



Planning for Postgraduate Studies Checklist

Download and print this *To Do List* to help with your postgrad planning.
Tick off items as you complete them. Best of luck!

STEP 1: RESEARCH

- Order a prospectus/download/view online, via www.universityofgalway.ie/choose-postgrad
- Download “Postgraduate Handbook”, via www.universityofgalway.ie/free-ebook
- Check “Upcoming (PG) Events”, at www.universityofgalway.ie/postgradevents
- Attend any PG open days, seminars or events: on campus or online
- Check course websites, via www.universityofgalway.ie/courses
- Check course deadlines, view via KEY FACTS on each course website
- Watch relevant on-demand content and take notes: e.g., courses talks, practicalities videos (“application tips”), via www.universityofgalway.ie/ondemand/pg
- Talk to your lecturer if you need advice
- Start a ‘Postgrad’ folder in your email inbox to keep important emails
- Review course fees (listed online on each course website) and your finances. Think about return on investment (e.g., what salary can I expect to earn 1–5 years after graduation?)

NEXT STEPS

- Talk to Bank, Credit Union, etc., about financing the course, as necessary
- Book a Careers Adviser appointment if you are unsure of options
- Check your course’s supporting document requirements (if any), via www.universityofgalway.ie/postgrad-admissions/supportingdocuments
- Attend Personal Statement (PS) workshop, in-person or online
- View PS booklet online, via https://issuu.com/nuigcareers/docs/personal_statement_nuig

- Reach out to referees, as necessary
- Follow relevant higher education institute Social Media accounts
- Follow PG blogs: www.universityofgalway.ie/postgraduateblog
- Reach out to a Programme Director for more course detail
- Talk to peers doing a PG course

APPLICATION PHASE

- Create a CRM-Recruit application account, via www.universityofgalway.ie/postgraduateapplications
- When ready to apply, have €35 euro application fee available (payable by card)
- Apply for your course on time
- Upload all relevant documents required (to my CRM-Recruit application portal)

FUNDING MY STUDIES

- Follow up with Bank, Credit Union, etc., about financing the course, if necessary
- Research grant opportunities
- Apply for SUSI grant on time, via www.susi.ie (usually opens around 1 April)
- Research scholarship opportunities, via www.universityofgalway.ie/postgraduate_scholarships
- Apply for scholarship schemes

POST-APPLICATION PHASE

- Check CRM-Recruit portal for application updates
- If made an offer, accept on time (and have deposit for course ready)
- When registered, claim back tax on course fees (contact Revenue for details)