



SCHOOL OF PUBLIC ADMINISTRATION

Graduate Support Application

Application for Graduate Research/Teaching Assistant - includes full Tuition Assistance and Working Stipend for 20 hrs. per week
Fill out questions 1 through 9
See page 4 below Further Information: Graduate Research/Teaching Assistantship*

Application for Tuition Assistance Only - support for up to (check all that apply): 3 hrs. 6 hrs. 9 hrs. or more
Fill out questions 1 through 6

Fill in the years for the semesters that assistance is requested: Fall 20__ Spring 20__ Summer 20__

The applicant must fill out this form completely and accurately. Before assistance can be awarded, the applicant must have been admitted to the School of Public Administration (SPA) and Graduate Studies at the University of New Mexico. For application information and forms, please go to http://www.unm.edu/~spagrad/SPA%20docs%20for%20web/index_Student%20Forms_2col.html

1. Personal Data

Name

First Middle Last

Home Address

Number Street City State Zip Code

Telephone Number

Email Address

Mailing Address

(if different)

Number Street City State Zip Code

Have you ever been convicted of a felony or subjected to a deferred adjudication on a felony charge? Yes No

If your answer is "Yes," explain in concise detail on a separate sheet of paper, giving the dates and nature of the offense, the name and location of the court, and the disposition of the case(s). A conviction may not disqualify you, but a false statement will.

2. References:

Please list the names and contact information of three (3) persons whom we may contact as general references. Please include at least one college professor who is acquainted with your work, especially in advanced courses in your major field.

NAME TITLE EMAIL ADDRESS TELEPHONE

Three horizontal lines for entering reference information.

3. Statement of Need:

Please explain briefly in a few paragraphs below, your need for the requested assistance.

4. Other Support:

Please list other funding you receive and the source.

5. Employment History:

Please list in chronological order employment, including military service since earning a bachelor's degree.

DATES	EMPLOYER	CITY, STATE	POSITION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Computer and statistical skills:

Please specify software packages, applications, and utilities, in which you are proficient and level of proficiency.

Word Processing: _____

Spreadsheet: _____

Statistical Package: _____

Other: _____

7. Statistical and Research Methods Courses Completed:

Please list all statistical and research methods courses and training you have completed

Course Level	Course No./Designator	Course Title	Date Taken	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

8. Research Experience:

Please describe briefly your experience conducting or supporting research projects.

9. Memberships:

Please list active memberships in academic and professional organizations.

10. Honors and Awards:

Please list any awards or honors obtained.

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED. THIS APPLICATION MUST BE SIGNED.

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to be awarded an assistantship or, if awarded, termination.

2. I understand that I will be required to provide legal proof of authorization to work in the U. S.

3. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

SIGN HERE _____

DATE _____

***FURTHER INFORMATION: GRADUATE RESEARCH/TEACHING ASSISTANTSHIP**

Eligibility for Graduate Research/Teaching Assistantship Award

To be eligible for a Graduate Research/Teaching Assistantship, students must meet the following minimum requirements.

1. At least a 3.0 undergraduate GPA
2. Enrolled as a full-time student (9 semester hours)
3. Not employed full-time
4. Available for work Monday - Fri. 9:00am to 5:00pm (business hours) except for scheduled classes
5. Facility in written and spoken English – please provide a 2-to-3-page writing sample

Applications for a graduate assistantship should be submitted by May 15th for the Fall Semester and October 15th for the Spring semester. As a rule, graduate assistantship awards begin in the Fall semester for an academic year.

Additional Criteria for Graduate Research/Teaching Assistantship Award

1. Academic Performance in undergraduate and graduate studies.
2. SPA/Faculty needs
3. Progress toward degree (if already enrolled)
4. Diversity in assistantship pool
5. Student Financial Need

Appointment for Graduate Research/Teaching Assistantship Award

The Director of the SPA, in consultation with the SPA faculty, makes all Graduate Research/Teaching Assistantship appointments. Graduate Assistantships may be renewed for up to two years contingent on good academic standing, satisfactory evaluations from supervisors, SPA need, and available financing.