

# GRADUATE STUDIES

SAN FRANCISCO STATE UNIVERSITY

## TIMELINE WORKSHEET

Everyone has their own timeline to complete the steps to apply to graduate school. Graduate Studies suggests at least 6 months to prepare for applying to a masters or doctorate program at SF State.

MONTH 1

- Define your professional goals & talk to experts in the field you wish to study.
- Do your research! Research universities, programs of interest, & professors teaching in those programs.
- Establish contacts with potential schools (department & faculty).
- Request published materials from schools you're considering.
- Look carefully at required graduate admissions tests/admission criteria & note application deadlines.
- Decide on 3-5 schools/programs that interest you.

MONTH 2

- File a FAFSA & review scholarship opportunities.
- Think about your statement of purpose & potential recommendation letter writers.
- If program requires, prepare fo GRE/GMAT exam(s).
- Take practice GRE/GMAT test to measure strengths & weaknesses.
- Enroll in GRE prep course or study independently (2-3 months).

MONTH 3

- Continue to study for GRE/GMAT & take half way progress exam.
- Draft your statement of purpose & application essays & tailor your statement of purpose for each school as necessary.
- Ask a few good friends to proofread your statement of purpose.
- Prepare portfolio of creative work (if needed for application).

MONTH 4

- Take your GRE/GMAT exam(s).
- Request official transcripts.
- Ask for letters of recommendation, provide recommendation writers with guidelines & information. & give your recommenders a deadline that is two weeks in advance of application deadline.

MONTH 5

- Complete all application materials.
- Package together all application forms, transcripts, essays, test scores, and recommendations.
- Submit application two weeks in advance of school's deadline.

MONTH 6

- Confirm with all schools that your application is complete.