GRAD Guide to Applying to Ph.D. Programs

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WHAT IS A PH.D.?

A Ph.D. is a research degree that involves the production of original knowledge and scholarship. Doctoral degrees have traditionally been regarded as training programs for academics. As such, a Ph.D. program differs from undergraduate or Master's studies. Most Ph.D. programs involve some initial coursework (specific requirements for coursework differ widely depending on fields and disciplines), comprehensive examinations that test general knowledge of fields of study, and multiple years of research and the writing of a dissertation. In some fields and at some universities, doctoral students also teach courses and/or work in laboratories. They may be involved in multiple research projects, apply for grants and fellowships, conduct research either at or away from the university, present their scholarship at research colloquia and conferences, and publish their work, typically in peer-reviewed publications.

MAKING THE DECISION TO APPLY

Applying to a Ph.D. program should be your decision, based on academic interest, your professional objectives, and/or a desire for personal fulfillment. A critical and fundamental step in considering doctoral studies is to understand *why* you want to pursue a Ph.D. To ensure that a Ph.D. is right for you at the current point in time, it is important to clarify your reasons for pursuing a doctoral degree, your goals for graduate training, and the realities of both the Ph.D. programs you are considering and your intended career path.

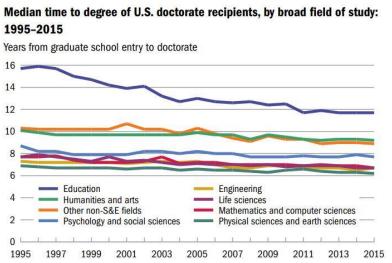
Questions to Consider

Are you ready to make a commitment of four or more years?

Completing a Ph.D. will take multiple years. As the figure on page two shows, in the Physical Sciences, completing a Ph.D. on average takes some six years, whereas in the Humanities, time to completion on average is more than nine years. In recent years, many universities have made programmatic changes to decrease the length of Ph.D. programs. Visit university and program websites to get a better idea of time to completion and of program requirements that impact the time to completion.







Source: National Science Foundation. 2015 Doctorate Recipients From U.S. Universities. 2017

Have you considered the financial implications of pursuing a Ph.D.?

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Depending on the institution, field and program, the funding offered will differ greatly. Some common funding options include:

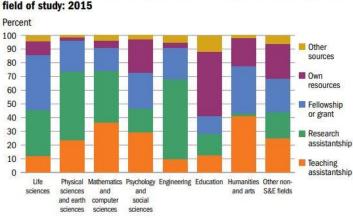
- **Fellowships** (provided by the University that offers you admission or by an external source; typically cover tuition and living expenses and may require limited teaching or research service to your department or school; sometimes referred to as "stipend")
- **Teaching Assistantships** (appointments in which graduate students are provided with a tuition and stipend contribution for teaching; typically involve multiple terms of teaching)
- Research Assistantships (appointments in which graduate students are provided with a tuition and stipend contribution for research; typically involve multiple terms of research)

Research the funding norms in your field to get a better idea of what to expect. In STEM disciplines, funding often covers the entire length of your Ph.D. In the Humanities and Social Sciences it is not unusual for funding to be limited to five or fewer years. Also pay attention to costs such as health insurance and student fees, and to whether these are covered by the institution. Most universities will provide relevant information online (search for the website of a university's Graduate School (or its equivalent)).

Investigate the cost of living in the geographical areas in which you'd like to live. Cost of Living Calculators will help you get a better idea of monthly expenses such as rent and utilities, food and groceries, transportation, and personal expenses. Refer to, e.g., Bankrate (<u>https://www.bankrate.com/calculators/savings/moving-cost-of-living-calculator.aspx</u>) or CNN (<u>https://money.cnn.com/calculator/pf/cost-of-living/index.html</u>.

It is also important to think about the opportunity cost of pursuing a doctoral degree. Your funding will not increase for the duration of your program, and it might be challenging to start saving for future expenses such as a house, family, and retirement. If there is another career path you are considering that would not require a Ph.D. at this moment in time, calculate likely wages for the average time it takes to earn a Ph.D. in your field. Also think about possible opportunity costs in terms of your personal life (e.g. family).

Self-funding portions of your Ph.D. and/or accruing some debt during a Ph.D. program is not uncommon (refer to the diagrams below). In deciding whether self-funding a portion of your Ph.D. makes sense to you, consider the salary you may be able to earn upon graduation. Resources such as Glassdoor (<u>https://www.glassdoor.com/index.htm</u>) or the U.S. Bureau of Labor Statistics (<u>https://www.bls.gov/bls/blswage.htm</u>) can help with this. Self-funding your entire Ph.D. is not advisable.



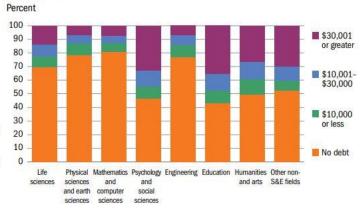
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Primary source of financial support for U.S. doctorate recipients, by broad

Graduate education-related debt of U.S. doctorate recipients, by broad field of study: 2015



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Source: National Science Foundation. 2015 Doctorate Recipients From U.S. Universities. 2017

Do you have a sense of the professional opportunities that exist for Ph.D. graduates in your field?

A Ph.D. can lead to a variety of fulfilling careers in academia, industry, nonprofits, and government. Increasingly, universities, schools, and departments support Ph.D. students in exploring career opportunities beyond academe. Nevertheless, it is important to think about what career goals you are pursuing in applying to Ph.D. programs. Does your target job require a Ph.D.? Do you need a Ph.D. at this particular stage of your professional career? Talk to professionals in your target industry to find out more, or make an appointment with your career advisor to discuss what opportunities exist.

If your goal is to become a faculty member, keep in mind the changing academic career landscape. The share of post-secondary faculty in tenure-track positions in the United States has declined dramatically, while the percentage of faculty in adjunct and other non-tenure track positions has increased. Many tenure-track positions are filled with candidates from topranking programs only. Refer to the outcomes pages of the departments you are considering to get a better idea.



Source: Kezar & Maxey, "The Changing Academic Workforce," Association of Governing Boards of Universities and Colleges, 2013.

Do you have a specific project or research topic that you care deeply about? Do you want to study this project or topic from a theoretical angle?

Because a Ph.D. program will take at least four years, it matters that you care deeply about a project or research topic. It can be helpful to think about times that you worked on one project for a longer period of time, perhaps an undergraduate or Master's thesis. Did you enjoy the process? Did you feel invested in your topic, and can you imagine working on one project for an even longer period of time? Many of the activities that are part of the Ph.D. program are drawn out over time, and do not offer immediate rewards. For example, the process of publishing a peer-reviewed article can take more than two years. Depending on your field, conducting research and writing your dissertation may take several years as well.

It is also important that you are interested in studying the project or topic from a theoretical angle. Ph.D. studies involve the rigorous and theoretical study of projects and topics. Some fields and programs offer opportunities for practical and policy-oriented studies. Investigate different programs and talk to your professors about the kind of research you are interested in, and whether a Ph.D. in general, and specific Ph.D. programs in particular, would be a good fit for you and your interests.

Do you enjoy deeply investigating questions and topics, and sharing your ideas with others?

The intellectual exercise central to Ph.D. studies involves investigating questions and topics, and sharing your insights and findings with colleagues, advisors, and other members of academe (and beyond). One aspect of this is that your ideas will be put under a microscope, and frequently questioned by others. You will have to defend the questions and ideas central to your research and scholarship, as well as your approach to studying them. This process improves ideas and increases our shared understandings of them, but it can also be challenging at times. Criticism is common and can feel deeply personal.

Think about current or past situations in which you have participated in processes of deep thought, investigation, questioning, and defending your ideas. Did you enjoy these processes? Can you imagine spending several years, or your professional career, engaging with others in this way?

Can you advocate for yourself and are you self-directed?

A component of success in graduate school is being able to advocate for your interests and work. This ensures that you get the feedback you need for your work to progress, that others understand why your scholarship or research matters, and that you gain opportunities both during and after your Ph.D.

A quality that many successful Ph.D. students share is that they are self-directed. In the Humanities and Social Sciences, it is common to have long periods of time without direct instruction and supervision. In order to ensure that your scholarship or research stays on track, it is important that you can motivate yourself, work with little direction and feedback, and are organized. Sometimes there may be extended periods of solitary work.

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Source: The Chronicle of Higher Education, 2019

Have you investigated academic culture at the universities you are considering?

Academic culture can vary across institutions. Similar to thinking about whether you enjoy deeply investigating questions and topics, it can be helpful to consider what kind of work cultures you enjoy. For example, universities have in common that they consider research most important, but some will offer more opportunities for teaching than others. In addition, the make-up of the student body and the faculty will differ. Consider, as is appropriate for you, the resources that the university offers for diversity, equity, and inclusion.

Academic culture can be all encompassing. At some institutions and in certain fields, it is common that you spend significant amounts of time at the university or in a lab. In these settings, academia becomes your professional as well as social world. Reach out to friends and acquaintances, or alumni of your undergraduate institution who have joined Ph.D. programs to get a better sense of the respective environments. Contacting Ph.D. students in programs you are interested in can also be helpful. Since you will be part of an institution for several years, it matters that you have a sense of what life as a Ph.D. student will be like at the schools you are considering.

Is this the right time to pursue a Ph.D.?

There are factors pertaining to academic, professional, and personal readiness in considering whether it's the right time to apply for Ph.D. programs. Most Ph.D. programs are highly competitive and require multiple references from faculty as well as a strong statement of purpose that provides evidence of the candidate's preparation for Ph.D. level work. Discuss with your advisor or a trusted professor whether you are ready. If you applied to Ph.D. programs in the past and did not gain admission to your target programs, is your application profile stronger than it was when you applied for the first time?

Also think about how a Ph.D. fits into your professional trajectory. If you are currently employed or considering employment in industry, nonprofit or government, are you at a stage of your career that calls for a Ph.D., either for professional or personal reasons?

Consider personal factors, too. For example, will joining a Ph.D. program impact your partner, children, or family? In what geographic region do you want to live for multiple years?

Beyond American Academe

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The questions presented above are intended to guide your decision-making process with regard to US academe. Time to completion, funding, professional opportunities and culture differ in each country, as do application standards and expectations.

If you are interested in pursuing a Ph.D. in a country other than the United States, reach out to friends and acquaintances, or alumni of your undergraduate or graduate institution who have joined Ph.D. programs in that country. Also consult the websites of prominent universities in your country of choice to get a sense of application requirements. Many departments list graduate students on their websites and provide short biographies and CVs. Refer to these biographies and CVs to better understand the kind of qualifications Ph.D. students at these departments and universities have. A helpful resource is Times Higher Education, which provides insights into universities worldwide (https://www.timeshighereducation.com/).

ELEMENTS OF THE PH.D. APPLICATION

Statement of Purpose

A statement of purpose (sometimes referred to as a personal statement) provides the admissions committee with detailed information about your past, present, and future research. This document is not about your personal trajectory or experiences; rather, it makes an argument about who you want to be as a researcher or scholar, how you are qualified to pursue your proposed work, why your proposed research or scholarship matters, and why the institution is a good fit. Selection committees will use the statement of purpose to assess whether you understand and can contribute to the work academics in your field do.

Standards for statements of purposes vary across disciplines. As such, it is important that you speak with a professor about the statement of purpose or use other resources that your UChicago program may offer. The statement of purpose is one of the most crucial parts of a Ph.D. application. Do not be fooled by its short length; producing an effective statement of purpose takes extensive research, feedback from others (ideally professors), and numerous rounds of revision. A strong statement of purpose cannot be written in a couple of days.

In addition to differences across disciplines, pay close attention to the requirements each department specifies. Your statement needs to follow these requirements, and should be tailored to the specific program and institution you are applying to. Be mindful that some programs may require more than one statement. When in doubt, ask your advisor, preceptor, or UChicago program staff.

Letters of Recommendation

Most U.S. universities require three letters of recommendation in support of an application. These letters should be written by scholars or researchers in your field who know you well and can speak to your intellectual capabilities and your potential as a scholar or researcher in depth.

Letters of recommendation are a vital part of your Ph.D. application. Because writing a strong letter of recommendation takes time and effort, it is important to ask for a letter of recommendation several weeks, if not months, in advance of an application deadline. If you will not be a student at the time you apply for Ph.D. programs, speak with professors before you graduate. Some professors may prefer writing their letter before you leave UChicago. In this case, it can be helpful to use Interfolio, which professors can use to upload their letters of recommendation in advance of you submitting applications (https://www.interfolio.com).

If you have graduated, reach out to your professors as soon as possible (and well in advance of the application deadline), remind them of who you are, and discuss with them what your best strategy is.

Curriculum Vitae (CV)

The CV provides a snapshot of your academic identity to date by documenting research, teaching, mentoring, and service activities. CV formatting and content vary by discipline, so read the CVs of Ph.D. students in your field to identify norms and best practices. Keep in mind that the goal is to present information in a way that is clear and easy to digest; you should not overwhelm your readers with information or confuse them with non-standard formats. For further CV advice, including tips on tailoring, see the UChicagoGRAD CV Guide (grad.uchicago.edu/career-development/job-resources/).



Writing Sample

A common component of a Ph.D. application is an argumentative writing sample that demonstrates your research and scholarship potential. This can be a Master's thesis or a well developed course paper. Some Ph.D. applications may limit the length of submissions, in which case you can use an excerpt. Consult with a professor to discuss the appropriate sample for your application. In some STEM programs, a writing sample may not be required.

Graduate Records Examination (GRE)

The GRE is required by most graduate schools in the U.S. It is often possible to use the same GRE results for your Ph.D. application that you used to apply for Master's programs. Be sure to check each program and university's requirements in that regard. Many departments and institutions publish typical GRE scores of their Ph.D. applicants. If your GRE scores are lower than those listed by universities, you may consider retaking the GRE.

Academic Transcripts

You will need academic transcripts from *all* higher education institutions you attended. Refer to application guidelines to see whether unofficial transcripts are accepted, and whether those should be posted to universities directly or if you can submit them as part of your application. Your academic transcripts will be evaluated with an eye toward your overall Grade Point Average (GPA) and grades in courses that are directly relevant to the field of study you are applying to. A high GPA does not guarantee program admission.

Test of English as a Foreign Language (TOEFL)

If you are not a native English speaker, you may need to provide TOEFL results. Some universities will waive TOEFL requirements if you received a degree from a U.S. university. Refer to specific program and university requirements.

Application Fee

Universities charge fees for Ph.D. applications (in the range of \$80-120). These are typically paid online at the time of application submission. These fees can sometimes be waived. Contact Admissions for further information.

Financial Documents

If you are an international student, you may be required to provide evidence that you have the financial means to support yourself while you are pursuing a graduate degree in the United States. This is due to U.S. visa regulations. Refer to the international student guidelines on the Graduate School website of the university you are considering.

How many Ph.D. programs should I apply to?

Ph.D. admissions are highly competitive. Top ranked Ph.D. programs receive several hundred applications for about ten or fewer spots. Moreover, there are variables of the Ph.D. application process that you cannot influence (such as the number of Ph.D. students that a department or institution plans to admit in a specific year, the availability of professors to supervise Ph.D. students, how many other students apply to the same program as you, or the number of students with interests similar to yours). Because of this, it is generally recommended that you apply to about **ten programs**, and spread your applications based on the strength of your application and profile relative to those of the departments you want to join. This process of selection can be tricky, and benefits from the input of advisors and professors.

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Do I need to decide on one discipline/field of study, or can I apply to multiple fields? In general, it is important to know which discipline/field of study you want to pursue, because it is typically seen as an indicator that you are serious about your proposed research and know what you want. Having said that, some research questions can be approached from multiple angles. In this case, it can be appropriate to apply to more than one discipline/field of study. Beware though that admissions committees may be able to see that you applied to more than one program (especially if both programs are housed within the same institution). As such, it is crucial that you do not propose two separate research programs; rather the proposed research should be the same, but each statement of purpose should be tailored to the specific discipline you are applying for.

There are some joint or dual Ph.D. programs. If you are interested in such a program, be sure that you explain why a joint or dual program is the right fit for your research interests. In other words, it needs to be clear to the admissions committee that the joint or dual program is necessary for you to pursue your research interests.

SELECTING TARGET PH.D. PROGRAMS

Applying to Ph.D. programs should be your decision, based on academic interest, your professional objectives, and/or a desire for personal fulfillment. One practical step in choosing programs is understanding the admission standards of various programs and institutions. Such information can be gleaned from departmental websites, which typically provide some information such as average GPAs and GRE scores. Keep in mind that having a similar GPA and GRE score does not guarantee admission. Admissions committees consider other factors, including your fit with the program, your preparation to pursue doctoral studies, and availability of professors to work with you. For this, committees will look to your statement of purpose, letters of recommendation, and grades in courses relevant to your proposed Ph.D. studies.

In considering options, think about whether the program and the institution are a good research and training fit, the career outcomes of former Ph.D. students and your career goals, funding, and whether the community of the program and institution feels right for you.

Research and Training Fit

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- Do faculty members whose scholarship you admire work at this institution?
- Are there at least two faculty members whose interests intersect with yours? Are these full-time faculty members (not lecturers, visiting assistant professors, adjuncts, or emeriti)? Do these faculty work with graduate students?
- What is the department known for? For example, is there a specific school of thought, theory, or project the department is famous for, or does the department present itself as having strengths in particular research areas or methodologies? And, if so, do the department's strengths coincide with yours?
- Are there research colloquia, workshop or speaker series, centers for research, or opportunities for interdisciplinary collaboration that appeal to you?
- What are the program's course requirements? Are the course requirements aligned with your research interests and training needs? Do the course requirements suggest that you will be able to finish your Ph.D. in a timeframe that works for you?

Program Reputation and Career Outcomes

- What is the reputation of the department? Do you have a sense of how the department or program is ranked? Refer to US News (https://www.usnews.com/best-graduate-schools), but also ask your advisor or other professors for insights. Many disciplines have specific rankings that experts in the field will know about. Be sure to differentiate between the institutional and the program reputation. For Ph.D. studies, program reputation generally trumps institutional rankings.
- What are the program's admission standards? Are your GPA and GRE results similar to those specified by the program? If the program does not provide information about GPA and GRE results, are there closely ranked programs that do and that can serve as proxies?
- Do you have a sense of how successful the program's Ph.D. students have been on the job market? Have Ph.D. students secured the types of positions you are interested in? If the program does not disclose this information, does your advisor or professors have a sense of what is typical for the programs you are interested in?
- What professional opportunities exist at the department, school, or institutional level? How does the department support Ph.D. students in securing positions? Does the institution offer resources and workshops to gain relevant skills, in particular research and teaching? Are there career development resources?

Funding

- Does the program provide funding packages that are competitive? Does the funding package meet your needs?
- Is the funding package linked to specific teaching (or research) requirements? If so, are those requirements in line with what you want to get out of the program? Conversely, if teaching is not part of the funding package, are there opportunities to teach?
- What additional funding (e.g. for attending conferences or conducting research away from the university) is available for graduate students?

Community and Location

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- How large is the graduate program you are considering? Would you be a part of a small cohort (e.g. three or four students admitted each academic year) or a larger one (e.g. ten or more students admitted each year)?
- Do you get a sense of what kind of community Ph.D. students have, and if you would like to be a part of it? For example, are there community events organized by the Graduate School? What is makeup of the graduate student body, and are there resources for diversity, equity, and inclusion?

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Is the institution in a location where you would like to live for four or more years? What is the cost of living?

PH.D. APPLICATION TIMELINE

ONE YEAR BEFORE APPLYING

- Decide on a field of study or discipline.
- Research institutions and programs.
- Speak with your advisor and professors about your interest in a Ph.D. program. Ask for advice and suggestions.
- Visit admission websites and collect information about application requirements, timelines, funding, and graduate life.
- If applicable, start preparing for the GRE.

THE SUMMER BEFORE APPLYING

- If you are graduating with your Master's degree in the summer, talk to professors from whom you'd like to get a letter of recommendation. If you haven't already, explain that you are applying to Ph.D. programs in the Fall, and ask if they are able to support you with a *strong* letter of recommendation.
- Take the GRE (if you need or want to).
- Work on your writing sample.
- Based on your previous research, come up with a list of programs you are applying to. Write down application deadlines and note required materials.
- Start working on your statement of purpose.

THE QUARTER YOU'RE APPLYING (AUTUMN/WINTER)

- Reach out to professors to remind them of your plans to apply for Ph.D. programs.
 Politely ask them if they may be able to provide feedback on your statement of purpose.
- If you haven't already, request letters of recommendation four to eight weeks before deadlines. Follow up with professors to make sure letters are submitted on time.
- Request academic transcripts from all higher education institutions you attended.
- Inquire about fee waivers.
- Submit your applications.

AFTER YOU'VE APPLIED

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- Start hearing back from programs, typically in March (though it could be later).
- Prepare for admissions interviews in case they are required.

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- If admitted to programs, carefully read offer letters and compare them to each other. Think about what you will need to be happy for the duration of your Ph.D. program.
- Attend interview or admitted student days to get a sense of the environment at each institution, and the opportunities offered. Speak with faculty and current Ph.D. students.
- If you were waitlisted at an institution that is a top choice, share offers of admissions with that institution and let them know that they are your top choice.
- If you were not admitted, make an appointment with your career advisor to discuss next steps.
- Reach out to everyone who helped you during the process, let them know of outcomes, and thank them for their help.

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INTERVIEWING FOR PH.D. PROGRAM ADMISSION

Some Ph.D. programs incorporate an interview in the program admission process:

Once your application is submitted, an admissions committee of about 3 or more people will review complete applications and create a "long short list" of applicants whom they may consider for admission.

The "long short list" is then evaluated in more detail, with close attention given to your statement of purpose and letters of recommendation. In some disciplines, the faculty member with whom you would be working closely may be asked for their evaluation, or may be solely responsible for reviewing your application.

You may then be invited for an interview, which, depending on your field and the institution, can take place on the phone, over Skype, or on campus. This interview is used to gauge your preparation, motivation, and fit for graduate school.

Typical Interview Questions

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Applicants should anticipate questions about their motivation, preparation, and fit with a Ph.D. program and institution. If you are invited for an interview, reach out to your advisor, professor, or alumni who are enrolled in Ph.D. programs in your field to get a better sense of the questions to anticipate. Make sure that you read your application materials before interviews. There may be questions that relate directly to things you wrote about.

- 1. Why do you want to pursue a Ph.D.? Similar questions: Tell us about your research interests. What are your research interests? What problem would you study, and how? Why does your proposed research matter?
- 2. Tell us about your methods training. Similar questions: Which methods did you use in your graduate research? Do you know Stata/R/SPSS/etc.? In what ways are you prepared to contribute to this project?
- **3.** Tell us about a time when you conducted a large research project. Similar questions: Tell us about the process of writing your M.A. thesis. Tells us about your lab experience. How did you organize your thesis research? How did you work with your thesis advisor?
- **4. What do you see as the trends in your field of study?** Similar questions: What do you consider the canonical texts in the field? What does the current scholarship in the field focus on, and how would you make a contribution to it?
- **5.** Why do you feel that our program and university is the right fit for you? Similar questions: Who would you want to work with? Why do you want to pursue your scholarship at this university? What stands out to you about our department? What other programs did you apply to? What are your professional goals?
- 6. What questions do you have for us? Be prepared to ask questions that relate to the program and the training you would receive, such as: Will I have the opportunity to teach/present/patent/publish? How does the department support students on the market?



RESOURCES

Online Resources

- David Shorter. The Gentle Guide for Applying to Graduate Schools. The Chronicle of Higher Education, 2017. <u>https://www.chronicle.com/article/The-Gentle-Guide-for-Applying/239768</u>
- Leonard Cassuto. To Apply or Not to Apply: Should the Advice about Going to Graduate School Be 'Don't Go' or 'Look Carefully'? The Chronicle of Higher Education, 2013. <u>https://www.chronicle.com/article/To-Apply-or-Not-to-Apply/139539</u>
- The Princeton Review. Graduate Admissions Guide. https://www.princetonreview.com/promo/grad-guide-download

Book

 Posselt, Julie R. Inside Graduate Admissions: Merit, Diversity, and Faculty Gatekeeping. Harvard University Press, 2016

PROGRAM SPECIFIC SUPPORT FOR PH.D. APPLICATIONS

Some Master's programs at UChicago support their students in applying to Ph.D. programs. If you are interested in pursuing a Ph.D., please ask program staff, preceptors, or professors about available resources. If your program offers such support, it is important that you use it. These programs have extensive experience in advising students on Ph.D. admissions, and their input can be crucial to deciding on the right programs and putting together a strong application.

UCHICAGOGRAD RESOURCES

Book appointments by logging into GRAD Gargoyle (gradgargoyle.uchicago.edu).

Career Advising. During a career advising appointment, you can . . .

- Talk about whether the Ph.D. is right for you
- Review your CV and select components of the application

GRADTalk. During a GRADTalk appointment, you can . . .

- Practice your interview skills through one-on-one mock interviews
- Build a positive, empowered narrative that connects your past, present, and future

GRADWriting. During a GRADWriting appointment, you can . . .

- Improve the clarity and rhetorical impact of your writing sample
- Develop advanced skills in revision

GRAD Diversity. During a GRAD Diversity appointment, you can . . .

 Discuss issues and concerns related to diversity in the context of the Ph.D. program application

Sounding Board. During a Sounding Board appointment, you can . . .

 Problem-solve personal challenges that you are encountering when applying to Ph.D. programs

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