

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, in no event may this additional job exceed 20 hours per week.

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 for graduate study, 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.

This portion (Section II) of the UIS Application for Graduate Admission form can be used to apply for either the GA and/or the GPSI programs. This application is also available online.

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

1. Complete Section I and Section II of the UIS Application for Graduate Admission. Submit the application forms 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. Apply for admission to an academic program by completing a program application form (if applicable) and meeting program application requirements.
3. Email a resumé and personal goal statement to both the GA and GPSI programs if you are applying to both. gaprog@uis.edu • gpsimail@uis.edu
4. Distribute the Letter of Reference forms to faculty and/or employers. **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.

5. 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 Applicant Info & Forms.

If you have been assigned a University Id Number (UIN) please include your UIN number on the personal goal statement form.

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.

6. 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.
7. 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

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

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

DO NOT DETACH – OFFICE USE ONLY

SECTION II

APPLICATION FOR GRADUATE ASSISTANTSHIP AND/OR GRADUATE PUBLIC SERVICE INTERNSHIP

To be completed by students interested in applying for Graduate Assistantship and/or Graduate Public Service Internship.

NAME _____
 (Please Print) Last / Surname First Middle

CURRENT MAILING ADDRESS:

Number and Street or R.R. or PO Box Apt. No.
 City/Town State Zip Code + extension Country
 Phone Cell Home (_____) E-mail _____

Have you ever previously applied to a University of Illinois campus? Yes No

If yes, please list your University Identification Number (UIN): _____

Which Campus?: Urbana Chicago Springfield

Intended Master's Program _____

NOTE: If you change your intended Master's program, you will need to complete the "Request for Change of Curriculum" form with the UIS Office of Records and Registration and notify the GA and GPSI offices of the change.

I am interested in being considered for the following (check either or both):

Graduate Assistantship (GA) Graduate Public Service Internship (GPSI)

Please evaluate your experience, knowledge or skills in each of the areas below: 0 = None 1 = Some 2 = Proficient

___ Audio/Visual	___ Child Welfare	___ Finance/Revenue	___ Library Research	___ Public Relations
___ Accounting	___ City Management	___ Fundraising	___ Lobbying	___ Recycling/Waste Mgt
___ Advising/Counseling	___ Computer Use	___ Graphics	___ Management	___ Student Housing
___ Agriculture Skills	___ Computer Programming	___ Historical Research	___ Negotiation Skills	___ Student Organizations
___ Archiving	___ Customer Service	___ Laboratory Research	___ Human Resources	___ Survey Research
___ Auditing	___ Data Analysis	___ Labor Relations	___ Photography	___ Teaching
___ Broadcasting	___ Economic Analysis	___ Law Enforcement	___ Policy Analysis	___ Training Development
___ Budgeting	___ Editing	___ Legal Research/Writing	___ Public Health Screening	___ Web Design
___ Case Management				

Please include a resumé that provides information about your academic honors and work experience. In addition, you must submit a personal goal statement on the required form listed under item 5 in the Section II instructions on the previous page. Your responses must be written using your own words, based on your own experiences.

UIS strongly urges all assistantship/internship applicants who are U.S. citizens or eligible permanent residents to complete the Free Application for Federal Student Aid (FAFSA). Have you completed the FAFSA for the upcoming academic year?

Yes No, but I plan to No, I will not be completing the FAFSA

DISCLOSURE STATEMENT

I understand that withholding information requested on this application or giving false information may make me ineligible for a position. I certify that the above statements are, to the best of my knowledge, complete and correct. I understand that before my candidacy can be considered the following conditions must be met:

- a.) I must be accepted by the graduate program to which I am applying.
- b.) I must submit an official undergraduate transcript and any graduate transcripts to the UIS Office of Admissions.
- c.) I must submit three current (within 1.5 years of application date) references.

I understand that this application and any materials received in support of my application for a GA or a GPSI position, including letters of reference, will be made available to and reviewed by representatives who have been selected to serve as search committee members for committees seeking to fill assistantship/internship vacancies.

*Signature _____ Date _____

I was informed of the GA/GPSI programs through _____

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms. It is the policy of the University of Illinois not to engage in discrimination or harassment against any person because of race, color religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in programs and activities. Complaints of invidious discrimination prohibited by university policy are to be resolved within existing university procedures.

***If you decide to withdraw from GA/GPSI consideration, please contact each program by email. Thank you.**

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

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



UNIVERSITY OF ILLINOIS SPRINGFIELD
OFFICE OF GRADUATE INTERN PROGRAMS
LETTER OF REFERENCE RELEASE FORM

INSTRUCTIONS: Applicant completes form, including signature and date. Cut and distribute forms to the three letter writers for submission. We ask for two references from faculty members who are familiar with your education and abilities. The third letter can be from an employer or an additional faculty member. The letter writer must attach the release form to the letter, which must be typed on university or business letterhead.

1. Name of applicant: Last/Surname _____ First _____ Middle _____
 Proposed program of study: _____ Field of specialization (optional): _____

2. Letter to be sent to: University of Illinois Springfield Department: Office of Graduate Intern Programs
 Street address: One University Plaza, MS BRK 475
 City and state: Springfield, IL Zip code: 62703-5407

3. In support of application for (check **either** or **both**): Graduate Assistantship Graduate Public Service Internship

4. Please check box if you would like us to forward a copy of your reference letter to the academic program.

5. I hereby waive whatever rights of access I may have to this confidential recommendation as provided in the Family Educational Rights and Privacy Act.

Signature: _____ Date: _____



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



UNIVERSITY OF ILLINOIS SPRINGFIELD
OFFICE OF GRADUATE INTERN PROGRAMS
LETTER OF REFERENCE RELEASE FORM

INSTRUCTIONS: Applicant completes form, including signature and date. Cut and distribute forms to the three letter writers for submission. We ask for two references from faculty members who are familiar with your education and abilities. The third letter can be from an employer or an additional faculty member. The letter writer must attach the release form to the letter, which must be typed on university or business letterhead.

1. Name of applicant: Last/Surname _____ First _____ Middle _____
 Proposed program of study: _____ Field of specialization (optional): _____

2. Letter to be sent to: University of Illinois Springfield Department: Office of Graduate Intern Programs
 Street address: One University Plaza, MS BRK 475
 City and state: Springfield, IL Zip code: 62703-5407

3. In support of application for (check **either** or **both**): Graduate Assistantship Graduate Public Service Internship

4. Please check box if you would like us to forward a copy of your reference letter to the academic program.

5. I hereby waive whatever rights of access I may have to this confidential recommendation as provided in the Family Educational Rights and Privacy Act.

Signature: _____ Date: _____



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



UNIVERSITY OF ILLINOIS SPRINGFIELD
OFFICE OF GRADUATE INTERN PROGRAMS
LETTER OF REFERENCE RELEASE FORM

INSTRUCTIONS: Applicant completes form, including signature and date. Cut and distribute forms to the three letter writers for submission. We ask for two references from faculty members who are familiar with your education and abilities. The third letter can be from an employer or an additional faculty member. The letter writer must attach the release form to the letter, which must be typed on university or business letterhead.

1. Name of applicant: Last/Surname _____ First _____ Middle _____
 Proposed program of study: _____ Field of specialization (optional): _____

2. Letter to be sent to: University of Illinois Springfield Department: Office of Graduate Intern Programs
 Street address: One University Plaza, MS BRK 475
 City and state: Springfield, IL Zip code: 62703-5407

3. In support of application for (check **either** or **both**): Graduate Assistantship Graduate Public Service Internship

4. Please check box if you would like us to forward a copy of your reference letter to the academic program.

5. I hereby waive whatever rights of access I may have to this confidential recommendation as provided in the Family Educational Rights and Privacy Act.

Signature: _____ Date: _____