

CAREER SERVICES

Graduate School Guide

SHOULD I GO TO GRADUATE SCHOOL?

Good Reasons	Risky Reasons
<ul style="list-style-type: none">▪ You need the credentials the graduate degree offers to pursue your chosen occupation.• You want in-depth study in an area of particular interest to you.	<ul style="list-style-type: none">• You are already in the habit of being a student and continuing your studies in a graduate program makes sense. (<i>more career planning may be needed</i>)• You believe that a graduate degree will broaden your career options. (<i>A graduate degree will narrow your career options because you are specializing</i>)• You are unsure of your career goals and would like to “just get started” to see what interests you.• You are having difficulty finding a job and graduate school seems like a good alternative.• Your loan re-payments will begin soon and you have not yet obtained employment. Enrolling in a graduate program may allow you to defer your loans

Other Considerations: Before committing to a graduate program, ask yourself the following questions to help determine (1) the best time to pursue graduate school and (2) if you have the information you need to select the program and school that will best meet your educational career goals.

- Do you have established career goals?
- Do you want to change your career and need additional education and/or credentials to do pursue your chosen occupation?
- Do you want to advance in your current job/career and to do so will require a graduate degree?
- Could you find a job/career with the education/credentials you currently have?
- Can you commit to a complete grad program (2-5 years)?
- Are you aware of the career opportunities, average wages earned and the need for employees in your career of choice?

WHAT SHOULD I CONSIDER WHEN PICKING A GRADUATE SCHOOL?

- Does the school have faculty with experience and a good reputation in your field of interest?
- Are there clinical or field experiences available as part of the program?
- Where is the campus located? Are online or hybrid options available?
- How much does the program cost and what type of financial assistance is available?
- Do you meet their admission requirements (i.e., GPA, GRE score)? If not, can you explain why and make a strong case for why they should still accept you?
- Will completion of the program meet the educational requirements for licensure or certification needed to enter a particular occupation?

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GRADUATE SCHOOL APPLICATION CHECKLIST

Application requirements vary between schools and programs. However, most require the following:

1. **Deadlines:** Most graduate schools have application deadlines. Applications for graduate, teaching, or research assistantships may have separate application deadlines to be mindful of as well.
2. **GRE/LSAT/GMAT Scores:** Standardized tests including the GRE, LSAT, and GMAT, are used by graduate school admissions to supplement your application materials. Testing requirements vary depending on graduate school and program. **Testing fees, administration procedures, and preparation materials all should be considered well in advance.**
3. **Application Fees:** Application fees vary depending on the program and graduate schools. Some graduate schools have fee waivers available to request.
4. **Official Transcripts:** Requesting official transcripts through Cazenovia College costs \$5.00. For more information, please visit <http://www.cazenovia.edu/admissions/enrollment-services/registrar/transcript-request>
5. **Personal Statement/Admission Essay:** While topic and requirements will vary, a personal statement serves to demonstrate why an applicant should be selected for the program
6. **Resume/CV:** Resumes and curriculum vitae (CV) are often required as part of a graduate school application to demonstrate the professional history of the candidate.
7. **Letters of Recommendations:** Letters of recommendation serve to verify skills, qualities, knowledge, and experiences an applicant has. Most graduate schools require three letters of recommendation. When selecting recommenders, think of individuals who can speak to:
 - Your academic performance
 - Your interest in the academic area
 - Your personal qualities that have shown you to be an excellent student
 - Your abilities to interact effectively with others
 - Any outstanding quality or situation that has prepared you for the field.

Usually, recommenders who will have the most positive impact on your application are professors, especially those in the academic area you are pursuing. Employers can also provide powerful recommendations especially if you have worked in the same field as you are planning to study. Recommendations from friends, relatives and co-workers will not have the same impact that professors will. Please allow plenty of time for your recommenders to prepare and send the letters.

When requesting a letter of recommendation, include why you are asking them to be your recommendation, include a copy of your resume, and show that you are appreciative of the support and direction they have offered you over the years. By including your resume, this allows the recommender to look at the totality of your education and experiences and craft the recommendation based on your interests, education and experiences.

QUESTIONS?

For any questions related to graduate school, please contact Kate George at kageorge@cazenovia.edu or 315-655-7287.

