



## Instructions for Filing Applications for Graduate Appointments

---

### Eligibility

Students must be admitted to a graduate degree program or have a completed application pending. If an award is made, the awardee must follow the registration requirement as stated under type of award.

---

### Type of Awards

Four kinds of awards for graduate students are available at the University of Illinois at Chicago.

**1 Fellowships** University fellowships are awarded on the basis of an all campus competition depending primarily on the academic promise and scholarly achievement of the applicant and not restricted to any particular field of graduate study. Fellows must be registered in 12 semester hours in all semesters of award (6 hours in summer term). Fellows are exempt from tuition and service fees. University fellows may also accept graduate assistantships up to fifty percent time, if offered. Other awards may be accepted only with the prior approval of the Graduate College; please consult the College before applying. The competitions are scheduled in February and April for the subsequent academic year.

Abraham Lincoln Graduate Fellowships are awarded to first-year students from ethnic minority groups that have been traditionally underrepresented in graduate study. Other fellowships are available but competition and procedures are different: consult programs or the Graduate College for information.

**2 Assistantships** Teaching and research assistants are hired by departments to assist in instruction or in research activities. The salary is determined by the appointing unit and may be subject to tax. Assistants are exempt from tuition and service fees if the appointment is between twenty-five and sixty-seven percent for at least three-fourths of the term (91 calendar days in fall or spring semester, 41 calendar days during the summer session). Graduate assistants must be registered for a minimum of eight semester hours in each term of appointment, except for summer, when registration is optional. (If registered in the summer, however, a minimum of three semester hours is required to receive a tuition and fee waiver.)

**3 Tuition and Fee Waivers** A limited number of tuition and fee waivers are available to graduate students. Students should consult their department for criteria. These awards provide exemption from tuition and service fees only. Students must be registered for 12 semester hours of study in that semester (6 hours for summer term). If they drop below the twelve-hour requirement, they are responsible for tuition and service fees for that semester.

**4 Traineeships** Training grants are awarded to departments to support student involvement in specific activities. The grant may support students with stipends and tuition and fee waivers, or stipends only, or tuition and fee waivers only. Students must be degree students registered for 12 semester hours.

---

### Procedure

*Early applications for fellowships and assistantships are encouraged.* The accompanying forms must be used to apply for all types of graduate appointments available at the University of Illinois at Chicago. Students may apply for more than one kind of award by filing a single application and by designating the order of preference.

The application for graduate appointments should be completed and sent directly to the *department concerned* (see list on reverse side). No graduate award will be considered without the endorsement of the department. **DO NOT SEND THE APPLICATION TO THE GRADUATE COLLEGE DIRECTLY.**

Three letters of recommendation written within the last twelve months must be submitted. Beginning students may use the letters of recommendation made at the time of admission but if they are unavailable, new recommendations must be submitted.

---

### General Information

Effective January 5, 1984, each applicant for any student financial aid funded in whole or in part by the state must sign a statement that (1) he or she has complied with federal Selective Service regulations or (2) he or she is not subject to registration requirements. A "Statement of Educational Purpose and Registration Compliance" will be provided for the applicant by the appropriate academic unit.

The University of Illinois at Chicago adheres to the resolution adopted by the Council of Graduate Schools in the United States, which provides that if the recipient of an award indicates his or her acceptance before April 15, he or she will have complete freedom through April 15 to resign in order to accept another appointment. After April 15, however, he or she may not accept another award without obtaining formal release from the commitment.



Public Health Sciences	1603 West Taylor	MC 922	60612-7260	(312) 996-6620
Slavic and Baltic Languages and Literatures	601 South Morgan	MC 306	60607-7116	(312) 996-4412
Social Work	1040 West Harrison	MC 309	60607-7134	(312) 996-4629
Sociology	1007 West Harrison	MC 312	60607-7140	(312) 996-3005
Surgery	840 South Wood	MC 958	60612-7322	(312) 996-6765
Urban Planning and Policy	412 South Peoria	MC 348	60607-7137	(312) 996-5240







LETTER OF RECOMMENDATION

GRADUATE COLLEGE

Applicant's Name

Current Address

Graduate Program Title

Graduate Program Address

(M/C) \_\_\_\_\_ (enter program mail code listed on back of instructions)

Street Address \_\_\_\_\_

Chicago, Illinois 606 \_\_\_\_\_ (enter zip code listed on back of instructions)

I waive the right to inspect this confidential recommendation when it becomes a part of my file at the University of Illinois at Chicago. I understand that according to the Family Educational Rights and Privacy Act of 1974 this waiver is optional.

Signature

Directions to the Recommender

The person named above is applying for admission to a graduate degree program or financial assistance at the University of Illinois at Chicago. You have been selected by the applicant to submit your comments on the applicant's qualifications.

The information supplied on this form will be used to assess the applicant's qualifications for admission and financial assistance. Your comments will be held completely confidential if the applicant has signed the statement above. Formal letters may be attached if more detailed comments are appropriate. Please enclose this form in the envelope addressed to the applicant, sign your name across the envelope seal, and send to the applicant. If you prefer, you may send this form directly to the graduate program listed above. Thank you for your cooperation and assistance.

Please complete the rating grid by evaluating the applicant in relation to other candidates you have known in a similar capacity.

	Exceptional	Outstanding	Above Average	Average	Below Average	No Opinion
Motivations for Graduate Study						
Conceptual Ability						
Analytical Ability						
Initiative and Potential for Research						
Integrity						
Ability to Work with Others						
Effectiveness in Speaking						
Effectiveness in Writing						

