

CAMPUS RESOURCES FOR GRADUATE SCHOOL INFORMATION

Our web site www.eou.edu/career has graduate school information, helpful web site links and a schedule of Career Services Graduate School Events. Click on students then Graduate School Information.

Application Request:

The first step is to visit the web sites of schools of interest. Graduate School admission requirements will be outlined and it will be possible for you to request specific information by e-mail.

- Download applications – you may even be able to apply online
- Request catalog & program information
- Get range of GPA's and scores for students accepted last year and number of students accepted last year
- Make sure all contacts and requests are done in a professional manner



Application Form:

- Read and follow instructions carefully
- If not an online application, **type** applications (typewriters available in Library and Career Services)
- Pay attention to details and deadlines. Don't squeak in – get it there a month prior to deadline
- Proofread for spelling, grammar and typographical errors. Have someone else proofread.
- Make a copy for your own records
- Be prepared for the expenses involved

Resume:

On-line workshops, handouts, and advice are available to help you construct a professional resume. For on-line workshops, go to www.eou.edu/career and click on [Workshops When You Want Them!] Bring in a resume draft during our regular Resume Review* on Wed., 8:30-10:30 a.m. or Fri., 1:30-2:30 p.m. (*No appointment needed – but please review the on-line workshop prior to your visit).

Personal Essay Tips:

- Create an academic identity
- Point out your strengths; explain any area of your application that may not meet their requirements. Build an image of yourself that goes beyond your transcript.
- Tailor each essay to the school's philosophy and requirements.
- Be clear, concise, and well-organized
- Ask friends, professors, or writing tutors to critique and proofread your essay.
- We recommend, Graduate Admissions Essays – *Write Your Way Into the Graduate School of Your Choice*, by Donald Asher. Check out a copy from Career Services.

Letters of Recommendation:

- Give professors and previous employers plenty of time to complete your recommendations before the deadline. Ask, "Do you feel *comfortable* writing me a *strong* recommendation?"
- Give each person writing a recommendation a copy of your resume and personal essay if possible

Keeping Track:

- Create a card file or database of schools to which you have applied
- Make note of information you have received and where you stand in the application process
- Set timetable and follow up when appropriate



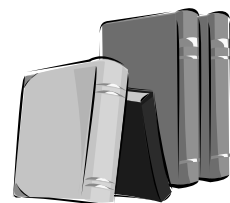
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Selecting a Program:

The Internet is your best resource for updated information on programs. Start with www.eou.edu/career. To locate graduate/professional programs in your field, check out the college search engines (Gradschool.com, College Source, Go College, College View...). These are found under Graduate School Information. Contact us (or the library staff) if you would like assistance using these resources.

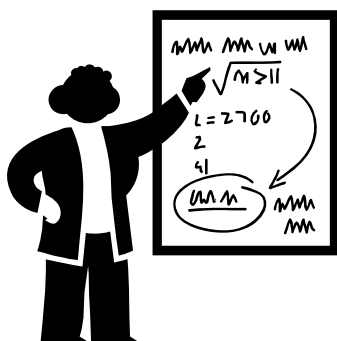
Additionally, catalogs and books are available for checkout from Career Services. A sample of titles from the collection follows:

- Approved Law Schools.
- Graduate & Professional Programs: An Overview.
- Jumping through the Hoops: A Survival Guide to Graduate School.
- The Official Guide to Financing Your MBA.
- The Official Guide to MBA Programs.
- The Grants Register – The Complete Guide to Postgraduate Funding Worldwide.
- Graduate Admissions Essays - Write Your Way Into the Graduate School of Your Choice.
- How to Write a Winning Personal Statement for Graduate and Professional School.
- Graduate Programs in Human Resource Management.



Additional Resources –Pierce Library

- Peterson's Annual Guides/Graduate Study
- Peterson's Grants for Graduate & Post Doctoral Study
- The College Blue Book
- Educational Rankings Annual
- The Gourman Report: A Rating of Graduate and Professional Programs in American & International Universities
- U.S. News & World Report, Best Graduate Schools (Look for most recent copy).



Eastern Faculty Support

It is extremely helpful to have strong academic support from one or more professors in your major field of study. As an undergraduate student it is advisable for you to work closely with your academic advisor and other faculty members. Faculty who have observed your work and academic growth are able to write stronger letters of recommendation and assist you in the pursuit of your advanced degree.

Testing Information:

For testing information go to Eastern's Testing Services website www.eou.edu/testing where many questions can be answered easily and often times registration can be completed online.

