

GRADUATE SCHOOL APPLICATION CHECKLIST

Park University – Program of History

Name: _____

Cumulative Grade Point Average: _____

Cumulative History Grade Point Average: _____

- | | Yes | No |
|---|--------------------------|--------------------------|
| • Have met with Dr. Timothy Westcott to discuss graduate schools and application process? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have visited the American Historical Association web page link for graduate programs? | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Web link: http://www.historians.org/projects/cge/PhD/intro.cfm | | |
| ○ Have researched an initial 15 graduate programs? | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Have narrowed to final 5 graduate programs? | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Graduate Program No. 1: _____ | | |
| ▪ Graduate Program No. 2: _____ | | |
| ▪ Graduate Program No. 3: _____ | | |
| ▪ Graduate Program No. 4: _____ | | |
| ▪ Graduate Program No. 5: _____ | | |
| • Have you listed all requirements and necessary material needed from each graduate program? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have taken the Graduate Record Examination (GRE)? | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ GRE Score Received: _____ | | |
| • Have sent the GRE Score to? | | |
| ○ Graduate Program No. 1: GRE School Code No: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Graduate Program No. 2: GRE School Code No: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Graduate Program No. 3: GRE School Code No: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Graduate Program No. 4: GRE School Code No: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Graduate Program No. 5: GRE School Code No: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have completed an approved Curriculum Vita? | | |
| ○ Draft 1: | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Final Version: | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have completed the required Personal Statement? | | |
| ○ Draft 1: | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Draft 2: | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Final Version: | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have sent “official” Park University transcripts to? | | |
| ○ Graduate Program No. 1: | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Graduate Program No. 2: | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Graduate Program No. 3: | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Graduate Program No. 4: | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Graduate Program No. 5: | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have sent “official” transcripts from other colleges/universities to? | | |
| ○ Graduate Program No. 1: | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Graduate Program No. 2: | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Graduate Program No. 3: | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Graduate Program No. 4: | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Graduate Program No. 5: | <input type="checkbox"/> | <input type="checkbox"/> |

- Have requested Letters of Recommendation and provided forms to faculty members?
 - Letter of Recommendation No. 1:
 - Letter of Recommendation No. 2:
 - Letter of Recommendation No. 3:
 - Letter of Recommendation No. 4:
 - Letter of Recommendation No. 5:
- Have followed up with individuals writing Letters of Recommendation (30 days after requesting)?
 - Letter of Recommendation No. 1:
 - Letter of Recommendation No. 2:
 - Letter of Recommendation No. 3:
 - Letter of Recommendation No. 4:
 - Letter of Recommendation No. 5:
- Have completed the actual graduate application (online or paper/mailed)?
 - Graduate Program No. 1:
 - Graduate Program No. 2:
 - Graduate Program No. 3:
 - Graduate Program No. 4:
 - Graduate Program No. 5:
- Have submitted the required application fee?
 - Graduate Program No. 1:
 - Graduate Program No. 2:
 - Graduate Program No. 3:
 - Graduate Program No. 4:
 - Graduate Program No. 5:
- Have completed all financial aid/fellowships/scholarships/assistantship forms?
 - Graduate Program No. 1:
 - Graduate Program No. 2:
 - Graduate Program No. 3:
 - Graduate Program No. 4:
 - Graduate Program No. 5:
- Have submitted a draft of a history writing sample (10-15 pages) to Dr. Westcott?
- Have submitted an approved history writing sample (10-15 pages)?
 - Graduate Program No. 1:
 - Graduate Program No. 2:
 - Graduate Program No. 3:
 - Graduate Program No. 4:
 - Graduate Program No. 5:
- Have physically visited the graduate program?
 - Graduate Program No. 1:
 - Graduate Program No. 2:
 - Graduate Program No. 3:
 - Graduate Program No. 4:
 - Graduate Program No. 5:
- If so, have you emailed any professors/staff with whom you met thanking them for their time?
- Have presented conference paper(s) while an undergraduate at Park University?
- Have received an outside fellowship or grant as an undergraduate at Park University?
- Have you held any office in any clubs or organizations while at Park University?

- Have joined a professional organization related to history while an undergraduate at Park University?
 - Phi Alpha Theta:
 - American Historical Association:
 - Organization of American Historians:
 - Other: _____
- Have indicated on the graduate application?
 - Masters of Arts only:
 - Graduate Program No. 1:
 - Graduate Program No. 2:
 - Graduate Program No. 3:
 - Graduate Program No. 4:
 - Graduate Program No. 5:
 - Master of Arts/Doctoral of Philosophy Combined:
 - Graduate Program No. 1:
 - Graduate Program No. 2:
 - Graduate Program No. 3:
 - Graduate Program No. 4:
 - Graduate Program No. 5:
- Have forwarded the final “official” transcript from Park University indicating B.A. Degree?
 - Graduate Program No. 1:
 - Graduate Program No. 2:
 - Graduate Program No. 3:
 - Graduate Program No. 4:
 - Graduate Program No. 5:
- Have you made your final decision as to which graduate program you will be attending?
- Have you notified all graduate programs either accepting or declining their offers?
- Have you sent “thank you” cards to the professors completing letters of recommendation?