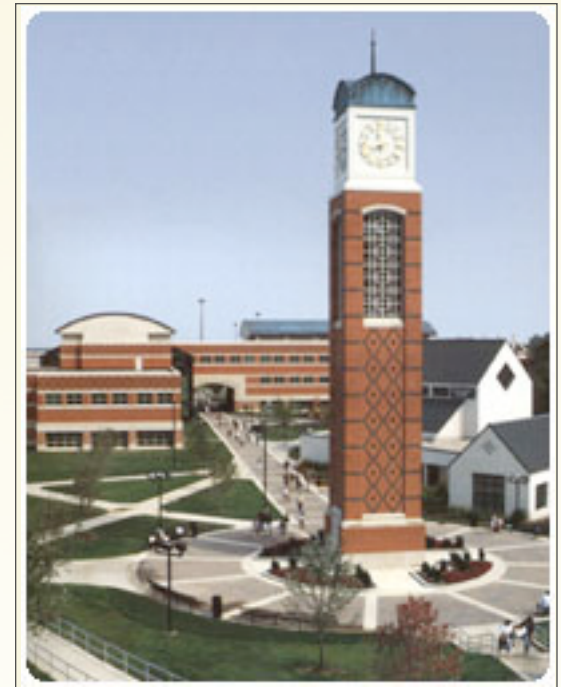
http://ftp.ets.org/pub/gre/01736_iclist.pdf



GRAND VALLEY
STATE UNIVERSITY

GVSU McNAIR SCHOLARS

Graduate School Application Process Checklist



❧ QUESTIONS? ❧

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The Checklist



- **CREATE A LIST:** Create a list of 15 (minimum) graduate schools you will apply to. Schools should be selected with the bell curve in mind: some “dream” schools, some “safety” schools, and some middle of the road schools.

Date Completed:

- **FILL OUT MCNAIR CERTIFICATE:** First, fill out a blank McNair Certificate. Take that and a copy of your grad school list to the McNair office. Find out how you must use the McNair certificate for each school. Decide if you can or need to use Project 1000 or CIC application fee waivers.

Date Completed:

- **GET PAPER APPLICATIONS:** If paper applications are available, request or print copies, including the recommendation forms.

Date Completed:

- **MAKE CONNECTIONS:** Make personal contact with the graduate schools you applying to.

Date Completed:

- **RECOMMENDATIONS & REFERENCES:** Choose your references carefully. You probably won't use the same references with all of your schools. **At least two months before** your application deadline date, arrange an appointment with each of your references. Take your transcripts, resume, personal statement, and/or a sheet of bullet points covering all the

things you plan to feature in your application and personal statement. Go over these materials with your reference so this person will have a very good overall idea of your application's focus and grad school goals. Ask for feedback on your personal statement.

- **RECOMMENDATIONS & REFERENCES:** Provide your reference with all necessary envelopes and, if appropriate, stamps. Organize all the references with an easily seen deadline date. It is a good idea to make your references' deadline date a couple weeks before the actual deadline date.

- **RECOMMENDATIONS & REFERENCES:** Give your reference your phone number and email address so they can easily contact you for information.

Date Completed:

- **PERSONAL STATEMENT :** Make sure your personal statement is tailored to each school you are applying to and answers that school's questions. *****Your personal statements need to be read and approved by the McNair Associate Director before they are submitted.*****

Date Completed:

- **TRANSCRIPTS:** Request transcripts from all colleges you have attended.

Date Completed:

- **FUNDING:** There are two types of funding you need to research and apply for: **internal** (fellowships, assistantships, etc.) and **external** (grants, fellowships, etc.).

Date Completed:

- **GRE TESTS & SCORES:** If you need to take a GRE subject test, get that set up ASAP. Those slots fill up fast! Get GRE scores sent to all schools that require them.

Date Completed:

*Use Graduate Admissions Essays
by Don Asher as a reference.*