

**(Only complete and return if applying for GA/GPSI.)**

## **Graduate Assistantship (GA) And/or Graduate Public Service Internship (GPSI) Application Instructions**

University of Illinois Springfield's Graduate Assistantship (GA) and Graduate Public Service Internship (GPSI) programs are designed to provide funding to aid in defraying educational costs for assistants/interns, to provide high quality graduate-level learning experiences for Master's degree candidates and to assist academic programs, public affairs research centers, and other campus units in fulfilling their missions.

GA and GPSI candidates are selected through a competitive process based upon applicants' qualifications and fit with departmental or agency needs.

To be appointed to a GA or GPSI position, students must be admitted to graduate study or must already be enrolled and in good standing in a graduate program at the university with no incomplete grades.

Because being both a graduate student and a GA or GPSI will occupy most of your time, we do not recommend that you hold an outside job during your assistantship/internship. Nevertheless, we do not prohibit you from holding off-campus employment; however, it shall be considered secondary and shall not interfere with responsibilities assigned in the student's academic program or GA/GPSI placement.

For the academic year beginning in August, an applicant's file must be **complete** by March 15 to be eligible for first round consideration. A complete file consists of a GA/GPSI application, resumé, personal goal statement, three letters of reference, transcripts, and admission to a graduate degree program, including payment of the required graduate admission application fee. **To facilitate file completion, applicants are strongly encouraged to initiate the application process at least three months prior to the application deadline.** Files completed after March 15 will be added to the pool of eligible applicants after the first round selection process is completed. Applicants should contact the GA and GPSI offices to be informed of any new deadlines for subsequent rounds.

To have your application considered for a GA and/or GPSI position you must:

1. Complete the UIS Application for Graduate Admission or apply for UIS admission online at [www.uis.edu/admissions/applyToday.html](http://www.uis.edu/admissions/applyToday.html).

Submit the application form and forward transcripts from all colleges and universities attended to:

Office of Admissions  
University of Illinois Springfield  
University Hall, Room 1080  
One University Plaza, MS UHB 1080  
Springfield, IL 62703-5407

2. Applying to the GA and GPSI Programs requires completion of an online application. You may apply for one or both programs by completing one application. Applications can be completed by accessing either of the following websites:

- [www.uis.edu/graduateassistantships/apply/application.html](http://www.uis.edu/graduateassistantships/apply/application.html)
- <http://gpsi.uis.edu> – click on “Prospective Interns” and then select “GPSI Applicant Info and Forms”

3. Apply for admission to a graduate degree program by completing a program application form (if applicable) and meeting program application requirements.

4. Email a resumé and personal goal statement to both the GA and GPSI programs if you are applying to both.  
[gaprogram@uis.edu](mailto:gaprogram@uis.edu) • [gpsimail@uis.edu](mailto:gpsimail@uis.edu)

5. Distribute the Letter of Reference forms to faculty and/or employers (see insert for forms). **Note:** Two must be completed by a faculty member familiar with your academic work; the third may be completed by another faculty member or by an employer and must be dated within the past 1.5 years. (These forms are included in this booklet.)

If you are applying to both the GA & GPSI programs, only one letter from each reference is required. Copies will be provided to both offices.

6. The personal goal statement must be specific to the GA/ GPSI programs and written using your own words based on your own life experiences. The statement must be submitted **on our form** and should be typed, single-spaced and no more than two pages in length. The questions should be left in the body of the form as they appear.

The form can be found on either the GA or the GPSI website:  
<http://www.uis.edu/graduateassistantships/apply/application.html> or  
<http://gpsi.uis.edu> – click on “Prospective Interns,” click on “GPSI Applicant Info & Forms.”

If you have been assigned a University Id Number (UIN) please include your UIN number on the personal goal statement form. Submit this form via email to [gaprog@uis.edu](mailto:gaprog@uis.edu) and/or [gpsimail@uis.edu](mailto:gpsimail@uis.edu).

NOTE: This form is interchangeable between the GA and GPSI programs. There is no need to complete one form for a GA position and one form for a GPSI position.

7. International applicants are welcome to apply to the GA and GPSI programs; however, F-1 visa status is required to be eligible for both programs. Proof of F-1 visa status must be on file with the GPSI office before any GPSI interviews are scheduled. Proof of F-1 visa status must be on file with the GA office before an assistant is allowed to begin working. **INTERNATIONAL STUDENTS:** The GA/GPSI personal goal statement must be submitted for GA/GPSI application purposes. We cannot accept the Statement of Purpose provided with your application for admission.
  
8. Please note that if you are currently completing an **UNDERGRADUATE** degree and are applying to the GA/GPSI programs, your undergraduate degree **must** be officially posted and the final transcript submitted to the UIS Office of Admissions **before** you are eligible to begin working in either your assistantship or internship position.

If you are currently completing a UIS GRADUATE degree and are applying to the GA/GPSI programs, please contact the GA and/or GPSI programs to determine application eligibility.

## FOR ADDITIONAL INFORMATION

### GRADUATE ASSISTANTSHIP

Graduate Assistantship Office, PAC 518  
University of Illinois Springfield  
One University Plaza, MS PAC 525  
Springfield, IL 62703-5407  
(217) 206-6544 • [gaprog@uis.edu](mailto:gaprog@uis.edu)

### GRADUATE PUBLIC SERVICE INTERNSHIP

GPSI Program, BRK 475  
University of Illinois Springfield  
One University Plaza, MS BRK 475  
Springfield, IL 62703-5407  
(217) 206-6158 • [gpsimail@uis.edu](mailto:gpsimail@uis.edu)

Please attach to reference letter. Letter should be typed on university or business letterhead.

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