

Please supply the following materials electronically in a neat, organized fashion. Include everything, and do not be modest. Your memory of your responsibilities and accomplishments will inevitably surpass your recommender's memory of those events.

___ 1) All Appropriate Forms

- a. Letter forms from each school, if applicable. Fill out any needed information ahead of time, including the waiver.
- b. If you have paper forms, please provide addressed and stamped envelopes (include your name, school information, etc.)

___ 2) Program Information for Each School

- a. What is the program?
- b. What type of applicant are they looking for?
- c. Is there anything for that school that you would like the recommender to highlight in the letter? (i.e., should he/she customize a particular school's letter in any way?)
- d. Why is this program a good fit for you?

___ 3) Supporting Information

- a. Curriculum Vita and/or Resume
- b. Degree Audit
 - a. If you do not have an audit, please provide information on your Overall GPA and Psychology GPA; Relevant Coursework with grades (mainly psychology but anything related to the graduate program is ok; be sure to include your grades in all of the research courses.).
- c. Academically related volunteering and work experience (e.g., tutoring, working with specialized populations, volunteer work)
- d. Extracurricular activities (involvement/positions held in Psychology Club, etc.)
- e. Awards, honors, positions held (membership in Psi Chi, etc.)
- f. What did you get on your GREs? Anything the recommender should know or point out about these?

___ 4) Specific Contact/Experience with the Recommender

- a. Please customize this section to apply to each professor you are asking to recommend you.
- b. List the courses you have taken with the professor, including specific projects/papers you did in those classes, and the grades received.
- c. What research have you done with the professor (volunteering, independent study, thesis)? What activities did each involve? (e.g., data entry, running participants, literature searches, assembling materials, intellectual contributions, etc.) PLEASE list as much as you can!
- d. Indicate if the professor is your academic advisor and for how long. State if you met with this professor about specific graduate school and career plans.

___ 5) Other Experience

- a. Do you have any research experience with other professors? Describe.
- b. What type of applied experience do you have?
- c. What was your Experiential Education placement?

___ 6) Statement of Purpose

- a. This is the “why do I want to do this with the rest of my life” part. Please specify your educational and career goals.
- b. How have your goals or career plans emerged from your education, life experiences, etc.? This is extremely important so that the letter can be as personalized as possible.

___ 7) Other Information

- a. If you have taken “time off” you should give a sense of why you did that, how you continued to be active in the field, and how it has helped you be better prepared for graduate school. (this is being asked because the schools will want to know this as well.)

Notes.

1. Once the recommender has the materials, please give a two-to-four-week “cushion” before the first application deadline. This gives time to write the letter and make several revisions.
2. Make sure deadline information for each school is clearly marked in the chart. Also, please plan to send email reminders as the deadlines approach.
3. Have a sense of humor. Applying to graduate school is a huge undertaking and you will likely get rejected by some schools (everyone does), but it is all worth it in the end. 😊

**Please Return an Electronic Copy of This Completed
Checklist along with Your Materials**