



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.

Department Addresses and Telephone Numbers
 Forward directly to graduate program, not to Graduate College

Accounting	601 South Morgan	MC 075	60607-7122	(312) 996-4751
Anatomy and Cell Biology	808 South Wood	MC 512	60612-7308	(312) 996-6791
Anthropology	1007 West Harrison	MC 027	60607-7139	(312) 413-3570
Architecture	845 West Harrison	MC 030	60607-7024	(312) 996-7962
Art and Design	929 West Harrison	MC 036	60607-7038	(312) 996-3337
Art History	935 West Harrison	MC 201	60607-7039	(312) 996-3303
Art Therapy	929 West Harrison	MC 036	60607-7038	(312) 996-3337
Biochemistry and Molecular Biology	1819 West Polk	MC 536	60612-7334	(312) 996-7670
Bioengineering	851 South Morgan	MC 063	60607-7052	(312) 996-2331
Biological Sciences	845 West Taylor	MC 066	60607-7060	(312) 996-2931
Biomedical Visualization	1919 West Taylor	MC 520	60612-7249	(312) 996-6317
Business Administration (PhD)	601 South Morgan	MC 075	60607-7122	(312) 996-1305
Chemical Engineering	810 South Clinton	MC 110	60607-7000	(312) 996-3425
Chemistry	845 West Taylor	MC 111	60607-7061	(312) 996-3161
Civil and Materials Engineering	842 West Taylor	MC 246	60607-7023	(312) 996-3411
Communication	1007 West Harrison	MC 132	60607-7137	(312) 996-4460
Computer Science	851 South Morgan	MC 152	60607-7053	(312) 996-2290
Criminal Justice	1007 West Harrison	MC 141	60607-7140	(312) 996-2383
Disability and Human Development	1640 West Roosevelt	MC 626	60608-6904	(312) 413-1647
Disability Studies	1640 West Roosevelt	MC 626	60608	(312) 996-1508
Earth and Environmental Sciences	845 West Taylor	MC 186	60607-7059	(312) 996-3154
Economics	601 South Morgan	MC 144	60607-7121	(312) 996-2683
Education	1040 West Harrison	MC 147	60607-7133	(312) 996-4532
Electrical and Computer Engineering	851 South Morgan	MC 154	60607-7053	(312) 413-2291
English	601 South Morgan	MC 162	60607-7120	(312) 413-2239
Environmental and Urban Geography	1007 West Harrison	MC 027	60607-7138	(312) 413-3570
Forensic Science	833 South Wood	MC 866	60612-7231	(312) 996-2250
French	601 South Morgan	MC 315	60607-7116	(312) 996-3222
Geotechnical Engineering & Geosciences	845 West Taylor	MC 186	60607-7059	(312) 996-3154
Germanic Studies	601 South Morgan	MC 189	60607-7115	(312) 996-3205
Health Informatics	1919 West Taylor	MC 520	60612-7249	(312) 996-6317
Health Professions Education	808 South Wood	MC 591	60612-7309	(312) 996-3590
Hispanic Studies	601 South Morgan	MC 315	60607-7117	(312) 996-3236
History	601 South Morgan	MC 198	60607-7109	(312) 996-3141
Human Nutrition	1919 West Taylor	MC 517	60612-7256	(312) 996-8055
Industrial Engineering	842 West Taylor	MC 251	60607-7022	(312) 996-6122
Kinesiology	901 West Roosevelt	MC 194	60608-1516	(312) 996-9685
Linguistics	601 South Morgan	MC 162	60607-7120	(312) 413-2240
Management Information Systems (MS)	601 South Morgan	MC 294	60607-7122	(312) 996-4751
Management Information Systems (PhD)	601 South Morgan	MC 075	60607-7122	(312) 996-1305
Mathematics	851 South Morgan	MC 249	60607-7045	(312) 996-3041
Mechanical Engineering	842 West Taylor	MC 251	60607-7022	(312) 996-6122
Medicinal Chemistry	833 South Wood	MC 781	60612-7231	(312) 996-7245
Microbiology and Immunology	835 South Wolcott	MC 790	60612-7344	(312) 996-9477
Molecular Genetics	900 South Ashland	MC 669	60607-7170	(312) 996-6984
Nursing Sciences	845 South Damen	MC 802	60612-7350	(312) 996-3566
Occupational Therapy	1919 West Taylor	MC 811	60612-7250	(312) 996-6901
Oral Sciences	801 South Paulina	MC 621	60612-7211	(312) 996-0213
Pharmacognosy	833 South Wood	MC 877	60612-7231	(312) 996-7253
Pharmacology	835 South Wolcott	MC 868	60612-7343	(312) 996-7635
Pharmacy	833 South Wood	MC 871	60612-7231	(312) 996-0878
Philosophy	601 South Morgan	MC 267	60607-7114	(312) 996-3023
Physical Therapy	1919 West Taylor	MC 898	60612-7251	(312) 996-1504
Physics	845 West Taylor	MC 273	60607-7059	(312) 996-3400
Physiology and Biophysics	835 South Wolcott	MC 901	60612-7342	(312) 996-7620
Political Science	1007 West Harrison	MC 276	60607-7137	(312) 996-8660
Psychology	1007 West Harrison	MC 285	60607-7137	(312) 996-2434
Public Administration	412 South Peoria	MC 278	60607-7064	(312) 996-3109
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						

