Raj Soin College of Business: Masters of Business Administration

Graduate Assistantship (GA) Application

Application for  □ Fall 20__ (Deadline March 1) □ Spring 20__ (Deadline September 1) □ Summer 20__ (Deadline April 1)

Application type  □ Initial Application □ Follow Up Application □ Renewal Application (Please attach recommendation letter from supervisor)

To apply for a Graduate Assistantship (GA), fill out this form and submit the form along with all required supporting documentation to the Director of Academic Advising and Enrollment Management, 100 Rike Hall, before the posted deadlines. Incomplete applications will not be considered. If this is your first application please check initial application above. If you have previously applied but would like to be considered for the next round of awards, please indicate this is a follow up application. If you wish to extend a current position, select renewal.

**APPLICANT INFORMATION:**

Last Name  Middle Initial  First Name  UID  Birthdate (MM/DD/YYYY)

Street Address  City  State/Prov  Zip/Postal Code  Country

Home Telephone ( )  Personal Email

Cell Phone ( )  WSU Email @wright.edu

**PROGRAM INFORMATION:**

MBA with a concentration in:  **(Required)** Anticipated graduation date: ________ 20__

- Economics
- Finance
- Health Care Management
- Interdisciplinary Business
- International Business
- Investments
- Management, Innovation & Change
- Marketing
- New Venture Creation
- Project Management

**ACADEMIC HISTORY:**

GMAT (or equivalent GRE) Score is required for GA Application

Undergraduate GPA  Graduate GPA (If applicable)  GMAT Score  GRE (If applicable) V=  Q=

Years of work experience  International Students (F1/J1 Visa) Only:  □ TOEFL Score  □ IELTS Score

In addition to your completed application form, please include the following:

1. Resume (maximum 2 pages)
2. Employment Statement
   - Are you currently employed full-time? Yes  or  No
   - Do you plan to work full-time or part-time outside of GA responsibilities? Yes  or  No  If yes, full-time or part-time
3. Personal Statement (maximum 2 pages) including the answers to the following two (2) questions:
   - How will a graduate assistantship, or graduate tuition scholarship, help you to achieve your career and educational goals?
   - How will the college benefit from you being awarded a graduate assistant position or graduate tuition scholarship?
4. A recommendation letter from each of the following three (3) references:

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The information presented above is true and accurate to the best of my knowledge. Misrepresentation will result in my application being rejected and official investigation.

Student Signature  Date (MM/DD/YYYY)

For Office Use:
Graduate Assistantship (GA)

Graduate Assistantship (GA) positions in the Raj Soin College of Business are awarded on a competitive basis for one academic year starting in the fall semester. GA positions starting spring semester occur infrequently.

Award Compensation:

GA’s receive full tuition remission for fall, spring, and summer semesters for classes required of the program to which they are admitted. Classes taken in addition to the degree requirements will not be covered by tuition remission. Special course fees will not be covered by tuition remission. GA’s are required to work 20 hours each week during the fall and spring semesters (when classes are in session) and will receive a monthly stipend for those months only.

There are a limited number of GA positions during the summer semester, and they are awarded on a competitive basis and contingent upon department need and previous performance. Students must apply separately for a summer GA position and include a letter of recommendation from their supervisor.

Requirements:

Graduate Assistants must be registered in a minimum of 6 credit hours each semester and maintain a minimum GPA of 3.0. Graduate Assistantships can be terminated if the GA fails to perform their duties as assigned.

If applying for a renewal of a Graduate Assistantship, a recommendation letter from the positions supervisor must be included.

Application Process:

- Be regularly admitted to the MBA program. Provisionally and conditionally admitted students are not eligible.
- Submit the application form and all required documentation. Incomplete applications will not be reviewed.
- GMAT (or GRE) scores are required for GA applicants.
- Qualified candidates will be contacted to arrange an interview. If they are out-of-state, they may request a telephone interview.
- Selected candidates will be offered a Graduate Assistantship. If the candidate chooses to accept the position they must make an appointment at the Raj Soin College of Business to sign the I-9 Employment Eligibility Verification form. A follow up appointment is required at the Graduate School to sign the Graduate Assistantship Agreement.
- Candidates who will not be receiving an offer will be notified by WSU email once the selection process has closed.