

APPLICATION FOR GRADUATE ASSISTANTSHIP

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

(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 printed copy of the assistantship application and submit it with a copy of your resume to any of the following offices in the College of Business.

Graduate Business Services

UTA Box 19376
Arlington, TX 76019-0376

Dept. of Accounting

UTA Box 19468
Arlington, TX 76019-0468

Dept. of Economics

UTA Box 19479
Arlington, TX 76019-0479

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. 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.