

Timeline for application process:

1. **(June-August)** Research schools and programs that interest you. Decide what criteria are important for you in a school. Consider reputation, curriculum, workload, location, research facilities, admission requirements, funding, etc.
2. **(September)** Decide where to apply: Finish research schools and programs that interest you. Decide what criteria are important for you in a school. Consider reputation, curriculum, workload, location, research facilities, admission requirements, funding, etc.
3. **(August/Sept)** Take the GRE and subject tests required for admission to the programs and schools you are planning on applying to.
4. **(August-Oct)** Contact faculty at the schools and programs to which you will be applying: familiarize yourself with their research and ask insightful, relevant questions.
5. **(October/ November)** Start application process:
 - a. SOAP (Statement of Academic Purpose)
 - b. CV
 - c. Departmental application and graduate school application (know the deadlines for each application, as graduate school application deadlines are often different from the departmental application deadline).
 - d. Order the appropriate number official transcripts per application
 - e. Complete fellowship applications
6. **(October/November)** Apply for fellowships. Most fellowship deadlines are in the middle of November
7. **(September - November)** Letters of Recommendation: Talk to your professors early if they will write you a letter of recommendation, no later than 1 month in advance of the deadline. Ask people you know relatively well and provide them with enough information to write a good letter:
 - a. Give them a “packet” for each school, at least one month before deadline. Indicate the deadline date.
 - b. Ask how he/she likes to be reminded, and then make sure to remind them before the letters are due.
 - c. Include a stamped, addressed envelope, if they are to send it independently of you and/or e-mail instructions.
 - d. Include the name of the program (Molecular Biology, Medieval History) and degree (Ph.D., MA, MS) and the University.
 - e. Include a copy of your personal statement (at least a good draft) and information about your goals, with whom you want to work and what type of research you envision.
 - f. Include an unofficial copy of your transcript, noting the classes you have taken from that professor.
 - g. Follow up to ask if they’ve sent it, as the deadline approaches.
8. **(November/December)** Submit Applications
 - a. **Follow up with each graduate school AND department** to confirm that you application has been received and is complete before the deadline.