The Graduate Application Process

Graduate Open House
Fall 2016
Research and Graduate Program Staff

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Before You Begin

• Check out resources available to students applying to graduate school
• Talk to your current undergraduate advisor
• Visit the KU Engineering Career Center
• Review information on the KU Writing Center website
Deadlines and Required Materials

Know deadlines for fall, spring, summer, and priority

Materials

- Online application
- Application fee (waiver code)
- 3 letters of recommendation
- Statement of purpose
- Graduate Record Examination (GRE)
- Official transcripts
- Resume or CV (optional)
- TOEFL/IELTS (international applicants)
Process

• Register for the GRE
• Register for TOEFL or other English proficiency exam
• Request letters of recommendation well in advance before deadlines
• Draft, review, and edit statement of purpose
• Draft, review, and edit resume
• Obtain or order official transcripts (electronic or hard copy)
• Complete application online (waiver code)
• Follow-up to ensure application is complete
**Application Checklist**

**University of Kansas - Online Checklist**

- **Application Date:** 2010-11-18
- **Program of Interest:** Museum Studies MA - Natural History track
- **Application Type:** Degree Domestic

**Letters of Recommendation**

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<th>No.</th>
<th>Name</th>
<th>Yes</th>
<th>No</th>
<th>Date</th>
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<td>1</td>
<td>Glen Marotz</td>
<td>☑</td>
<td></td>
<td>2010-12-10</td>
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<td>2</td>
<td>John Pierce</td>
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<td>2010-12-02</td>
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<td>3</td>
<td>Kate Meyer</td>
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**Transcripts**

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**University of Kansas Graduate School**

- **Graduate Admission for Fall 2011**
- **Status:** Payment accepted, data sent, received, and confirmed
- **Order ID:** KUGRAD_ANNATIMI_201011181225303
- **Amount Paid:** $55.00
- **Started:** 10:44 AM, July 21, 2010 (PST)
- **Sent:** 12:54 PM, November 18, 2010 (PST)
- **Confirmed:** 09:33 AM, March 09, 2011 (PST)

Institution home page: [http://www.ku.edu](http://www.ku.edu)

- **View Online Decision Form**
- **View Online Checklist**

**Online Letters of Recommendation**

- **Glen Marotz:** Completed!  Waive status: Yes
- **John Pierce:** Completed!  Waive status: Yes
- **Kate Meyer:** Completed!  Waive status: Yes
Key Contacts

• Graduate Program Directors or Advisors
• Graduate Program Assistants
• Engineering Graduate Ambassadors
• School of Engineering Research & Graduate Program office
• University Graduate Studies office
After you apply

Review process

Program ➔ School ➔ Graduate Studies

Timeline varies by program. If your application is not reviewed within a few weeks, check your application status and/or contact your program directly.
Once Admitted

• Accept offer
• Visitations and Orientations
• Contracts and other materials
• Funding opportunities
• Housing arrangements
• Enrollment and advising
Tips

• Apply early!
• Ask for good recommendation letters early and follow-up to make sure they are submitted.
• Have multiple people review your personal statement
• If you have a low GPA (below 3.0), address this in your personal statement or consider applying as a non-degree seeking student (maximum of 6 credit hours) at the graduate or undergraduate level.
• Highlight internships, research, employment experiences, co-curricular activities, volunteer work, leadership skills, ability to think critically and independently.
Tips Once Admitted

• Be in good communication with your school representatives (respond quickly to emails)

• Do not accept funding offers or sign contracts with multiple schools – If you need more time to decide, just ask.

• Plan to attend Orientation (even if you stay at KU) – The policies and processes are much different at the graduate level.

• Get to know current graduate students in your area before your classes start (visit campuses, talk on phone or skype, email, social media and networking events)
Questions?