

ROOSEVELT UNIVERSITY

CHICAGO • SCHAUMBURG • ONLINE

APPLICATION FOR GRADUATE SCHOLARSHIP AND/OR GRADUATE ASSISTANTSHIP

CHICAGO CAMPUS

Office of Admission
430 S. Michigan Avenue
Chicago, IL 60605-1394
Fax (312) 341-4316

SCHAUMBURG CAMPUS

Office of Admission
1400 N. Roosevelt Boulevard
Schaumburg, IL 60173-4348
Fax (847) 619-8636

1-877-APPLY RU
applyRU@roosevelt.edu
www.roosevelt.edu



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APPLICATION FOR GRADUATE SCHOLARSHIP AND/OR GRADUATE ASSISTANTSHIP

GRADUATE SCHOLARSHIP—GENERAL INFORMATION

Partial scholarships are awarded to qualified students who are seeking a graduate degree and who have an outstanding academic record. The amount of the awards and the guidelines for selection are determined each year by the Graduate Council. These awards are separate and distinct from any special funds or scholarships awarded by specific programs. Scholarships are applicable to a maximum of 12 graduate courses in a graduate program.

The scholarship applicant must have been accepted to the graduate program as a regular degree-seeking student. To be eligible for scholarship consideration upon admission, an undergraduate grade point average of at least 3.5 (on a 4.0

scale) and enrollment in at least 6 semester hours per award term is required. New students must apply for an award prior to registration for their first term in the program; annual renewals may be available to qualified awardees. Scholarships or awards generally will not be qualified retroactively (after first-term enrollment), but special awards may be given to select students as recommended by the program.

Preference may be given to students with little or no funding from other sources (grants, employee reimbursement, etc.). Awards may be reduced if “gift funds” become available from other sources.

Important Notes:

- To be eligible for renewal, students must maintain a minimum grade point average of 3.8. If the GPA is lower, renewal of the award is at the discretion of the department. Students will receive initial eligibility in the spring but all criteria will need to be verified before the award is distributed for the following year.
- Preference will be given to those students pursuing their first graduate degree.
- Awards generally will not be placed on hold for students who postpone admission or fail to enroll by the registration deadline specified in their award letter, or who choose to skip a fall or spring term for which they have a scholarship.
- Awards may be decreased or revoked contingent on changes in course registration.

Application priority deadlines are:

March 1st for the following fall and spring, October 15th for the following spring. Renewal scholarship awards (for recipients who remain qualified) will be given at the discretion of the respective program.

GRADUATE ASSISTANTSHIP—GENERAL INFORMATION

Graduate assistants at Roosevelt University are selected by the student’s program or an academic administrative office with the approval of the Dean of the graduate school. An assistantship provides tuition credits, as well as a cash stipend for the combined fall and spring semesters. Graduate assistants are required to work up to 17 hours per week during the semester, performing academically relevant projects or services for faculty or administrators. Assistantships may be divided amongst two or more students. Contact the academic department for further details.

The applicant must fulfill the admission requirements for the graduate program as a regular degree-seeking student. To be considered for a graduate assistantship, the student must contact the director or advisor of the selected graduate program to determine specific assistantship requirements. Grade point average and other criteria for selection vary from program to program. It is up to the discretion of the program regarding renewal of the assistantship or the awarding of partial scholarship funding.

For priority consideration submit the application by March 1st.

Important Notes for Scholarship and Assistantship Applicants:

- Awards will be made according to the priority consideration date (March 1st). After this date, awards will depend on availability of funds.
- Undergraduate prerequisites, English Language Program, certificate, or other courses that do not apply to the graduate degree are not covered by these awards.
- **Please make a copy of your completed application for your records.**

APPLICATION FOR GRADUATE SCHOLARSHIP AND/OR GRADUATE ASSISTANTSHIP

Please submit application and additional requested items (see application checklist) to
Roosevelt University, Office of Admission-Processing Center, 1400 N. Roosevelt Boulevard, Schaumburg, IL 60173-4348.

I am applying for: Graduate Scholarship Graduate Assistantship Both

Name: Mr. Mrs. Ms. _____
(circle one) Last First Former

Permanent Address: _____
Street City State Zip

Present Address: _____
(if different) Street City State Zip

Phone: (_____) _____ (_____) _____ Email: _____@_____

Roosevelt University I.D. or Social Security No. _____ Date of Birth _____

Are you on a temporary visa? Yes No If so, what type? _____

Gender: M F

Ethnicity (Optional): American Indian Asian/Pacific Islander Black, Non-Hispanic
 Hispanic White, Non Hispanic Undeclared Other

Have you applied for admission to Roosevelt University? Yes No

High school graduated from (name and location): _____

Undergraduate College/University graduated from (name and location): _____

Date of undergraduate degree: _____ Undergraduate major: _____

Undergraduate grade point average: _____ Full cumulative: _____ Last Half: _____ GPA in Major: _____

If applicable, Graduate College/University attended (name and location): _____

Date of graduate degree: _____ Graduate major: _____

Graduate grade point average: _____

First term of graduate studies at Roosevelt: _____

Graduate program of study at Roosevelt: _____

Year and term you are applying for assistantship/scholarship: 200____ Fall Spring

How many credit hours remain to be completed for your RU graduate degree? _____

Number of credit hours you plan to take in: Fall _____ Spring _____

Preferred Campus: Chicago Schaumburg Online (select programs only) No Preference

Are you employed? Yes, full-time Yes, part-time No Number of hours per week _____

If yes, name and location of employer: _____

Briefly describe in one sentence the position you hold: _____

Are you eligible to receive tuition reimbursement or a scholarship from your employer or any other source? Yes No

If yes, please indicate the amount and the source: _____

ADDITIONAL INFORMATION FOR GRADUATE SCHOLARSHIP AND GRADUATE ASSISTANTSHIP:

- **Personal Statement:** Please write a brief personal statement (250-500 words) that describes your academic and professional goals. If you are applying for an assistantship, include any research or related experience that you have and what you hope to gain through an assistantship.
- Enclose a résumé, including information about your technological skills.
- Be sure to include this application, signed and dated.

FURTHER REQUIREMENTS FOR ASSISTANTSHIP:

- Enclose two recommendation forms and letters in sealed envelopes.
- Enclose additional materials in support of your application (optional).

The information I present in this application is complete and accurate to the best of my knowledge, I understand that any award made will not be valid if information is withheld or misinformation is given.

If I receive a scholarship or an assistantship, I permit Roosevelt University to release this information. Yes No

Signature and Date

CHECKLIST:

FOR THE GRADUATE SCHOLARSHIP, HAVE YOU INCLUDED:

- This application—signed and dated?
- Personal statement?
- Copy of your résumé?

FOR THE GRADUATE ASSISTANTSHIP HAVE YOU ALSO INCLUDED:

- Two recommendation forms and letters in sealed envelopes?
- Additional materials in support of your application (optional) ?

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GRADUATE ASSISTANTSHIP RECOMMENDATION

To the Student: Please complete Section One and print the name of the person making the recommendation in Section Two. Give this form to the individual to complete **along with a stamped, self-addressed envelope**. Upon receipt, submit your application and the sealed recommendations to the Office of Admission. *Note: Applicants who are not current or recent students may request that employers, supervisors, or others submit recommendations.*

Section One – To Be Completed by Student

Name _____ Major _____
(please print) (graduate program)

SSN: _____ / _____ / _____ (Public Law 93-380 permits the student to inspect this recommendation.)

I hereby waive my right to inspect this document.

Student's Signature _____ Date _____

Section Two – To Be Completed by Person Providing Recommendation

Name _____ Institution or Company _____
(please print)

This student is applying for a graduate assistantship. Please circle the responses below **and** write your comments on the reverse side of this form or in an attached letter. Thank you.

I. I have known the applicant for ___ months ___ years. The capacity in which you know the applicant:

program/department chair advisor teacher other (please specify) _____

II. Scale: A=exceptional; B=above average; C=average; D=below average; X=inadequate opportunity to observe.

1. Academic achievement	A	B	C	D	X
2. Ability to do independent research	A	B	C	D	X
3. Capacity for success in master's level work	A	B	C	D	X
4. Clarity of expression in speech and writing	A	B	C	D	X
5. Self-reliance and independence	A	B	C	D	X
6. Strength of motivation	A	B	C	D	X
7. Ability to work collaboratively	A	B	C	D	X
8. Reliability of work habits	A	B	C	D	X
9. Integrity	A	B	C	D	X

III. Among your former students/employees, please rate this applicant as accurately as possible (e.g. "top 5%," "upper third"): _____

Your signature, title and address: _____

Please return recommendation to student in enclosed self-addressed envelope.

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