

Ph.D. Program Application and Requirements List Tracker
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Before anything, write down several reasons for why you are pursuing the degree. There will be many times where you may second guess yourself or desire to withdraw your application. This is an intimidating and long process. **Do not be afraid** to reach out to others for assistance or bounce ideas in this demanding process.

Directions: Examine each program in-depth and find their application requirements. Once you find the information, add it to the chart below to keep track of the requirements. Be cautious as each program may have different unique requirements. For example, one may ask for both a personal statement and statement of purpose while another asks for a hybrid of both statements in one document. Complete a draft of your essay(s) and CV then share with those you trust to provide feedback.

Program Application	Application Status
Example: University of Southern California – Urban Education Policy Ph.D.	Drafting Personal Statement

Directions: For each program, find up to three potential faculty advisors you would like to work with. On the table below, write down their research interests. This will help to outline your essay(s) to express how the advisor would be a great match.

Faculty Advisor	Institution (Program)	Research Interests

University & Ph.D. Program (attach hyperlink to name)	Application Deadline	Application Cost	Potential Faculty Advisor(s)	Statement of Purpose (prompt & requirement)	Personal Statement (prompt & requirement)	Resume/CV Requirement (e.g., page limit, sections to emphasis)	Writing Sample (if required)	Letters of Recommendation (how many required and recommended)	GRE Scores (include any minimum score or if required)

**You can make this sheet in Word or Excel.*

I have included a list of stages/options to keep track of the **writing section** (e.g., personal statement, statement of purpose, CV) of the application(s):

- Not Started
- Drafting/Conceptualizing
- First Draft Completed
- Round 1 Draft Revision (by a peer or colleague)
- Round 2 Draft Revision (by a peer or colleague)
- Round 3 Draft Revision (by a peer or colleague; by faculty)
- Final Adjustments
- Application Submitted