

(Use by Current Student Applying for Assistantship)
(Students must be registered for 9 graduate credit hours to hold an assistantship.)

RADFORD UNIVERSITY
GRADUATE ASSISTANTSHIP APPLICATION

**Departments may have separate application processes for teaching or research assistantships, please contact your department for further information.*

Mail to Graduate College P.O. Box 6928, Radford VA 24142
 You may also email this application to gradcollege@radford.edu.

Office (540) 831-5431 or Fax (540) 831-6061

1. PERSONAL INFORMATION (To be completed by student- please type or print clearly)

RU Student ID# _____ Date: _____

Name: Ms./Mr. _____ Home Telephone: () _____

Email: _____ Permanent Telephone: () _____

Address: _____
 (Street/Rural Route/P.O. Box)

(City/Town) _____ (State) _____ (Zip) _____

Undergraduate Major: _____ Graduate Major: _____

Undergraduate Institution: _____

Degree Received: _____ Date Received: _____ Undergraduate GPA Overall _____

If presently in a graduate program at Radford University, how many hours left to complete your degree? _____

Expected date of graduation _____ Proposed occupation or profession after completing your degree _____

Applying for Assistantship for: Fall _____ Spring _____ Summer _____

Have you ever had a Graduate Assistantship at RU: Yes ___ No ___ Office in which you worked: _____

How many hours per week would you be able to work (circle): 10 15 20

Are you a citizen of the U.S.? Yes ___ No ___ : If not, what is your present status? _____

What type of International Visa do you hold or seek? _____

You must be registered for 9 graduate credit hours of course work to hold an assistantship

2. Assistantship Preference

Please check the areas in which you would be interested in working:

Administration		Financial	
Administrative Offices		Recreation & Athletics	
Advising and Counseling		Research	
Communication & Computer Related		Student Services	
Educational		University Related	

OR

Please list your top three preferences for your Assistantship:

	1 st choice
	2 nd choice
	3 rd choice

For Office Use Only:			
Student ID Number	Major	Student Status	Term

3. Work and Volunteer Experience (PLEASE ATTACH YOUR RÉSUMÉ WITH THIS APPLICATION)

Starting with the most recent, describe ALL paid, military and applicable volunteer experiences **not included in your résumé**. Highlight your knowledge, skills and abilities which best demonstrate your qualifications for the Assistantship you are seeking. You may list significantly different jobs within the same organization as separate items.

a) Job Title _____ Duties: _____
Employer _____
Address _____
Phone () _____
Type of business _____ Equipment used _____

b) Job Title _____ Duties: _____
Employer _____
Address _____
Phone () _____
Type of business _____ Equipment used _____

c) Job Title _____ Duties: _____
Employer _____
Address _____
Phone () _____
Type of business _____ Equipment used _____

d) Please list all computer experience including hardware and software programs that you have used

4. Other

For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes ____ No _____. Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.

5. Certification (Each Application requires Current Date and Original Signature) I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification and information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the service of the State of Virginia.

Date _____ Applicant Signature _____

Return to College of Graduate and Professional Studies, P.O. Box 6928, Radford, VA 24142.
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