

**APPLICATION FOR GRADUATE ASSISTANTSHIP**

**UNIVERSITY OF TEXAS AT ARLINGTON  
COLLEGE OF BUSINESS ADMINISTRATION**

(Please type or print)

NAME: \_\_\_\_\_

Last

First

Middle

ADDRESS: \_\_\_\_\_

Street (include apartment number, if any)

City

State

Zip

Phone (day) \_\_\_\_\_ Phone (night) \_\_\_\_\_

Email Address: \_\_\_\_\_

STUDENT IDENTIFICATION NUMBER (10 digit): \_\_\_\_\_

COUNTRY OF CITIZENSHIP: \_\_\_\_\_ START SEMESTER: \_\_\_\_\_

GRADUATE PROGRAM: Ph.D. / MBA / MS / MA \_\_\_\_\_  
(circle one) Concentration or area of study

ANTICIPATED GRADUATION DATE \_\_\_\_\_ (SEMESTER/YEAR)

Experience (teaching, research, professional, business, military, etc., relating to this application):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check and indicate any special qualifications you may have:

Statistics ( ) \_\_\_\_\_

Foreign language ( ) \_\_\_\_\_

Computer language ( ) \_\_\_\_\_

PC packages ( ) \_\_\_\_\_

Editing publications ( ) \_\_\_\_\_

Audio-visual and media ( ) \_\_\_\_\_

Special skills ( ) \_\_\_\_\_

Membership in Honor Societies and professional organizations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Scholarships, prizes, honors or other recognition:

\_\_\_\_\_  
\_\_\_\_\_

**ACADEMIC BACKGROUND**

Degrees: \_\_\_\_\_ / \_\_\_\_\_ from \_\_\_\_\_

Degree/GPA

Date awarded

University

\_\_\_\_\_ / \_\_\_\_\_ from \_\_\_\_\_

Degree/GPA

Date awarded

University

\_\_\_\_\_ / \_\_\_\_\_ from \_\_\_\_\_

Degree/GPA

Date awarded

University

**QUALIFICATIONS:**

GMAT Scores: Total \_\_\_\_\_ / \_\_\_\_\_ % Verbal \_\_\_\_\_ / \_\_\_\_\_ % Quantitative \_\_\_\_\_ / \_\_\_\_\_ %

TOEFL Score: \_\_\_\_\_ TSE Score: \_\_\_\_\_

Submitted

by: \_\_\_\_\_ Date: \_\_\_\_\_ 20 \_\_\_\_\_

Signature

## **Application Procedure**

Please complete a print copy of the assistantship application and submit it along with a copy of your resume, to any of the following offices in the College of Business Administration.

### **Graduate Business Services**

UTA Box 19376  
Arlington, TX 76019-0376

### **Dept. of Accounting**

UTA Box 19479  
Arlington, TX 76019-0479

### **Dept. of Economics**

UTA Box 19468  
Arlington, TX 76019-0468

### **Dept. of Finance & Real Estate**

UTA Box 19449  
Arlington, TX 76019-0449

### **Dept. of Information Systems & Management Sciences**

UTA Box 19437  
Arlington, TX 76019-0437

### **Dept of Management**

UTA Box 19467  
Arlington, TX 76019-0467

### **Dept. of Marketing**

UTA Box 19469  
Arlington, TX 76019-0469

## **Selection Process**

Assistantships are awarded on the basis of your academic achievement and the needs of the College. List on the application all your skills and talents that may be of special interest to our faculty.

## **Work Assignments**

Recipients of assistantships are expected to work for the College for approximately 20 hours per week. Duties will be assigned on the basis of the needs of the departments and the qualifications of the graduate student.

## **Financial Assistance**

Stipends for graduate assistantships start at approximately \$4,500 per nine months academic year for masters' students and approximately \$7,000 per academic year for doctoral students. Summer assistantships are not assured. Those students who work 20 hours or more a week are normally entitled to pay at the much lower Texas resident tuition rate.

## **University Policy for Assistantships**

Graduate teaching and research assistantships and associateships are funded through state appropriations and federal, state, local and private grants for at least three principal reasons. First, employment of graduate students in teaching and in research positions during their graduate education encourages and supports their participation in these two major functions of a university and thereby strengthens the quality of the students' educational experience. Second, assistantships and associateships provide direct financial support to outstanding students who are essential to the development of quality graduate programs. Third, graduate students provide valuable and necessary services to the University in their roles as teaching and research assistants and associates. It must be kept in mind, however, that graduate assistants and associates are first and foremost students. As such, their most important task is to complete their degree requirements in a timely fashion; this is the primary expectation of the University as well.

The University of Texas at Arlington supports the "Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants" of The Council of Graduate Schools in the United States. A copy of the resolution and list of signatory institutions is available in the Graduate School and can be viewed at [www.cgsnet.org/publicationsPolicyRes/resolutions.htm](http://www.cgsnet.org/publicationsPolicyRes/resolutions.htm). To assure the appointment of the most highly qualified students available and to best realize the principal objectives for which graduate assistants are employed, The University of Texas at Arlington has adopted the following policies and regulations, all provisions of which apply to both graduate assistantships and graduate associateships.

## **Admission Status**

A student must be admitted to a degree program to be eligible to hold a graduate assistantship. Students admitted as Provisional students may not be considered for an assistantship until all provisional requirements have been resolved.