

UNDERGRADUATE TO POSTGRADUATE: CHECKLIST FOR GRADUATE BUSINESS SCHOOL

Now that your undergraduate education is over, or nearly there, are you thinking about a graduate degree in business? Plot your course to make sure you're positioned for success.



FIVE YEARS OR MORE UNTIL BUSINESS SCHOOL	FOUR YEARS UNTIL BUSINESS SCHOOL	THREE YEARS UNTIL BUSINESS SCHOOL	TWO YEARS UNTIL BUSINESS SCHOOL	ONE YEAR UNTIL BUSINESS SCHOOL	LESS THAN ONE YEAR UNTIL BUSINESS SCHOOL
EVALUATE		PREPARE		COMMIT	
<ul style="list-style-type: none"> <input type="checkbox"/> Conduct a self-assessment to identify your goals and expectations. <input type="checkbox"/> Complete undergraduate degree. <input type="checkbox"/> Visit mba.com and related sites for resources in considering a graduate business degree. <input type="checkbox"/> Finalize work plans. <input type="checkbox"/> Join associations or other groups for professionals in your field. 	<ul style="list-style-type: none"> <input type="checkbox"/> Begin researching graduate programs. <input type="checkbox"/> Network with others in your area of interest. <input type="checkbox"/> Start saving money and identify funding resources to return to school. <input type="checkbox"/> Research the value of the MBA. Understand how it is viewed by your company or industry. <input type="checkbox"/> Learn to market yourself effectively. 	<ul style="list-style-type: none"> <input type="checkbox"/> Talk to your colleagues with graduate business degrees or experience. <input type="checkbox"/> Consider your "fit" with the schools that interest you. <input type="checkbox"/> Think about the best program type for you—will you need to work while you're in school? <input type="checkbox"/> Study for the GMAT® exam. Use test-prep guides and software to prepare, and consider preparation courses or tutors. 	<ul style="list-style-type: none"> <input type="checkbox"/> Take the GMAT® exam. <input type="checkbox"/> Research financing options for school—including tuition reimbursement, loans, scholarships, fellowships, and loan forgiveness programs. <input type="checkbox"/> Take a hard look at your finances and make sure that everything is on track. 	<ul style="list-style-type: none"> <input type="checkbox"/> Visit campuses and attend local information sessions. <input type="checkbox"/> If necessary, consider retaking the GMAT® exam. <input type="checkbox"/> Apply to business programs. <input type="checkbox"/> Identify individuals to write letters of recommendation. <input type="checkbox"/> Begin working on your personal statement. 	<ul style="list-style-type: none"> <input type="checkbox"/> Make your decision—confirm the acceptance letter from the program you choose. <input type="checkbox"/> If you're leaving your company, be sure to leave on a good note. <input type="checkbox"/> Prepare yourself for the rigors of graduate school. Talk to current students, alumni, professors, and staff for tips.

Keep your resume up to date.
 Gain work experience—build a track record for success.
 Leverage opportunities for additional work responsibility.
 Utilize your professional and educational network to expand your contacts.