

Application Process

- Full or Conditional Admission to a UIS Graduate Program.**
Apply Online – For full consideration for the GA program, you must complete a UIS Graduate Admission Application as well as the GA application. To begin your application to a graduate school program, please apply online at www.uis.edu/admissions/applytoday/
- Graduate Assistantship Application – To access the application and required forms, visit our website at <http://go.uis.edu/ga> click on “Application.”
- Current resume
- Personal Goal Statement
- Three letters of recommendation (Faculty or Employer) dated within the past 18 months submitted directly from the letter writer’s e-mail to gaprog@uis.edu. Recommendation letters will not be accepted unless they are addressed to the GA and/or GPSI programs.

NOTE: Your GA file is not considered complete until your admission status has been verified. **We recommend applying at least two months prior to the GA file completion deadline.**

DEADLINES FOR FILE COMPLETION

First round: MARCH 15 | Second Round: JUNE 1

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Graduate Assistantship Programs

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Graduate Assistantship Programs



UNIVERSITY OF
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SPRINGFIELD

LEADERSHIP
lived



Graduate Assistantships are a great way for Master's degree-seeking students to earn a monthly stipend, tuition waiver, and gain real world experience. UIS awards approximately 60 assistantships to qualified students each year. With a limited number of positions, the program can be highly competitive.

Benefits of being a GA

Assistants are eligible to receive a tuition and partial service fee waiver. There is a maximum of 30 credit hours waived during an academic year (fall, spring, summer). During summer semester, the maximum number of credit hours waived is six.

Assistants also earn a monthly stipend. The amount of the monthly stipend depends on the year of service. For more information, please visit the UPI Association of Graduate Employees collective bargaining agreement. www.uis.edu/humanresources/labor/

Four types of Assistantships

Graduate Assistantships (GAs)

Primary duties involve administrative support functions such as clerical support, technical/support services, advising, and/or outreach duties.

Graduate Teaching Assistantships (TAs)

Primary duties include such tasks as conducting or supporting instruction (e.g., teaching classes, leading lab or discussion groups, developing academic instructional materials, grading student assignments, proctoring exams, tutoring students).

Graduate Research Assistantships (RAs)

Primary duties are to apply and master research concepts, practices, or methods of scholarship. This includes such tasks as conducting experiments, organizing or analyzing data, presenting findings in a publication, and/or collaborating with faculty in preparing publications.

Pre-professional Graduate Assistantships (PGAs)

Positions with duties directly connected to the assistant's field of study so the student may gain experience, practice, or guidance directly related to career preparation. Placements include the UIS Counseling Center for students pursuing counseling degrees.

FAQs

When do assistantships begin?

Fall semester: August 16th | Spring semester: January 16th

How long does the assistantship last?

Appointments are half time (20 hours per week) and are typically for one academic year (9 months). Generally renewable for an additional year. Depending on program requirements, additional semesters may be available.

Is there a minimum GPA to be eligible?

Yes, a minimum cumulative undergraduate GPA of 2.5 is required, and a graduate GPA of 3.0 must be maintained.

How are GAs selected?

Each year, the number of applications for assistantships significantly exceeds the number of available positions, so the selection process is very competitive; not everyone who applies is invited to interview. Applicants are strongly encouraged to apply early and to make sure their application file is complete and accurate by the annual application deadline date of **March 15**. Programs/units select candidates to interview from the pool of applicants.

Can international students apply?

Yes. International students must have F-1 Visas. (F-1 Visas are not required from students who are Canadian citizens.)

