

INSTRUCTIONS

In preparation for completing the application form, please read the following instructions.

The following criteria must be met to be eligible for hire:

1. Must be fully admitted as a regular status graduate student to the College of Education and Human Services (CEHS). You may apply while your application to a graduate program is under review. Please provide a copy of your acceptance letter when received.
2. The assistantship recipient must enroll in and complete a minimum of six hours of graduate course work each semester while serving as a graduate assistant. International students must enroll in a minimum of nine hours each semester.
3. Additional criteria will be determined by the employing department and the nature of the particular assignment.
4. Available to work twenty hours each week during the fall and spring semesters.

The application must be complete, signed and dated in order to be considered valid. You may complete the form online, print out and sign and return to the Center for Student Advising or complete a hard copy. Applicants must provide a copy of their resume along with this Graduate Assistantship application. Please type or print clearly in dark ink. **The following are the required attachments:**

1. Resume
2. Transcript (unofficial transcripts from conferring bachelor's institution and any previous graduate courses taken through WVU or outside institutions must be attached with this application)
3. Letters of Recommendation (3)
Ask three (3) individuals (at least one should be former professor) who are familiar with your capabilities and your academic achievements to write a letter of recommendation for you. Letters should be sent directly to the address provided below or provided with the application materials in support of your application. It should be noted on the letter of recommendation that it is in support of a graduate assistantship.

Please return the signed original application and the required attachments to:

Center for Student Advising & Records
College of Education and Human Services/WVU
710 Allen Hall, PO Box 6122
Morgantown, WV 26506-6122

Notes:

- Applications are accepted at any time. However, applications and attachments will only be kept for one year by the Center for Student Advising and Records. Applications must be renewed after two semesters.
- Academic units interview and determine employment of the applicant.

If you have any questions, please contact CEHS, Center for Student Advising and Records by e-mail at: cehsadvising@mail.wvu.edu or call us at 304.293.2169

APPLICATION FOR GRADUATE ASSISTANTSHIP

Student Information:

Name: _____
Last First MI Maiden

Home Address: _____
Street City Zip

Mailing Address: _____
(If different from Home) *Street City Zip*

Home Phone: (____) ____ - ____ Cell Phone: (____) ____ - ____ Work Phone: (____) ____ - ____

E-mail: _____

Graduate Admission Status (Please check one box)

Admitted to Degree Program Application pending

For which degree do you expect to become a candidate?

Masters Doctoral Degree

Area of graduate study (Major): _____

Concentration: _____

Proposed start date: _____ proposed end date: _____

Check the position(s) for which you wish to apply.

Graduate Teaching Assistant Graduate Research Assistant Graduate Service Assistant

If applying for a position you saw a posting for, please tell us which position here:

Would you be willing to accept an assistantship or work assignment in an area other than your major areas?

YES NO

EDUCATION: List in chronological order the colleges and university previously attended, indicating major and degrees as appropriate.

Institution	Dates Attended	Degree Received	Approximate GPA	Major

EMPLOYMENT EXPERIENCE: List relevant employment experience (begin with current or most recent position).

Dates Employed	Employer	Position Held

ACHIEVEMENTS: List any honors, achievements, organizational memberships, or other evidence of achievement and scholarship:

REFERENCES: As references, give the names and address of three individuals (at least one should be a former professor) who know about your potential for graduate work.

TRANSCRIPTS: Please attach unofficial transcripts from conferring bachelor's institution and also any previous graduate course taken through WVU or outside institutions.

Date: _____ Signature: _____