

# 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 very competitive process based upon applicants' qualifications and fit with departmental or internship 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 domestic students 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. **International GAs/GPSIs are not eligible to hold additional employment due to visa constraints.**

For the academic year beginning in August, an applicant's file must be **complete** by March 15 to be eligible for first round interview consideration. A complete file consists of a GA/GPSI application, resumé, personal goal statement, three letters of reference, transcripts (required for GA program only and will be sent to our office by the Office of Admissions), 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 visit each website to be informed of any 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 <http://www.uis.edu/admissions/applytoday/>

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

University of Illinois Springfield  
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:

**GA:** <http://www.uis.edu/graduateassistantships/apply/application/>

**GPSI:** <http://www.uis.edu/graduateinternprograms/gpsi/prospectiveinterns/applicationinfo/>

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 the GPSI program at [gpsimail@uis.edu](mailto:gpsimail@uis.edu). All file correspondence is shared with the GA office.
5. Three reference letters (dated within the past 18 months) must be submitted on your behalf for your GA/GPSI applicant file. NOTE: It is preferred that two letters be completed by a faculty member or academic advisor familiar with your academic work; the third letter may be completed by a current or former employer. We ask that reference letters be submitted on business or college letterhead and they must be submitted by the letter writers by US mail, fax or emailed from the letter writers personal or professional email address. (Please refer to the GA and GPSI contact information on the following blue page.) **We cannot accept reference letters from the applicants.**

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 of the above GA or GPSI websites.

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 [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 UIS Admissions 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.

9. A FERPA GPA Release Form is optional for GPSI applicants. Please see the GPSI website for detailed information and form at <http://www.uis.edu/graduateinternprograms/gpsi/prospectiveinterns/applicationinfo/>

#### CONTACT INFORMATION:

##### GRADUATE ASSISTANTSHIP

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

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To find out more information about an additional funding opportunity for your graduate degree program at UIS, please check the Whitney M. Young Graduate Fellowship website at <http://www.uis.edu/graduateinternprograms/>.