

1 - Start Early - Most Applications are due Dec. 1 - Dec 15

2 - Make sure you worked on the 5 pillars

- Major/classes
- Research
- Practical Experience
- Leadership
- Community Service

3 - Work on your personal statement

- Personal background
- Classes and solidification of passion (cultural, stats, research methods, etc)
- Research (on and off campus)
- Practical experience (on and off)
- Leadership (university, local, state, national)
- Community Service
- Short and long-term goals
- Why is the school a good match?

4 - Matrix - Develop a Spreadsheet on Your Schools

- Name of school
- Name of department, concentration
- Type of program, scientist, practitioner
- Due dates, graduate school and department
- Column that materials were sent
- Column that materials were received – packet is complete – letters, GRE, your application
- Name of three faculty you wish to meet
- Test for admissions
- Degrees offered
- Financial Aid provided/available
- Name of recruiter, graduate school dean, admissions representative

5 - School Brief - 1 Pager

- Department
- Number of students in the institution (general and REM)
- Number of students in the program
- Name of faculty and research areas in the department for application
- Name of faculty and research at the institution (general)
- Important information about the department, program, awards, etc
- Number of units for graduation
- Cost of program
- Special programs and initiatives for students
- Requirements for admissions
- Name of recruiter, graduate school dean, admissions representative

6 - Binder

- Must have xx dividers, depending on the number of schools (10=10)
- The first page is your matrix
- The dividers will have all the information for each school, use one divider per school
 - Print the following for each school:
 - General Information for the university
 - Information about the School, School of Education
 - Information on the program (*print curriculum*)
 - Print all the faculty profiles
 - Print vita for your top 3 faculty
 - Find articles by your top 3 faculty
 - Information on specific initiatives
 - Any special scholarships
 - Assistantship details

7 - Letters of Recommendation

- Make sure to have a minimum of 3 letters, always include one extra from the ones they are asking (3=4)
- Your letters should be written by faculty, supervisors, a community leader, etc (*not family members*)
- The faculty should know you and your work (don't ask someone who you have not studied under-must have taken a minimum of 2 classes with them)
- Must make sure the faculty will write a **STRONG** letter of recommendation
- Give your faculty 1 month time for your letters. Provide a packet with:
 - Personal Statement
 - Transcript
 - Resume
 - List of Schools
 - Envelops (for some)
- Follow-up!!!!
 - Send them a thank you card
 - Call the schools to make sure your packets are complete!

8 - Unique Initiatives for the Process

- Contact the faculty in the department of interest
- Visit the campus
 - Make an appointment with faculty, advisors, recruiter - admissions representative
 - Meet with students
 - Don't just show up
- Talk to current graduate students
- Ask about funding, research opportunities, mentorship, and retention success
- Follow-up once you visit or get an interview
 - Some Ph.D. programs have interviews but not all

9 - Non-Acceptances

If not accepted to the Ph.D., you must call immediately and have the programs roll your applications into the Master's pool.