

**Graduate Assistantship Application**  
**Due: March 1**

To be considered for a Graduate Assistantship in the Department of English, you must complete this application in full and mail to the Department of English Graduate Office. This application is in addition to your application for admission. You must also submit two letters of recommendation.

Graduate Assistantship Application  
Graduate Office  
Department of English  
461 Patterson Hall  
University of Memphis  
Memphis, TN 38152-6176

Please review the Graduate Assistantship policies on our website ([www.memphis.edu/english/gradstudents/financialaid.php](http://www.memphis.edu/english/gradstudents/financialaid.php)). If you had additional questions, please contact the Department of English Graduate Office at (901) 678-1448.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**Undergraduate Degree**

Institution \_\_\_\_\_ Major \_\_\_\_\_

Date Degree Received \_\_\_\_\_ GPA \_\_\_\_\_

**Graduate Degree**

Institution \_\_\_\_\_ Major \_\_\_\_\_

Date Degree Received OR Hours Completed \_\_\_\_\_ GPA \_\_\_\_\_

Have you submitted your full application, including a writing portfolio if required, to the University of Memphis Graduate School and Department of English? \_\_\_\_\_

Have you been admitted to the University of Memphis Graduate School? \_\_\_\_\_

Have you applied for work study through the Free Application for Federal Student Aid (FAFSA)? \_\_\_\_\_

**Recommenders**

Please note that a letter of recommendation must be submitted from those individuals listed on this application. Letters should be sent directly to the Department of English at the address listed above. E-mailed letters will not be accepted.

Title and Name \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Title and Name \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Please answer the following questions and attach to your completed application.

1. Describe any teaching and/or tutoring experience you have had.
2. Describe any computer skills you have mastered. With what programs and operating systems are you familiar?
3. Describe any publishing experience you have had. Are you familiar with layout procedures, document design, proofreading, etc.?
4. Describe any general clerical and office work experience you have had.
5. Why did you decide to pursue a graduate degree in English? Other than financial support, what do you hope to gain from an assistantship? What strengths and enthusiasms can you bring to a service or teaching position?
6. Feel free to give us any additional information you think will help us make a decision.