

## Guidelines for Applying to Graduate School

Do you have a clear sense of your career direction? Is an advanced degree required or preferred for entry into your field of interest? If so, applying to graduate school makes perfect sense. Once you have decided to pursue a graduate degree, begin exploring schools which offer the type of program you want. Remember you want to find the program which best fits you. You can begin by conducting an internet search or going to the Baruch library or public library to find graduate program directories. These directories will briefly outline each field of study, academic program, financial aid resources, and cost of study, application requirements, and other relevant information.

Approximately one year prior to your intended matriculation date, contact schools to obtain applications, catalogs, and financial aid information.

### REMEMBER!

Application requirements differ substantially among institutions and programs, so read each school's material to make sure you file a complete and timely application.

### When applying to graduate school you will need to provide the following:

- **Transcripts:** This will reflect the courses you have taken and grades you have received.
- **Letters of Recommendation:** Most graduate programs require 2-3 recommendations. Ideally one should come from a professor and another from an employer. All sources must be relevant to the program you are pursuing.
- **Graduate Admission Exam Scores:** You will most likely have to take one of the following exams: GMAT (most business programs), GRE (various programs such as Psychology and Education), LSAT (Law programs), or MCAT (Medical programs).
- **Personal Statement/Statement of Purpose:** Your essay will take time to develop so begin working on it early (during the summer) before you apply. The essay is used to assess your enthusiasm for the field of study, including your motivation, creativity, maturity, and uniqueness. It also is a measure of your ability to write, so be meticulous about spelling and grammar. Have your essay critiqued for content by a counselor. Typical topics include: a description of your career goals, an explanation of what you hope to get out of graduate school, and a discussion about your academic interests and achievements.
- **Fees:** Applying to graduate school is expensive. Plan accordingly so that you will have the financial resources to pay for transcripts, graduate admission exams and possible test prep courses, in addition to application fees.

*Information Adapted from "Going On To Grad School" by Jane E. Levy, Job Choices: Diversity Edition 2012*

For additional information on the topics above and an online tutorial on Applying to Graduate School please visit:

[www.baruch.cuny.edu/careers/students/stu\\_grad.html](http://www.baruch.cuny.edu/careers/students/stu_grad.html)

In addition, Graduate School Advisement is available by appointment at the Starr Career Development Center. Stop by or call to schedule an appointment **after** viewing the online material.