- ❑ **Explore Your Career Interests**
  - o Is graduate school, licensure, or additional credentials required?

- ❑ **Research Graduate Programs**
  - o Some careers require an accredited program.

- ❑ **Review Admission Requirements, Program Outcomes, and *Track Deadlines***
  - o Review Personal Statement prompt and requirements early enough to plan on building upon skills and experiences to increase candidacy.
  - o **Budget for application fees.**
  - o How to keep track of your college applications (collegeadvisor.com)

- ❑ **Meet with the Grad School Program's Advisors**
  - o Ask questions to learn more. Attend info sessions if offered.
  - o Check out the UTSA Graduate School and VIP Program.

- ❑ **Check for Centralized Application System**
  - o (e.g., PSYCAS for psych grad programs, SOPHAS for public health programs, PTCAS for PT schools, etc.).

- ❑ **Prepare for Standardized Tests**
  - o GRE (Graduate Record Exam), GMAT (Graduate Management Admission Test), LSAT (Law School Admission Test), MCAT (Medical College Admission Test), etc.

- ❑ **Order Transcripts Far in Advance of Application Deadlines**

- ❑ **Seek Letters of Recommendation**
  - o Ask professors, supervisors, or other professionals who can speak to your academic and professional abilities. Allow 2 weeks minimum for them to write letter.

- ❑ **Write Personal Statement(s)**
  - o Focus on answering the prompt(s). If no prompt provided, you can include the following:
    - ▪ **Past**: *How long have you been interested in this career?*
    - ▪ **Present**: *What experiences do you have that relate to this program?*
      - • Extracurriculars, research projects, volunteerism, internships, jobs, student orgs, leadership, etc.
    - ▪ **Future**: *Why do you want to attend this program? How do you want to impact and further the prestige of this professional field?*
  - o Visit the UTSA Writing Center to have it reviewed.

- ❑ **Prepare for Interview (if required)**
  - o Schedule Interview Assistance appointment in Handshake or use VMock.

- ❑ **Check out Additional Resources:**
  - o **UTSA Career Center**
  - o **ChatGPT Prompts for Grad School Assistance**