

A Time/Task Calendar for Applying to Graduate or Professional School

Ball State University Career Center

Task	Junior Year			Senior Year			
	Sept-Dec	Jan-Mar	Apr-Jun	Jul-Aug	Sept-Dec	Jan-Mar	Apr-Jun
Selection of Programs		Research schools and request information and applications.			Discuss decisions with advisors and commit to first choices.		
Qualifying Examinations		Research nature of appropriate exam; begin review.	Continue review; consider review course. Schedule test.	Finish general test if possible.	Last chance for test. Take subject tests if required.		
Application for Admission					Complete applications for first-choice schools.	Meet all deadlines.	
Letters of Recommendation	Create and maintain contacts with potential reference writers through classroom work, volunteer work, internships, research, and employment.			Prepare writers for individual requests. Comply with requests from graduate programs.		Confirm that letters have been received by deadline.	Inform letter writers of outcomes of applications.
Acceptances and Rejections						Acceptances begin shortly after deadlines.	April 15 is a common notification date.
Planning for Financial Aid				Request financial information from programs and other sources.	Complete all applications. Collect tax information.	Meet deadlines. Aid offer may accompany admission offer.	April 15 is a common notification date.