

# Project Dragonfly Application Checklist

## APPLICATION CHECKLIST

- ☐ Draft your first essay (250-word limit) “How have you translated professional opportunities, classes, or life experiences into your work?”
- ☐ Draft your second essay (250-word limit) “How do you think this experience will benefit your personal life, professional life, and your community?”
- ☐ Draft/update your résumé/CV- A résumé is generally one to two pages, whereas CVs can be longer. Either is fine. Include academic background and work/volunteer experiences along with any certifications, awards, or accolades.
- ☐ List/notify recommenders - Start with a list of two or three individuals whom you can approach for letters of recommendation (supervisors, long-term colleagues, volunteer coordinators, professors). NOTE: The Miami University Graduate School application will allow you to list the name and email address of a third reference, but only two letters of recommendation are required.
- ☐ Acquire digital copies of your unofficial transcript - Visit the transcript portal/office of your undergraduate institution and any colleges or universities you’ve attended since earning your bachelor’s degree. In most cases, you should be able to download an unofficial copy, which is fine for your application.
- ☐ Submit your full application through the Graduate School online portal at least three weeks before the deadlines. Note that there is a \$50 application fee (waived for applicants who attend an Informational Webinar prior to payment; see below) for final submission. [Link for creating and submitting your application](#).
- ☐ Create and complete your account in “My Project Dragonfly” using the program-specific link on your target program’s “Apply” webpage.

## OTHER GOOD IDEAS

- ☐ [Join an Informational Webinar](#) - Yes, please continue to review the information on our website, but hearing about it in real-time can be really valuable. Additionally, the Miami University Graduate School will waive the \$50 application fee for those who attend one of the above-linked webinars (attendance must precede the fee payment step of the application process).
- ☐ Refine essays/résumé - Have a colleague/friend proofread and suggest edits for both essays and your résumé.
- ☐ Research other graduate programs - While we certainly hope you will join Dragonfly, it’s good to get a sense of other programs. Our students generally appreciate the part-time, asynchronous format and online/hybrid nature of our courses (both of which allow them to keep working/engaged with family), reduced tuition, international travel options, and the

warmth of program faculty. That said, depending on your personal goals, there may be other programs that are a good fit for your life/career goals.

- ☐ Consider any colleagues/friends who might be interested. Although space can be limited, we are happy to accommodate qualified applicants whenever possible. Having a friend/colleague along for the ride can be supportive for both individuals.
- ☐ Consider how you will fund the program - Ask if your employer has any tuition reimbursement programs for graduate studies. Consider a variety of options for funding/saving for the program.
- ☐ Review Earth Expeditions locations - GFP students go on three Earth Expeditions courses over three successive summers. AIP students can opt to go on one Earth Expeditions course as a part of their degree requirements. First-year GFP students all go to Belize, Baja, or Brazil. All locations are incredible, but it is fun to review them as you think about the next few years. Note that we review Covid and other health guidelines annually and are prepared to adjust with online course options if needed.
- ☐ (for Advanced Inquiry Program applicants only - Review the web pages of your AIP Site location) - The Dragonfly pages on the Miami website are the primary source for program content but you will want to check the AIP Site-specific web pages for details on face-to-face times, location-specific experiential learning as part of some courses, and any upcoming open houses (typically from September-February).