

FLARE Application Checklist	Date Started	Date Completed
1. Fill out application, either paper copy or online.		
2. Contact former university for official copies of academic records/transcripts. Two copies are required.		
3. Contact Educational Testing Service (ETS) to send GRE/TOEFL scores to the University of Iowa (institutional code 6681).		
4. Ask professors well in advance of deadline to write letters of recommendation. Three separate letters are required.		
5. Provide letter writers with appropriate materials (i.e. the recommendation form, an envelope with sufficient postage, a copy of your CV).		
6. Fill out the Application for Graduate Awards.		
7. Write personal statement.		
8. Choose academic writing sample.		
9. Write/update curriculum vitae.		
10. Ask someone with impeccable grammar skills to proofread your personal statement, writing sample and CV.		
11. Revise personal statement, writing sample and CV.		
12. International students must also complete the financial statement component of the application.		
13. Pay application fee. If the application is completed online, it is possible to pay using a Visa or Master Card. For applications sent by mail, it is necessary to send either a check or money order in U.S. dollars to The University of Iowa. The fee is \$60 (\$85 for international students).		
14. Contact letter writers to politely remind them of application deadline (as applicable).		
15. When ready, send application!		