MA / PhD Application: General

Give yourself time. You should start thinking about and researching graduate school opportunities one year prior to graduation. Final application deadlines will start rolling in December of your final year as an undergraduate student. This means GRE scores should be finalized, statements of purpose should be polished, letters of recommendation should have been requested and mailed, and, most importantly, you should know which schools may be a great fit for you.

**May**: During the May prior to your final year as an undergraduate student, you should begin researching potential future schools and programs. You should also purchase a GRE study guide, and start taking the practice tests.

**June-July**: 1) Contact your current or former professors with any questions you may have. They can help to recommend programs, or give you helpful research tips. 2) Think about which essay you can revise as a writing sample. Graduate programs will ask for writing samples between 10-25 pages.

**August**: Take the GRE general test. You will likely want to take the GRE multiple times, so securing an early test date will provide you with helpful practice.

**September**: 1) Begin drafting your application materials, including the statement of purpose and writing sample. 2) As you finalize your list of future schools, consider emailing professors in those programs who share your research interests. Some programs require that you contact professors, and ask that you list their names in your application. 3) Request letters of recommendation.

**October**: 1) Request transcripts from Utica College. 2) Meet with your recommenders to go over your application materials. Recommenders will need your CV and writing sample in order to write the strongest letter possible. You will also need an extra pair of eyes to revise your materials.

**November**: 1) Revise, revise, revise! If you are pursuing a graduate degree in English, the materials you submit should be free of errors. 2) Some English PhD programs require a second GRE test called a “subject test” in literature. Sign up to take this test if your program requires it.

**December**: Start submitting your applications, and keep records of everything! Kindly remind your letter writers to submit their letters of recommendation.