

## **Application Materials Workshop**

### **APSU Writing Center Handout**

#### **What do most graduate applications require?**

Unofficial and/or official transcripts from any previously attended institution.

GRE scores

Curriculum vitae (CV)

Personal statement

Cover Letter

Letter(s) of recommendation

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?

### **Cover Letter**

Aim for no more than one page

Have a personalized greeting

Take pride in your past accomplishments and explain why you are perfect 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!