



The Graduate Application Process

Graduate Open House
Fall 2016



Research and Graduate Program Staff

Dr. Arvin Agah

Associate Dean for Research & Graduate Programs

Anna Paradis

Director of Graduate Academic Services

Christie Holland

Coordinator of Graduate Recruitment & Outreach





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

Expected Term and Year of Entry: Fall 2011
 Application Received: Yes No
 Order ID: KUGRAD_ANNATIMI_20101118125303

Letters of Recommendation

	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date
1 Name: Glen Marotz		2010-12-10
2 Name: John Pierce		2010-12-02
3 Name: Kate Meyer		2010-12-09

Transcripts

1	Received?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2	Received?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3	Received?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4	Received?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5	Received?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

University of Kansas Graduate School

Graduate Admission for Fall 2011

Status: Payment accepted, data sent, received, and confirmed! [Application home...](#)

Order ID: KUGRAD_ANNATIMI_20101118125303

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>

[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?