As you begin to research graduate schools, you will discover that there are numerous opportunities. Reflecting on the following questions may help narrow your search.

- What graduate programs are you familiar with that you have an interest in attending?
- Is geographic location important?
- Does enrollment size matter?

Listed below are several suggestions to guide you in the graduate school search process.

- **Develop a knowledge and awareness of the graduate school admissions process.** What are graduate schools looking for in an applicant? How much do GPA, work experience, extracurricular activities, and even the undergraduate institution that you attended play a role? What classes are required to be able to perform successfully in the graduate program?
- **Get a sense of the strength of graduate program.** Will this program be challenging and give you the training you want? What is the faculty like in the program? What have students said about it?
- **Compare and contrast graduate school programs.** Make a list of graduate schools and write down the pluses and minuses for each. This can help you determine which programs are a “good match” for you.
- **Attend open houses/information sessions.** Many graduate programs host open house events or information sessions for prospective students. This is a great way to learn about the admissions requirements and the curriculum and to ask faculty and staff questions that may not be addressed in the literature or on the Web site.
- **Narrow your search.** After considering multiple options, you should narrow your list to 4 to 7 graduate programs. Your list should include a combination of realistic, safety, and stretch programs.

**Finding Schools and Rankings:**
- Petersons Graduate School Guide
- US News and World Report
- All Education Schools

**Finding Money:**
- Financial Aid Information Page
- Sallie Mae
- Nellie Mae
- FastWeb
- Financial Aid for International Students

**Standardized Grad School Tests**
For many graduate programs such as business administration or law, entrance
exams are required as part of the admission process. This is not the case for all graduate programs, so be sure to do your research. Below is a list of resources for the most common standardized tests.

**Graduate Record Examination** [http://www.gre.org/](http://www.gre.org/)  The Graduate Record Examination (GRE) consists of two separate tests: the General Test and the Subject Test. The General Test is composed of three parts—verbal, quantitative, and analytical writing. The verbal and the quantitative tests each yield a separate score between 200-800. The Subject Test, required by only some programs, measures knowledge of a subject’s core concepts that are essential to graduate study; it also yields a score of from 200-800.

**Graduate Management Admissions Council** [http://www.gmac.com/gmac] This organization administers the GMAT and provides comprehensive information about graduate management programs, including the Master of Business Administration (MBA).

**Law School Admission Council** [http://www.lsac.org] This organization administers the LSAT and provides comprehensive information about the law school admissions process.

**Standardized Test Prep**

You may find the following private services and/or published resources helpful as you prepare for these standardized tests and the graduate admissions process.

**Kaplan** [http://www.kaplan.com/]

**Princeton Review** [http://princetonreview.com/home.asp]

**Suggested Planning Timeline for Graduate School**

**JUNIOR YEAR**

**Spring – Prepare to Apply**

- Request catalogs, and research programs and institutions.
- Begin to study for graduate admissions exams (GRE, MCAT, GMAT, LSAT, etc.). See additional information on graduate school tests below.
- Talk with your career advisor and faculty mentors about programs.
- Begin to solicit letters of recommendation.

**Summer – Prepare to Apply**

- Accelerate process of choosing schools.
- Obtain applications and financial aid materials and note materials required for each one.
- Note deadlines and rolling admissions policies for each program.
- Request copies of your official transcript from Berklee and from any other colleges where you studied for a semester (including study away experiences).
- Draft a general statement of purpose and have it reviewed by faculty or a career advisor.
- Register for required graduate admissions exam.
- Enroll in a review course if needed (Kaplan, Princeton Review).
- Correspond with potential graduate school advisor; continue developing the relationship.
- Visit possible advisors and their current graduate students.

SENior YEAR

- Budget application expenses (application fees, cost of entrance exams, transcript fees, etc.).

Fall - Apply
- Complete financial aid applications.
- Begin filling out applications at least two months prior to institution’s deadline.
- Finalize personal statement.
- Follow up with professors who are writing you recommendation letters, but haven’t submitted them yet.
- Take graduate admissions exams as needed.
- Send completed applications, with all required documents, at least one month prior to deadline and keep copies for your records.
- Complete FAFSA (Federal Application for Student Aid) in January.

Spring – Post Application
- Prior to the deadline, verify with each institution that all materials have been received and your application is complete.
- Schedule interviews as needed.
- Visit institutions where you have been accepted.
- Send confirmation and deposit to your chosen institution.
- Notify other programs of your declination to their offer.
- Send thank you notes to faculty who wrote you a letter of recommendation and notify them of your decision.