

APSU Writing Center

Application Materials Workshop

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- This handout was created from the PowerPoint by Olivia Melton, a Graduate Student Assistant Director at the APSU Writing Center, in April 2023.

What do most graduate applications require?

1. Unofficial and/or official transcripts from any previously attended institution.
2. GRE scores
3. Curriculum vitae (CV)
4. Personal statement
5. Cover Letter
6. Letter(s) of recommendation
7. Application fee

Transcripts

- Most programs will require that you send in unofficial transcripts from every university and college you have previously attended
- If you are accepted, you will be required to send in official transcripts after you have graduated.
- You might be required to pay a small fee to obtain these documents

GRE Scores

- Some schools will ask that you provide GRE scores.
- The GRE General Test is an exam that covers three different areas: verbal reasoning, quantitative reasoning, and analytical writing.
- Typically costs around \$200
- Scores can be used for up to five years
- For more info: <https://www.ets.org/gre/test-takers/general-test/about.html>
- Takes 10-15 days for scores to be sent to institutions of your choice—schedule accordingly!

CV (Curriculum Vitae)

- Academic resume
- Will include what you studied, organizations you joined, awards and scholarships received, and any other important information that pertains to your coursework.
- Will include academic references
- Consult your advisor or a professor in a relevant field for major-specific information to include

Personal Statement

- This is where you get to really show off!
- You can go into more detail about what's listed on your CV.
- Typically no more than 2-3 pages.
- Consider: What do I enjoy the most about my field? What are my future plans? What makes me unique from other students? How can I be an asset to the department I'm applying to?

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Cover Letter

- Aim for no more than one page
- Have a personalized greeting
- Take pride in your past accomplishments and explain why you are a perfect fit for the job!
- Make sure to use professional language

Letter(s) of Recommendation

- Most graduate programs will ask that you provide a certain number of letters of recommendation.
- A good rule of thumb is to ask professors who you've either had: a.) at least two classes with, and/or b.) is your advisor
- Many universities will let you send a request through their system to your professors; make sure to politely ask beforehand!
- Generally, you will not get to see what the professor wrote about you.

Application Fee

- Most programs will ask that you pay an application processing fee.
- For example: APSU's is \$45 for domestic students, \$55 for international
- Some universities have fee waivers available.
- Some applications will require that you pay the fee before you can upload any documents.

Important Things to Remember...

- The more competitive your field is, the more schools you should apply to.
- Make sure to get a good mix of schools; don't just shoot for the most prestigious you can attain.
- Have a backup plan
- Make sure to research schools that will be a good fit for you, not just what looks good on a resume!