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Applying to graduate school is a big decision and getting accepted can be life-changing. Despite the growing number of graduate programs, competition is increasing dramatically. Even very qualified, seemingly top students are turned away and rejected for a variety of reasons. Ensuring you are well informed on the application and admission process is the best way to increase your chances of being admitted.

The goal of this booklet is to provide you with insightful tips and tools that will help prepare you to begin the process, whether you are applying to a program here at UNM or somewhere else. This is a general guide intended to get you started, so make sure to supplement this booklet with your own extensive research by speaking to faculty and current graduate students in your program of interest. The more prepared you are, the higher your probability of getting accepted.

Many potential applicants have similar questions and concerns. Here are some tips to keep in mind, taken from a blog article written by Jeremy Hyman and Lynn Jacobs for USNews.com. Read the article: www.usnews.com/education/blogs/professors-guide/2009/10/21/10-steps-for-thinking-about-graduate-school

1. **Don’t fixate on graduate school too early.** Complete most of your undergraduate coursework to become familiar with the field and explore your particular interests.

2. **Learn the tools of your field.** A strong grasp of field-specific concepts, theories, and computer software prove to admissions committees that you are invested and prepared.

3. **Ask your professors.** Your professors have the most accurate perspective of the field from an industry standpoint. They are familiar with areas of specialty within the field that are growing or in high demand and can give you a good idea of what the process of getting a job in that particular field looks like.

4. **Take the higher-level courses in the department.** Try to take 300-level courses that are cross-listed, meaning graduate and undergraduate students in the same class. Also, participate in the junior seminar, senior thesis, or anything else that might be tailored to the needs of majors in your field. It shows you’re serious and exposes you to graduate level material.

5. **Get three bang-up letters of recommendation.** Know your faculty, and forge strong relationships with them. Grad schools pay lots of attention to who your recommenders are and what they have to say about you. Always, make sure to thank your recommenders.

6. **Develop a killer personal statement.** A personal statement focuses on one or two main points that you think make you a great fit for the program of interest. It’s your intellectual autobiography and your opportunity to stand out from all the other applicants. Find a hook, an angle, and tell it with conviction.

7. **Don’t romanticize grad school.** Grad school is a long road, with plenty of drudge work in courses you won’t have any interest in. Make sure you’re ready for graduate or professional school, and that you know everything it involves BEFORE you apply. Remember, it’s just another step to prepare you to get a real job.
What is Graduate School?
Graduate school is an academic institution that awards degrees beyond the bachelor’s degree. Students study in depth the theories, principles and intellectual teachings of one area or discipline. In most undergraduate programs, half of the courses required are mostly liberal arts while the other half are in the field of study.

Graduate vs. Undergraduate Degrees
Like undergraduate programs, graduate schools offer academic degrees. However, graduate degrees are usually tailored to a specific career-level position in a particular industry, while most undergraduate degrees are designed to prepare you with the knowledge and skills to undergo graduate study. Many students pursue graduate degrees in fields completely unrelated to their undergraduate field of study.

Another major difference between undergraduate college and graduate school is the flow of information. In general, undergraduates are fed lots of information and learn the basics of their field. As a graduate student, you are expected to understand and apply new and acquired knowledge to real-life situations, creating new knowledge along the way.

Academic vs. Professional Programs
Professional schools focus on the practical application of knowledge and skills to real-life scenarios. A professional degree allows someone to work in a specific profession such as law, dentistry, social work, ministry, and medicine. In some cases, after completing the degree, students must apply for a professional license to practice in that profession. Academic programs are research or teaching based programs that will prepare you for a career in academia.

Reasons for Graduate School
There are lots of reasons why people pursue degrees in graduate or professional programs. These are five of the most common:
- A passion to learn and a desire to be immersed in the study of a particular discipline
- A love of research and/or teaching
- Professional career advancement
- A desire to pursue a new career
- To become an expert in a specific field

How Do I Know That I’m Ready For Graduate School?
Ask yourself:
1. “Where do I see myself in 5 to 10 years? in 20 years?”
3. “Do I need graduate school for these goals?”
4. “Will the time and money be worth it?”
5. “What do people close to me have to say about graduate school?”

If you are an undergraduate student, you should start the process early, ideally during your junior year. Your faculty can recommend courses and activities that introduce you to graduate school.

If you've been out of school, consider the following:
1. Introduce yourself to faculty to get more information. Some of your old faculty most likely will remember you.
2. Visit the program online to better understand how it fits your needs.
3. Enrolling as a non-degree student. This allows you to “test it out” before actually applying, and gives you an advantage when it comes time for applying.
**Acronyms:**

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<th>Letters</th>
<th>Name</th>
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<tr>
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<td>Master of Science</td>
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<td>M.W.R.</td>
<td>Master of Water Resources</td>
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<td>Ph.D.</td>
<td>Doctor of Philosophy</td>
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**Length/Time**

Graduate degrees take varying amounts of time to complete, depending on the nature of the program and the individual. As a general measure, Master’s degrees take one and a half to four years, and doctoral degrees usually take four to seven years, but could even take much longer than that. The Ph.D. or Ed.D. typically involves both course work and a major research project (i.e. dissertation).

**Expectations of Graduate Students**

Professors and administration at the graduate level assume that you have developed your writing and research skills through the course of attaining your undergraduate degree.

Graduate and professional students are expected to write major papers, engage in research of their own design, read large quantities of material, lead discussions and participate in seminars, and apply material to real-world situations. You might also be required to be a teaching assistant, work in a laboratory, conduct field work, and/or interview human subjects.
Tips on Researching Programs
Once you’ve gained an understanding of your field, sub-field and the areas of speciality, you are ready to begin researching programs. Will it be in a very specific field of study, like Nanotechnology or Dairy Science? What are the schools that offer these programs? What degree/program will get you to where you see yourself in 5 to 10 years? Most schools have websites with all of their programs listed. There are also many reference books available, and many independent websites which evaluate programs side-by-side.

US News & World Report

Peterson’s Annual Graduate Study Guides
Peterson’s provides countless guides on finding, getting in, and paying for graduate and professional school. www.petersons.com

Gradschools.com
Gradschools.com is a free online directory with over 60,000 programs listed. You can target your searches using specific subject areas within disciplines, or look at general programs. www.gradschools.com

What do I need to consider when looking at programs?
Researching all of the graduate programs related to your field of interest can be a daunting task. Use the School Comparison Worksheet in Appendix A as a guide to choose the programs that best fit your needs. After identifying the programs you will be applying to, spend time learning the dynamics involved in the admissions process and develop a solid understanding of what a successful applicant in each program looks like.

25-50-25 rule: 25% of the programs on your list should be elite programs of your field and very competitive. The majority, the middle 50%, should be programs that you have a good chance of being admitted to and that may or may not be tauted in your field. These are your “targets.” The remaining 25% should be your “safety” schools, your last resorts in case you aren’t admitted anywhere else.

University/Program Reputation
Graduate programs are contained within departments of universities, therefore it’s more important to evaluate the department than the university where they exist. The program’s reputation could be better or worse than that of the university. Evaluate programs on an individual basis, and compare and contrast their similarities and differences.

One graduate student had this bit of advice for those who are evaluating graduate and professional programs:

“The faculty are important! Familiarize yourself with them. This allows you to become more familiar with the program you are applying to, and ensures you have the adequate support to complete it.”
Faculty
Faculty drive the environment and culture of the program. In most cases, the faculty represent what the program has to offer. Take time to learn about the faculty and their current and past work. Try to find out whether they align with your interests and goals. What have they published and where? What are their areas of expertise? Contact them to introduce yourself and let them know that you will be applying to the program.

Geographic Location
Often the search for an academic program begins with an ideal location in mind. This is could be a mistake if better fitting programs are overlooked. Remember, graduate school is temporary. Instead, try to prioritize your interests and needs as much as possible and make location and convenience secondary factors. When considering location usually the most important factor is cost-of-living, especially since most graduate students tend to live off campus.

Cost and Financial Assistance
Money is always a major factor that must be planned out before your first day of class because failing to do so can keep you from completing your program. What are the tuition rates and the fees? How much are living expenses? What financial aid is available to graduate students? Are employment opportunities available on campus? How does the typical student in this program finance their way through?

University Accreditation
Accreditation means a university meets certain minimum academic standards. Receiving accreditation from an accrediting agency is a large step towards becoming a legitimate university or college. Many accrediting agencies exist, so choosing between all of them can be tough. The U.S. Department of Education is required by law to keep a published list of nationally recognized accrediting agencies it deems as reliable authorities. More information can be found online at www2.ed.gov/admins/finaid/accred/index.html.

Universities accredited by appropriate agencies offer degree programs that carry additional accreditation from professional organizations. Some of these are the American Psychological Association (APA), who accredits doctoral programs in counseling, clinical and school psychology, the Association to Advance Collegiate Schools of Business (AACSB), accredits MBA programs, and the American Speech-Language-Hearing Association (ASHA), accredits speech therapy programs.

Note that for some careers, in order to obtain licensure to practice that particular profession, you must have earned a degree from a program which is accredited by a specific accrediting agency or professional organization.

Other things you might want to consider:
Support Services, Diversity, Library, Advising/Career Opportunities, Admission Criteria, Personal Needs/Accommodations, etc.
Inside the Application
The application for graduate or professional school has a number of items used to evaluate an applicant as a whole, and every piece plays a role. Applications are usually first reviewed by the university to check for general requirements before moving along to the departments. In the departments applications are reviewed by an application committee sometimes called a Graduate Selection Committee. Committee members dynamically move through the applications, admitting students who they feel bring the most to the university. The following is a list of the materials a committee might desire from its applicants:

- Application Form & Fee
- Transcripts
- Standardized Test Scores
- Resume/Curriculum Vitae (CV)
- Letters of Recommendation
- Statement/Letter of Purpose

Application Form
Every graduate school has its own application form. It asks for standard information such as your name, address, contact information, educational background, citizenship, and other basic demographics. Most schools will have this available on the web to apply online or to download and mail-in. This is the basic piece of the application that allows the selection committee to create your profile.

Application Fee
Each school will charge a fee for processing the application. Fees could range from as little as $15 all the way up to $200 or even more. You need to be conscious of how much these fees will add up with the schools you want to apply to. Make sure you pick only the programs you want to attend, and ensure you have the funds to pay the application fees.

Transcripts
Transcripts are considered by some schools to be the most important part of the application. They provide the most valuable indication of the applicant's ability to complete the course work in a specific field of study. It's important to keep in mind, however, that some graduate programs consider professional development and personal growth just as important, sometimes more important, than your grades.

Standardized Test Scores
Most graduate and professional programs require scores from a respective standardized test. They are usually graded on a floating scale, and scores are kept for two to five years. Scores give an indication to prospective programs as to how you compare with other applicants. Most schools accept multiple scores, so you can test multiple times, but check with your schools to see if they accept them or not. The most widely used test is the GRE (Graduate Record Exam), but there are others with different focuses. For example, most law schools require the LSAT (Law School Admission Test). Other tests are the GMAT (Graduate Management Admission Test), the MCAT (Medical College Admission Test), and the PCAT (Pharmacy College Admission Test), among others.

Standardized tests have lots of generally accepted information that is generally accepted across disciplines. They test an applicant's ability to take a test. Therefore, understanding the format, HOW to answer questions, and the timing of sections can be more important than the actual material. This will demand most of your attention when studying.
A resumé and CV take time to complete. Make sure you give them the adequate attention they deserve. They are a concise list of experiences that a school wants to see in one place. Application committees have very little time to evaluate all of the applications they receive, so make sure they can find everything quickly and efficiently.

**Letters of Recommendation**

Letters of recommendation are written opinions by professionals on your skills, abilities and competency within a field of study. With this in mind, a big mistake you could make as a potential applicant is submitting weak letters, from sources who either aren’t credible or can’t speak to your abilities as well as others. To ensure your letters are strong, select people (professors, advisors or supervisors) you’ve worked with closely who can speak very positively of your work habits, your academic ability, and your genuine character.

Give your recommenders enough time to construct a great letter, making sure to ask them at least six weeks before the application due dates. About two weeks before the due date, contact your recommenders to make sure they’ve submitted the letters. When you contact them to ask if they’ll write the letters, think about providing them some information that will help them write the best letters possible. Some of the materials you can provide might be:

1. A copy of your Statement of Purpose
2. A list of schools and addresses
3. Your resumé/CV
4. Forms or guidelines for the letters
5. Stamped envelopes addressed to the graduate program’s address
6. The deadline for submitting the letters

**Statement/Letter of Purpose**

The Statement of Purpose, sometimes referred to as a Letter of Intent or Letter of Purpose, is an intellectual
autobiography. It tells your educational and professional goals, your academic, professional and personal experiences that have shaped you over time, and the underlying reasons for your pursuit of graduate studies. It is one of the hardest pieces of the application to construct. Admissions committees use the Statement of Purpose to evaluate your writing and communication skills. Edit and proofread it aggressively, giving it lots of attention.

The statement of purpose is your opportunity to sell yourself. As mentioned earlier, there are hundreds of applicants to the program you are applying to, possibly more. It’s important to distinguish yourself from the rest. To do this you must find an angle, something about you that’s different from everyone else. Speak to your abilities, and use your angle to speak to the program. Be clear and concise, communicating that you’ve done your research. Finally, tell it like a story...YOUR story.

While creating your statement:
1. Think about the times that have had a large impact on your personal and career goals.
2. Detail the motivations and inspirations for pursuing study in a graduate program.
3. Explain the connection between your career objectives and graduate study.

The Time Table
Certain parts of the application are already finished or can be finished quickly. These include the application, your transcripts, paying the fee or getting it waived, and your résumé or CV. The items that will take the most amount of time to complete will be the statement of purpose and preparing for any required entrance exams.

Your statement of purpose is a demonstration of your ability to not only write, but write well. Allow yourself as much time as it takes for you to write an excellent statement; around 6 months should be enough. When it comes to the tests, there are a number of things to consider. In order to thoroughly study, take practice tests, attend classes and take the actual test, you should allow as much time as your schedule and prospective programs allow. Some say this could be 6 to 12 months of preparation before the due date. Most say that you should start the application process, or at least looking at schools, at least one year from the time you plan to start grad school. It could take some time to simply identify the schools you want to apply to. Give yourself at least a year to a year and a half from your desired start date for the whole process.

What If I Don’t Meet All of the Application Requirements?
A low GPA or low test scores can negatively affect the application process, preventing you from being admitted. If you feel your scores don’t adequately represent your abilities in a program, you can use other parts of the application to explain yourself. Here are some ways you can do this:

1. Request additional letters of recommendation to further explain your academic and professional abilities.
2. Look for additional development opportunities related to your field of interest.
3. Most programs provide the opportunity to take a limited number of courses in the program as a non-degree student. Enrolling as a non-degree student allows you to demonstrate your commitment to your chosen field, establish relationships with faculty, and establish a GPA. This is a very common approach and should not be ruled out.
4. Use your Statement of Purpose! It’s your story, told in your words. It’s your opportunity to boast and brag, and as such is a great opportunity to explain shortcomings in other parts of your application.
Section 4
Choosing Your School

Processing the Application
At most schools applications are processed in the graduate school which acts as the central office, but at others it’s the program which acts as the central office. Once your application is received, it will follow a simple process similar to the one below:

1. Your application file is created (online or physically)
2. Once complete, your application is scored and reviewed by members of the admissions committee
3. The admissions committee makes selections based on program fit, qualifications,

Reasons for Rejection
There are endless reasons why an application would not be accepted, but don’t be discouraged. The process is competitive for a reason. Programs may be seeking a variety of Some popular reasons programs won’t admit applicants are as follows:

1. Limited space in the program
2. Failure to meet minimum requirements
3. Failure to complete the application process
4. Applying after the deadline

Interview Tips
Some graduate programs require potential applicants to participate in professional-style interviews. These are a personal dimension for the program to learn more about you. Interviewers will be interested in how you present yourself, how you communicate, how you explain your ideas, and how you approach problems. They are very professional in nature, and they should be approached in this way. Dress professionally, as if you’re attending a job interview, because that is essentially what you are doing. You are applying to the program and this is one of the final steps.

In order to have a successful interview you should do some homework to be prepared. Become familiar with the program, the faculty, and the school. What research/work is being conducted at the school/program? What activities are the faculty engaged in? Prepare questions for the panel you will be interviewing with. What questions do you have for them? Does something stand out that really interests you, or is something rather confusing? The more prepared you are, the smoother the interview will be, and the more likely you will be admitted.

Financing my Education
There are many ways to pay for graduate school. If you’re unable to receive a tuition waiver, which would be ideal, then diligently search for other opportunities. These opportunities include:

1. Assistantships
2. Fellowships
3. Scholarships
4. Full or Part-time jobs
5. Student loans

There are positives and negatives to each type of funding source. As a general rule, you should stay away from sources that require you to pay them back at the end. This means that you should only consider acquiring debt, i.e. loans, as a last resort when other attempts have failed, or haven’t given you the amount you need.
Assistantships
Assistantships are financial awards for part-time work while pursuing an advanced degree. Their purpose is to help students strengthen and complete their academic program. They usually involve up to 30 hours of work a week with a monthly stipend, tuition remission, and health insurance. They are extremely useful and are some of the most sought after opportunities by graduate students.

Fellowships
Fellowships are financial awards given by a specific organization or foundation for specialized research. Fellowships differ, but in general they require the recipient of the fellowship (the fellow) to do work in a specific area or field directly related to their program of study. Fellowships usually last for 1 to 4 years. Some are very small while others might be very substantial, able to cover your entire education.

Scholarships
These are one-time financial awards for students to further their education. There are not as many scholarships available for graduate students as there are for undergraduates, but they do exist. Check with your program and your school to see what is offered.

Full or Part-time Job
The advantage of working in a full or part-time position is the professional experience gained in the process. For some disciplines, professional experience is just as important as education. Be careful though: you don’t want to find yourself working 50 hours a week just to pay your tuition. Working too much inside and outside the classroom could lead to a lousy grad school experience.

Student Loans
Student loans should be your last resort for financial assistance. There are countless forms available, and the federal government has a very large pot, but loans accumulate interest and repayment begins usually six months after you’ve graduated. Try your hardest to accumulate as few loans as possible so you can concentrate on your career and your interests when you’ve graduated, and NOT repaying student loans.

What do I do when I’m accepted?
Schools that accept you will give you a time frame to notify them. This could turn into a problem though if you will be still waiting for responses from more preferred schools. If you find yourself in this position and deadlines are fast approaching, you might be able to ask the schools for an extension. Once you make your decision, be sure to notify the school in writing AND by phone. Then notify the other schools of your decision not to attend. This allows them to fill your spot as soon as possible. The next task is to follow up with all of your financial aid arrangements, and prepare for the big move!

A finance specialist had this to say about the application process:
“Funding is available in all different forms through the programs, the university, and outside organizations, but do not wait for it! While you’re researching programs, research available funding as well. More importantly, apply for funding at the same time you are applying to the programs. You don’t want to find yourself in grad school without the necessary funding.”
Appendices

Appendix A: School Comparison Worksheet
Appendix B: Statement of Purpose Example
Appendix C: Nontraditional Applicants
Appendix D: Undocumented Applicants at UNM
Appendix E: Graduate School Resources at UNM
Appendix A
School Comparison Worksheet

It’s very helpful to compare programs side-by-side. Use a simple spreadsheet like the one below. This allows you to compare all of your possible programs in one place. Over time, narrow your list to only the schools you really want to attend. List the criteria that is important to you along the left, and the programs across the top. If some criteria is more important than others, then make sure to use a system that takes that into account. For example, if location isn’t as important as tuition, then place tuition above location, or use an arbitrary value that gives tuition more attention than location.

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<th>University Name</th>
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Appendix B
Statement of Purpose Example

Because I grew up in a family that owned a successful business, I spent my vacation and free time working at the company, giving me invaluable first hand experience and the chance to build strong quantitative and analytical skills. It was there that my interest in technology took hold, and later grew during my studies at the XX Institute of Engineering & Technology, a prestigious academic institution under Jawaharlal Nehru Technological University at XX, settling my choice of an exciting career path that brought me to where I am today: in pursuit of a graduate degree.

During my undergraduate studies I found many subjects fascinating, especially C & Data Structures. The logic and the creativity required to be a great programmer intrigued me, and I soon discovered I had a passion for programming languages. I mastered C++, JAVA and SQL, along with my other undergraduate courses.

But I wanted to do more than just learn these skills. I wanted to apply what I learned, be engaged in practical research and new software product development. I took on several projects that would put me to the test. At IIT I was able to take on several projects such Notice to Airmen-“NOTAM,” that is based on SQL in XXXX Corporation, a prestigious group body that develops technology products in India. I also got training in real time systems. And I developed the software for the Administrative Automation System for a company called XXX. Having praised my work, the company offered me a two month internship as a programmer analyst. It was an excellent opportunity to explore several new technologies, how proposed technology solutions worked in the real world, and see the results, and strengthened my communication, presentation and teamwork skills.

Although maintaining a superior academic record took up enormous time, I also made a point of participating in sports, too. I am the captain of our school’s cricket team and I have participated in several cultural events at my college. Last year, I organized the annual Computer Science Forum for our institution. I am also an active member of the Institute of Electrical and Electronic Engineers, an international organization. I also have won several prizes in various national-level technical competitions. These activities also provided me with an opportunity to develop my leadership and teamwork skills so that I may become a well-rounded professional.

I hope that all of these achievements - my undergraduate degree, combined with the practical research I have done, and the private sector internship experience I now have will demonstrate to you that I am an excellent candidate for XXXXX University’s Computer Science program. I can promise you that I will take full advantage of the program and make you proud of the contribution I will make to the field. Even though India is already a leader in technology, we have a huge demand for skilled software professionals. To serve the needs of my country I want to pursue a career in software programming and development. I hope the admissions committee will find me worthy of admission and financial support so that I can achieve my goals.
Appendix C
Nontraditional Applicants

A nontraditional applicant is someone who has not been in school for some time. This could be someone with a family, who is over 35, has been or will be in the work place while they are in school, and/or who has been out of school for a long time.

Graduate programs appreciate the diversity which nontraditional students bring to the classroom. Admissions committees are happy to admit these applicants. Some schools have even created entire part-time or night/weekend programs designed to meet their needs. Even though nontraditional applicants are always appreciated, they face potential barriers which traditional students don’t face.

If you have a low undergraduate GPA on your transcript, it’s best to explain the reasons why it was low in your Statement of Purpose. A low GPA, even if it was so long ago, could be a hindrance to your application so you must explain why it is the way it is.

Your Statement of Purpose should look a bit different than traditional applicants. You should really focus on your strengths that came from all of your previous experiences, and you should explain your goals and how you came to those goals. You should explain your career objectives, drawing from your life and professional experiences that are significant in your decision to return to school.

Academic Letters of Recommendation will undoubtedly be pretty hard to come by for non-traditional applicants. This is very understood, so admissions committees give as much or more weight to letters from people who are able to speak to your professional work. You might not have worked in a field related to your choice of study, but people can still speak to your potential for success in graduate school. When asking for letters of recommendation, ask for the writers to include descriptions of your character, responsibility and dependability, enthusiasm, ability to work independently or in groups, and/or your strong communication skills.

Interviews are excellent opportunities for nontraditional applicants to stand out from the rest of the admissions pool. The applicant can draw from a much wider range of life experiences and thus show more diversity and commitment to the program they’re applying to. By showing their diverse colors, admissions committees are happy and willing to look beyond the GPA and test scores to see who the real person is.
Appendix D
Undocumented Applicants at UNM

The following can be found online at the UNM Graduate Studies webpage, under Undocumented Applicants. It’s found at grad.unm.edu/prospective-students/undocumented-applicants.html.

New Mexico State Bill 582, passed by the legislature in 2005, states that “A public post-secondary educational institution shall not deny admission to a student on account of the student’s immigration status.” Pursuant to that bill, the University of New Mexico considers applicants for graduate programs, regardless of citizenship, based upon academic merit and achievement. UNM graduate programs admit and enroll undocumented students and may use private funds, when available, to provide financial aid to support their studies in a manner consistent with applicable laws.

SB 582 also grants in-state tuition rates for students “who have attended a secondary educational institution in New Mexico for at least one year and who have either graduated from a New Mexico high school or received a general educational development certificate in New Mexico.” For tuition purposes, in-state tuition is granted to undocumented graduate students who meet the requirements for New Mexico residency or who meet the eligibility requirements for SB582.

To apply for some forms of financial aid administered consistent with state and federal regulations, undocumented graduate students may complete a paper form of the FAFSA and submit it directly to the Financial Aid Office.

For further suggestions on how to navigate graduate and professional school, careers, and life after completing a baccalaureate degree, see the useful guide written by Iliana Perez, Life after College: A Guide for Undocumented Students [grad.unm.edu/prospective-students/documents/e4fc-lifeaftercollegeguide.pdf]. For more information, see the Educator for Fair Consideration website at www.e4fc.org.

The scholarship of teaching refers to the study of teaching practices and effectiveness and incorporates the scholarship of discovery, application and teaching. Some campuses have had CASTL-like programs for 30 years as university populations became more diverse, says Deese-Roberts. “Recent centers are reactions to retention issues and national reform efforts to look at undergraduate education. CASTL will help faculty learn more about and adapt to classroom needs,” she says.
Appendix E
Graduate School Resources at UNM

GRADUATE RESOURCE CENTER (GRC)
unmgrc.unm.edu 277-1407 Mesa Vista Hall, Suite 1057
Planning for Graduate School workshops & panels; One-on-one consultations; Drop-in Assistance & Tabling

PROJECT FOR NEW MEXICO GRADUATES OF COLOR (PNMGC)
pnmgc.unm.edu 277-7397 Lobo Lair, Suite 1046
Mentorship programs; Kaplan Workshops; Diversity Resources

CAREER SERVICES CENTER
career.unm.edu 277-2531 Student Services, Suite 220
CV’s, Resumes, and Interview Assistance; Letters of Intent and Statements of Purpose; Writing Samples; Admissions Testing

GRADUATE & PROFESSIONAL STUDENT ASSOCIATION (GPSA)
gpsa.unm.edu 277-3803 Student Union Building, Suite 1021
Graduate & Professional Student Government; Primary voice for graduate & professional students; Central hub for all graduate & professional student organizations

MCNAIR/RESEARCH OPPORTUNITY PROGRAM (MCNAIR/ROP)
www.unm.edu/~mcnair 277-5491 Mesa Vista Hall, Suite 3039
Research Training w/ Faculty Mentor; Financial Support; Preparation for Graduate School

MINORITY ACCESS TO RESEARCH PROGRAM (MARC)
biology.unm.edu/MARC 277-0884 Castetter Hall, Suite 64
Research Training w/ Faculty Mentor; Financial Support; Present Research at Local/National Scientific Meetings; GRE Preparation; Guidance in Applying for Graduate Programs

POST BACCALAUREATE RESEARCH & EDUCATION PROGRAM (PREP)
biology.unm.edu/PREP 610-1725 Castetter Hall, Suite 167
Research Training w/ Faculty Mentor; Financial Support; GRE Preparation; Preparation for Ph.D. Programs

OTHER RESOURCES
EL CENTRO DE LA RAZA
elcentro.unm.edu 277-5020 Mesa Vista Hall, Suite 1148

AMERICAN INDIAN STUDENT SERVICES (AISS)
aiss.unm.edu 277-6343 Mesa Vista Hall, Suite 1119

AFRICAN AMERICAN STUDENT SERVICES (AASS)
aass.unm.edu 277-5645 Mesa Vista Hall, Suite 1130

LGBTQ RESOURCE CENTER
lgbtqrc.unm.edu 277-5428 Bldg. 20A, Basement Floor

WOMENS RESOURCE CENTER (WRC)
women.unm.edu 277-1160 Mesa Vista Hall, Suite 1160