

UNIVERSITY OF HAWAII AT MANOA  
GRADUATE ASSISTANTSHIP APPLICATION

To qualify for an appointment as a graduate assistant, you must have a satisfactory scholastic record, an adequate undergraduate background in your major field and, in the case of foreign students, evidence of a high level of English proficiency. All applicants for graduate assistantships must be admitted as potential graduate degree candidates in order to be considered for appointments. Appointees must carry at least 6 units of credit each semester and maintain at least a B (3.0) average.

Submit this application to the chairman of the appropriate department at your earliest convenience and, in any event, no later than February 1/March 1 (whichever date coincides with the admissions application deadline for your graduate field of study).

Mr. \_\_\_\_\_ SS# \_\_\_\_\_  
 Mrs. \_\_\_\_\_  
 Miss \_\_\_\_\_ (Last Name) (First Name) (Middle or Maiden Name)

Department of Application \_\_\_\_\_ Citizenship \_\_\_\_\_

Graduate Field of Study \_\_\_\_\_ Candidate for \_\_\_\_\_ Degree \_\_\_\_\_

Number of Years of Graduate Study at UHM \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Current Mailing Address \_\_\_\_\_ Until \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_

Institutions of Higher Learning Attended and Attending Presently (Continued on Back)

	<u>Institution</u>	<u>Degree</u>	<u>Dates</u>	<u>Major</u>	<u>Minor</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

List any special skills you have or research you have done which would be appropriate for this position.

Do you intend to go to graduate school even if you do not receive an assistantship? Yes \_\_\_\_\_ No \_\_\_\_\_

The members of the Council of Graduate Schools in the United States have joined in approving the following resolution:

“Acceptance of an offer of financial aid (such as graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by an actual or prospective graduate student completes an agreement which both student and graduate school expect to honor. In those instances in which the student accepts the offer before April 15 and subsequently desires to withdraw, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer.”

Signature \_\_\_\_\_ Date \_\_\_\_\_

UNIVERSITY OF HAWAII AT MANOA  
GRADUATE ASSISTANTSHIP EVALUATION FORM

To Applicant: Type or print the information requested below, check the appropriate box for authorization and waiver, and give this form to the person supplying the recommendation.

Name of Applicant \_\_\_\_\_ Candidate for \_\_\_\_\_ Degree \_\_\_\_\_

Department \_\_\_\_\_ Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Type of Assistantship Sought (Teaching, Research, etc.) \_\_\_\_\_

Name of Person Supplying Recommendation \_\_\_\_\_

Title \_\_\_\_\_ Organization Affiliation \_\_\_\_\_

- I hereby waive any and all rights of access to confidential letters pertaining to this application. I understand that the completed form will be held in confidence from me and the public by the University of Hawaii at Manoa.
- I DO NOT waive my right of access to this recommendation but I authorize the referee to provide a candid evaluation and all relevant information to the University of Hawaii at Manoa.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

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To Writers of letters of Recommendations:

The information you are asked to provide will be utilized to help in the selection process of Graduate Assistants. We are particularly interested in your estimate of the applicant's ability to carry on advanced study and research, the likelihood of reaching the end of the program for which he/she is applying and the capability of pursuing, following the completion of the program, a successful career in the chosen field.

We are also interested in impressions you may have regarding this candidate's potential ability as a graduate assistant in the area in which the assistantship is sought -- teaching, research, technical, etc. Please send your evaluation directly to the department named above.

Applicant's achievements and characteristics	Excellent	Above Average	Average	Below Average	Unable To Judge
Degree of mastery of fundamental knowledge in field					
Ability to express himself in speech and writing					
Self reliance and independence					
Maturity					
Growth during total period of observation					

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_