

School of Family and Consumer Sciences  
GRADUATE ASSISTANTSHIP  
Application Directions

The following documents must be provided to insure eligibility for consideration for a graduate assistantship appointment in the School of Family and Consumer Sciences at Eastern Illinois University. All materials must be received no later than **February 15<sup>th</sup>** (or the next business day if that date falls on a weekend) for selection of appointments for the following academic year. Send materials to:

Dr. Lisa M, Taylor, Graduate Coordinator  
School of Family and Consumer Sciences  
Eastern Illinois University  
600 Lincoln Avenue  
Charleston, IL 61920.

**Complete on-line graduate assistantship application:** The GA application must be submitted on-line prior to the application deadline.

<http://www.eiu.edu/~graduate/assistantships/assistantships.php>

**Application as a degree seeking candidate:** You must have an application for admission as a degree seeking candidate on file in the Graduate School. Applications are submitted on-line directly to the Graduate School Office along with the \$30 application fee.

<http://www.applyweb.com/apply/eiu/menu.html>

**Transcripts:** Official transcripts (specifying all course work completed to date) from each community college, senior college, university, graduate and/or professional school which you have attended must be on file in the Graduate School Office with your application as a degree seeking candidate. For the graduate assistantship application, unofficial copies of transcripts will suffice and should be attached to your assistantship application. (NOTE: If you have not yet completed a four-year baccalaureate degree program at the time of your application, an official transcript showing the receipt of such a degree must be on file in the Graduate School Office prior to the start of your first term at EIU. Transcripts of work completed at EIU will be obtained by the Graduate School Office for your application to graduate school, **however an unofficial copy of the EIU transcript should be provided by the applicant for the assistantship application.**)

**A statement of personal goals:** Complete a statement of personal goals on separate paper (typed) and attach to your application. This statement should explain your professional, career goals and the relationship of those to your expectations for your graduate program and a graduate assistantship. This statement should specifically **indicate the type(s) of assistantship(s)** you are seeking and your related qualifications. **This goal statement should bear an original signature.**

**Vita or Resume:** Include a current work and educational history in vita or resume format that includes your professional experiences. Include paid, volunteer and community or organization service experiences.

**Recommendations:** At least two completed recommendation forms are required for the graduate assistantship application. Two copies of the form that should be used by those

writing recommendations for you are attached. Make additional copies as needed.

<http://www.eiu.edu/~msfcs/GA-Info/garec0107.pdf>

Eligibility requirements include a baccalaureate degree from a regionally accredited college or university, a 2.75 (4.0 scale) grade point average, and academic and experiential preparation appropriate and sufficient for the assistantship position sought. Assistantships are awarded only for the time period specified by the contract. An extension or renewal is not implied or guaranteed. Students may reapply to the appropriate department. Further information may be obtained by contacting the Graduate Coordinator, School of Family and Consumer Sciences at (217) 581-8584 or [lmaylor@eiu.edu](mailto:lmaylor@eiu.edu).