



Graduate School

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Why go to graduate school?

Personal goal for professional development or Degree required:

- Law
- Medicine
- Administration / management
- Therapy-physical, speech, hearing
- Social work
- College teaching
- Theology
- Architecture
- Librarian

Factors to take into account when considering graduate education:

- Do you need an advanced degree to reach your goals?
- Clarify your career / educational goals-short and long term
- Consider personal factors and situation
- Research: -read, network with faculty, professional journals and organizations
- Personal motivation and support
- What is important to you?

Choose a program appropriate for you:

- Academic degree focus on original research
- Professional degrees provide skills and knowledge required for a particular profession
 - Professional degrees such as a J.D. or Doctorate of Physical Therapy usually take 3-5 years
- Master's degrees usually take one to three years
- Doctorate degrees may take five to eight years
- Research schools on-line
- Talk to your faculty members
- Contact universities directly
- Check with professional organizations and journals

Factors to consider when choosing a graduate program:

- Reputation / ratings (be cautious)
- Faculty
- Students
- Program Resources
- Research options
- Location
- Cost-assistantships, scholarships, fellowships, & personal expense, i.e., health

Application Process:

- Requirements of different institutions may vary greatly
- Plan for it to take longer than you expect
- Keep careful records of the application process including: University contacts-names, phone, E-mails, dates of contact and deadlines, etc.
- Application deadlines-type or print, complete a copy first (allow one month)
- Application fees
- Financial aid information/graduate assistant positions
- Transcripts
- Tests required (allow one year)
- Letters of recommendation (be sure to allow plenty of time), specified by colleges
- Responses and all communication

Personal statement / Application Essay / Statement of Purpose / Questions:

- In the first draft be totally authentic and honest, just write
- Value quality over quantity
- Demonstrate that you know their program
- Try to define your uniqueness and share what you have to contribute
- Define your career goals
- Stay positive
- Grammar and spelling must be perfect

Visit web sites for preparation and details

Prices listed may not be current. For more information about the tests, schedules, and current pricing visit the website listed for each test.

Graduate Record Exams (GRE): Approximately \$160 for the revised general test. There are subject tests administered three times annually with separate charges available in 8 disciplines: biochemistry, cell and molecular biology, biology, chemistry, literature in English, mathematics, physics, and psychology.
<http://www.ets.org/gre>

Graduate Management Admission Test (GMAT): Approximately \$250. Used by business schools.
<http://www.mba.com/us/the-gmat-exam.aspx>

Law School Admission Test (LSAT): Approximately \$170. www.lsac.org

Medical College Admission Test (MCAT): Costs approximately \$275. Used by Medical Schools.
<https://www.aamc.org/students/applying/mcat/>

Miller Analogies test (MAT): Approximately \$75. Fee varies based on the testing center you choose.
www.milleranalogies.com

Timeline for Applying to Graduate or Professional School

Note: If you intend to apply to law school or medical school, these timelines are different than what is listed below. Please consult with the UST pre-med or pre-law advisor to learn further details.

One Year to Nine Months before You Begin Graduate Study

1. Research institutions and programs of study
2. Talk to faculty members/advisers about your interests and application requirements.
3. Request applications, bulletins, and financial aid information from schools of interest
4. Register and take graduate admissions exams
5. Have a Career Professional review your resume, personal statement, or other application materials.
6. Complete and send in applications. Some admissions officers and faculty members may begin to read applications after Thanksgiving even if the due date is in February. It is to your benefit to apply early!

Nine Months before You Begin Graduate Study

1. Confirm with institutions that your file is complete.
2. Keep in touch with admissions officers and faculty members.
3. Discuss financial aid availability (including loans, scholarships, fellowships, and assistantships).

Six Months before You Begin Graduate Study

1. Visit institutions that accept you
2. Send deposit to the institution you decide on
3. Notify other institutions of your decision to attend school elsewhere so they can accept students on their waiting list
4. Send follow-up letters to people who wrote recommendation letters to inform them of your plans and to express your appreciation

Questions to Ask a Graduate School

Do you have a _____ program? (Specify exactly what type of program you are interested in.)

Admission

- How do I apply?
- Do I apply to the Graduate School and / or the individual department?
- What information is needed in the application packet?
- Application, fee, test scores, transcript, recommendation letters, personal essay, interview
- How many students applied for the program last year, and how many were accepted?
- What per cent of students complete studies?
- What is the range of GRE/LSAT/GMAT/MCAT/MAT scores considered for acceptance?
- What is the range of GPA's considered for acceptance?
- Would working in the field prior to entering graduate school enhance my chances of getting in?
- What is the application deadline?
- What is the notification process?

Cost

- What are the tuition and fees?
- How much is non-resident tuition?
- How do I apply for Graduate Assistantships, Research Assistantships, Teaching Assistantships, Fellowships and Residence Life positions?
- How many are available?
- What are the requirements? GPA?
- How many hours a week would I work?
- What is the stipend?
- Is work-study available?
- Are loans available?
- What is the application deadline for financial aid?

Graduate School Resume

A graduate school resume is a document that supplements your application to a college/university. It provides the admissions committee with more information than what's included in the application and is **designed to enhance your application** to a school. The sections you choose to include and the order in which you choose to list them should be considered on your part. Ask yourself, **“What do you want the admissions committee to pay the most attention to?”**

For most students, the order and content of a Graduate School Resume are:

Objective - A short sentence identifying the school and the program to which you are applying. Example:
Applying for admission into XYZ University's Master's of International Policy program.

Education - This should be the most important entry in your resume. After providing the basics (name of undergraduate college / university, degree, graduation date, major, minor, GPA, etc), select the outstanding academic accomplishments to highlight for the admissions committee. These may be sub-topics under Education or they may be their own categories. Areas that may be included are Research, Scholarships, Independent Study, International Study, Honoraries, Conferences, Presentations, and Publications.

Academic Experience/Course Highlights - Highlight particularly relevant academic courses by providing more details about these courses. Describe two to three upper-level courses that provided hands-on experiences or in-depth study with bullet statements. Include only the most relevant courses to your intended graduate school major. Do not list all courses.

Employment, Internship, Volunteer, and/or Related Experiences - While your academic abilities are essential assets to emphasize, experiences in the field related to your intended graduate school major are significant, too. Most graduate schools prefer applicants with a combination of academic and experiential preparation. Some graduate schools require volunteer or internship experience. Provide details about your related experiences.

Extra-curricular Involvement (college)

Volunteer/Community Involvement

Activities - If you participated in campus or community activities that developed your leadership, time management, or other skills important to your success in graduate school, include these activities and provide details that show your active participation.

Certifications

Additional Categories

Additional categories you might choose to include (don't be afraid to generate your own):

- Memberships
- Leadership Experience
- Research/Presentations
- Foreign Languages (remember to indicate level of proficiency)
- Extra-curricular Involvement (high school)

Other recommendations

- The Graduate School Resume is not limited to one-page in length (two pages is fine)
- Include all your experiences, but remember experiences not related to your graduate school admission do not need to be included unless they show skill development relevant to graduate school
- Reference your education but do not provide complete information - that will come from your transcript

Sources and other Resources

- www.ric.edu/careerdevelopment/pdf/gradSchoolResume.pdf
- www.eduers.com/Graduate/Resume.html