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

2 - Make sure you worked on the 5 pillars
   a. Major/classes
   b. Research
   c. Practical Experience
   d. Leadership
   e. Community Service

3 - Work on your personal statement
   a. Personal background
   b. Classes and solidification of passion (cultural, stats, research methods, etc)
   c. Research (on and off campus)
   d. Practical experience (on and off)
   e. Leadership (university, local, state, national)
   f. Community Service
   g. Short and long-term goals
   h. Why is the school a good match?

4 - Matrix - Develop a Spreadsheet on Your Schools
   a. Name of school
   b. Name of department, concentration
   c. Type of program, scientist, practitioner
   d. Due dates, graduate school and department
   e. Column that materials were sent
   f. Column that materials were received – packet is complete – letters, GRE, your application
   g. Name of three faculty you wish to meet
   h. Test for admissions
      i. Degrees offered
      j. Financial Aid provided/available
      k. Name of recruiter, graduate school dean, admissions representative

5 - School Brief - 1 Pager
   a. Department
   b. Number of students in the institution (general and REM
   c. Number of students in the program
   d. Name of faculty and research areas in the department for application
   e. Name of faculty and research at the institution (general)
   f. Important information about the department, program, awards, etc
   g. Number of units for graduation
   h. Cost of program
      i. Special programs and initiatives for students
      j. Requirements for admissions
      k. Name of recruiter, graduate school dean, admissions representative

6 - Binder
   a. Must have xx dividers, depending on the number of schools (10=10)
   b. The first page is your matrix
   c. The dividers will have all the information for each school, use one divider per school
      • Print the following for each school:
        1. General Information for the university
        2. Information about the School, School of Education
        3. Information on the program (print curriculum)
        4. Print all the faculty profiles
        5. Print vita for your top 3 faculty
        6. Find articles by your top 3 faculty
        7. Information on specific initiatives
        8. Any special scholarships
        9. Assistantship details

7 - Letters of Recommendation
   a. Make sure to have a minimum of 3 letters, always include one extra from the ones they are asking (3=4)
   b. Your letters should be written by faculty, supervisors, a community leader, etc (not family members)
   c. 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)
   d. Must make sure the faculty will write a STRONG letter of recommendation
   e. Give your faculty 1 month time for your letters. Provide a packet with:
      1. Personal Statement
      2. Transcript
      3. Resume
      4. List of Schools
      5. Envelops (for some)
      f. Follow-up!!!!!
         i. Send them a thank you card
         ii. Call the schools to make sure your packets are complete!

8 - Unique Initiatives for the Process
   a. Contact the faculty in the department of interest
   b. Visit the campus
      i. Make an appointment with faculty, advisors, recruiter - admissions representative
      ii. Meet with students
      iii. Don’t just show up
   c. Ask about funding, research opportunities, mentorship, and retention success
   d. Talk to current graduate students
   f. Follow-up once you visit or get an interview
      i. 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.