601 S. Morgan St. (MC 192)
606 University Hall, 6th floor
Chicago, IL 60607-7106
http://grad.uic.edu

UIC GRADUATE COLLEGE
UNIVERSITY OF ILLINOIS AT CHICAGO

INSTRUCTIONS FOR GRADUATE APPOINTMENTS

Instructions for Filing Applications for Graduate Appointments

Eligibility

Students must be admitted to a graduate degree program or have a completed application pending. If an award is made, the awardee must abide by all of the terms of the award.

Type of Awards

Four kinds of awards for graduate students are available at the University of Illinois at Chicago:

1 Fellowships
The Graduate College offers merit and need-based fellowships. Please consult http://grad.uic.edu/cms/?pid=1000082 for specific program guidelines and application forms.

2 Assistantships
The colleges, graduate, administrative offices, and research centers appoint graduate students as teaching (TA), research (RA), or graduate assistants (GA). The stipend amount is determined by the appointing unit and may be subject to tax. Tuition and the service fee are waived for assistants if the appointment is between 25 and 67 percent for at least three quarters of the term (91 calendar days in fall or spring semester, 41 calendar days during the summer session). All assistants must maintain a minimum of eight semester hours in fall and spring semester, three in the summer. Summer registration is optional. International students may have additional registration requirements.

3 Tuition and Fee Waivers
UIC provides a limited reserve of waivers to the UIC Graduate College, which we then award to programs in three ways: allocated per semester, for students who have won individual internal and external fellowships, and for students selected for external training grants by programs. Students who are interested in receiving BOT waiver must speak to the Director of Graduate Studies for their program. All BOT waivers are requested by the academic program, not directly by the student. In general, a student holding a BOT waiver must be registered full time, being at least 12 credits in the Fall and Spring and 6 credits in the summer. The student must also be in good standing.

4 Traineeships
Training grants are awarded to departments to support student involvement in specific activities. The grant may support students with stipends and tuition and fee waivers, or stipends only, or tuition and fee waivers only. Students must be enrolled in a degree program and registered for 12 semester hours to qualify for a traineeship award.

Procedure

Early applications for fellowships and assistantships are encouraged. The accompanying forms must be used to apply for all types of graduate appointments available at the University of Illinois at Chicago. Students may apply for more than one kind of award by filing a single application and by designating the order of preference. The application for graduate appointments should be completed and sent directly to the department concerned. Links to the graduate and professional degree program websites are found here: http://www.uic.edu/gcat/GPDP. DO NOT SEND THE APPLICATION TO THE GRADUATE COLLEGE DIRECTLY. No graduate award will be considered without the endorsement of the department.

Three letters of recommendation written within the last twelve months must be submitted. Beginning students may use the letters of recommendation made at the time of admission but if these letters are unavailable, new recommendations must be submitted.

General Information

The University of Illinois at Chicago adheres to the resolution adopted by the Council of Graduate Schools in the United States, which provides that if the recipient of an award indicates his or her acceptance before April 15, he or she will have complete freedom through April 15 to resign in order to accept another appointment. After April 15, however, he or she may not accept another award without obtaining formal release from the commitment.

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APPLICATION FOR GRADUATE APPOINTMENT

UIC UNIVERSITY OF ILLINOIS AT CHICAGO GRADUATE COLLEGE

I am applying for ☐ Fellowship ☐ Assistantship ☐ Tuition and Fee Waiver only ☐ Traineeship

For ☐ Academic Year beginning _____ ☐ One semester ☐ Summer session

Name of Applicant

First _____ Middle _____ Last _____

Mailing Address _____ Street

City _____ State and Zip Code _____ Phone Number _____

Degree Sought _____ Program _____

UIN number if available _____

☐ Citizen ☐ Permanent Resident ☐ Student Visa, type _____

☐ Illinois Resident ☐ Nonresident

Test Scores

Name of test	Date taken	Scores

Academic Training

Give names of all junior colleges, colleges, universities, graduate and professional schools from which you have earned credit.

Institution and dates attended	Major and Minor Fields	Degree and Date

Experience

Teaching, research, professional, business, military, etc. Account for all of your time since the beginning of your undergraduate work up to the present other than time spent in academic training.

Institution or Organization	Dates	Nature of Work

Membership in honor societies and in learned and professional organizations.

Scholarships, prizes, honors, or other recognition.

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Insert a statement below of not more than three hundred words concerning your past work in your proposed or allied fields of study, including noncourse educational experiences, teaching, or other relevant employment, publications, and your plans for graduate study and a professional career.

Are you related, by blood or marriage, to any member of the Board of Trustees, faculty or staff of the University of Illinois ?

If so, name _____

Relationship _____ Position (include department) _____

I agree that if I am employed by or receive an award from the University of Illinois I will adhere to and be bound by all laws of the State of Illinois, the University of Illinois Statues, and the General Rules Concerning University Organization and Procedures adopted by the Board of Trustees or its duty authorized administrators. I understand that as a condition of such employment or award I be enrolled in graduate studies at the University of Illinois at Chicago and I, therefore, further agree that such employment or award may be terminated by the University at its option, without notice, if I cease to be registered or violate any of the above conditions.

I have read the instructions for filing an application, and I certify that the above statements are correct and complete.

Signature _____ Date _____

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