

Preparation for Graduate School: General Timeline & Requirements

The following information has been created based on gathered information from several graduate school programs across the U.S. Please note that each institution differs in their admissions process, timeline, and requirements. This document is to be used for a general overview of deadlines, but you should research the specific admissions requirements and deadlines for the institution you are interested in applying to.

Junior Year General Timeline		
FALL	August	<ul style="list-style-type: none"> Start by reflecting on your goals. Visit the COMPASS: Sweet Success Center to complete the Pathway U Assessment.
	September	<ul style="list-style-type: none"> Review graduate school guides, directories, and deadlines.
	October	<ul style="list-style-type: none"> Make a GRE study plan.
	November	<ul style="list-style-type: none"> Request promotional materials from the institutions you are interested in applying to.
	December	<ul style="list-style-type: none"> Investigate your financial aid and student loan options.
SPRING	January	<ul style="list-style-type: none"> Identify potential recommendation letter writers.
	February	<ul style="list-style-type: none"> Order an unofficial transcript and correct any discrepancies.
	March	<ul style="list-style-type: none"> Take a GRE practice test. Your GRE score will help you determine how much preparation you will need for the real deal.
	April	<ul style="list-style-type: none"> Visit the COMPASS: Sweet Success Center to provide you with mock interviews, resume building, and cover letter review.
	May	<ul style="list-style-type: none"> Talk to faculty, alumni, or current students in the program you are interested in.
SUMMER	June	<ul style="list-style-type: none"> Register for the GRE.
	July	<ul style="list-style-type: none"> Take or retake GRE.

Senior Year General Timeline

FALL	August	<ul style="list-style-type: none"> • Begin drafting your Statement of Purpose. Visit Wittenberg's Writing Center for final review.
	September	<ul style="list-style-type: none"> • Request letters of recommendation from faculty. Give them a timeline of when your graduate school applications are due. • Register for the November GRE subject test (if necessary). • Finalize your list of prospective schools.
	October	<ul style="list-style-type: none"> • Request official transcripts from ALL previous and current institutions you have attended. • File the FAFSA (Opens Oct. 1st). Deadline for scholarships and fellowships vary by institution.
	November	<ul style="list-style-type: none"> • Take the GRE subject test and make sure that your scores are sent directly to schools.
	December 1st	<ul style="list-style-type: none"> • Application deadline for Regular Decision Applicants. The application and all required application materials must be submitted by December 1st.
SPRING	January	<ul style="list-style-type: none"> • Last chance to take or retake GRE for Regular Decision Applicants.
	February	<ul style="list-style-type: none"> • Visit prospective schools, go to information sessions, and prioritize the schools on your list.
	March	<ul style="list-style-type: none"> • Follow-up with schools to make sure your file is complete. If you were waitlisted, write and send a letter of continued interest and confirm next steps you might take.
	April	<ul style="list-style-type: none"> • Deadline for submitting a seat deposit. The specific date will vary from institution. The Admissions Office will often times notify admitted students of their deadline in their admission email.
	May	<ul style="list-style-type: none"> • Attend admitted student open houses, orientation, and other events.
SUMMER	June	<ul style="list-style-type: none"> • Make sure you've met all enrollment requirements.
	July	<ul style="list-style-type: none"> • Thank the people who helped you along the way, like recommendation writers, family, and friends. Get ready for Graduate School!
	Aug. – Sept.	<ul style="list-style-type: none"> • Graduate School classes begin.

Deadlines and Information for Top Education Graduate Schools in Ohio¹:

- **The Ohio State University:** <https://ehe.osu.edu/educational-studies/prospective-students/#prepare>
 - Deadline: Dec. 1st
- **University of Cincinnati:** <https://cech.uc.edu/schools/education/grad-programs.html>
 - Deadline: July 1st (Fall Admission Deadline); Oct. 17th (Spring Admission Deadline); April 2nd (Summer Admission Deadline).
- **Kent State University:** <https://www.kent.edu/admissions/apply/graduate/masters>
 - Deadline: Jan. 15th
- **Bowling Green State University:** <https://www.bgsu.edu/graduate/admissions/gradadmissionsdeadlines.html>
 - Deadline: Dec. 1st

Deadlines and Information for Top Education Graduate Schools in the US²:

- **Harvard University:** <https://www.gse.harvard.edu/admissions/apply/edm>
 - Deadline: Dec. 1st
- **University of Pennsylvania:** <https://www.gse.upenn.edu/>
 - Deadline: Feb. 15th (Priority Deadline); rolling admissions thereafter as space permits
- **University of California – Los Angeles:** <https://gseis.ucla.edu/>
 - Deadline: Nov. & Early Dec. (specific deadlines vary by program)
- **New York University:** <https://www.nyu.edu/admissions/graduate-admissions/education.html>
 - Deadline: Feb. 1st (Fall Admissions Deadline); Nov. 1st (Spring Admissions Deadline).
- **University of Texas - Austin:** <https://education.utexas.edu/departments/educational-leadership-policy>
 - Deadline: Dec. 1st
- **University of Kansas:** <https://elps.ku.edu/academics/higher-education-administration/masters-degree/graduate-admission>
 - Deadline: Jan. 10th

¹ U.S. News & World Report. (2022). *2022 Best Education Schools*. U.S. News & World Report. <https://www.usnews.com/best-graduate-schools/top-education-schools/edu-rankings?location=Ohio>.

² U.S. News & World Report. (2022). *2022 Best Education Schools*. U.S. News & World Report. <https://www.usnews.com/best-graduate-schools/top-education-schools/edu-rankings>.

Deadlines and Information for Top Business Schools in Ohio³:

- **The Ohio State University:** <http://gpadmissions.osu.edu/programs/program.aspx?prog=0076#&&tab=about>
 - Deadline: Oct. 31st (Spring Application Deadline)
- **Case Western Reserve University (Weatherhead):** <https://weatherhead.case.edu/degrees/masters/mba/full-time/>
 - Deadline: April 15th
- **John Carroll University (Boler):** <https://bolер.jcu.edu/graduate/graduate-admissions>
 - Deadline: Aug. 1st (Fall Admissions Deadline); Dec. 1st (Spring Admissions Deadline)
- **Kent State University:** <https://www.kent.edu/business/ExecutiveMBA>
 - Deadline: Aug. 1st
- **University of Cincinnati (Linder):** <https://business.uc.edu/academics/mba.html>
 - Deadline: May 1st (Fall Admissions Deadline); Dec. 15th (Spring Admissions Deadline); April 15th (Summer Admissions Deadline).

Deadlines and Information for Top Business Schools in the US⁴:

- **Stanford University:** <https://www.gsb.stanford.edu/programs/mba>
 - Deadline: Sept. 15th
- **University of Chicago:** <https://www.chicagobooth.edu/mba/full-time>
 - Deadline: Sept. 24th
- **Harvard University:** <https://www.hbs.edu/mba/admissions/Pages/default.aspx>
 - Deadline: April 29th
- **New York University:** <https://www.stern.nyu.edu/programs-admissions/full-time-mba>
 - Deadline: Oct. 15th
- **The University of Texas at Austin:** <https://www.mcombs.utexas.edu/MBA/Full-Time>
 - Deadline: Oct. 13th
- **Rice University:** <https://business.rice.edu/mba-admissions/guide>
 - Deadline: Oct. 16th

³ U.S. News & World Report. (2022). *2022 Best Business Schools*. U.S. News & World Report. <https://www.usnews.com/best-graduate-schools/top-business-schools/mba-rankings?location=ohio>.

⁴ U.S. News & World Report. (2022). *2022 Best Business Schools*. U.S. News & World Report. <https://www.usnews.com/best-graduate-schools/top-business-schools/mba-rankings>.

Application Requirements* (Institutions may require some additional or fewer documentation):

- **Undergraduate Transcript**
- **GRE:** Most graduate programs require a GRE score. Visit [GRE](#) for dates, locations, and registration deadlines throughout the year.
- **Letters of Recommendation:** Most graduate schools require at least two professional letters of recommendation from people who can substantively comment on your academic record. We recommend academic references, if possible.
- **Personal Statement:** Share your passions, interests, and reasons for applying to graduate school that makes you stand out as an applicant that is not already on your resume.
- **Resume or Curriculum Vitae:** a resume listing and describing your professional, educational or other related experience.
- **TOEFL, IELTS, or CEFR Score:** If your native language is not English, you must supply evidence of your English proficiency.

Other Factors to Consider:

- Graduate Coursework
- Work Experience
- Extracurricular Activities
- Volunteer or Community Service
- Portfolio
- Academic Statement
- Diversity Statement

*Please note that the information above is the general application requirements for most Graduate Schools. Every institution has their own application requirements that may differ from the list above, so make sure to look at all the requirements for your desired program and institution.