# THE UNIVERSITY OF TULSA

## Application for

## WOOBANK Graduate Assistantship

**Due no later than 5:00 pm, January 22**

Students selected for this award are expected to have demonstrated outstanding potential for academic success, the ability to complete their degree in a timely manner, personal and professional integrity, will abide by the rules and regulations of the University now existing or existing in the future, and are in good academic standing.

You must be a United States citizen to apply for this Assistantship and either seeking admission as a prospective full-time graduate student or enrolled full time in a graduate degree program within the College of Engineering and Natural Sciences.

*(Please type or print when completing the application)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |       | **TU ID:** |       |
|  | (last) (first) (middle) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **T****elephone No**. |       | **Email** |       |

|  |  |
| --- | --- |
| **Present Address** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **C****ity** |       | **State** |       | **Zip Code** |       |

|  |  |
| --- | --- |
| **Permanent Address** |       |
| *(Where mail will always be forwarded to you)* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **City** |       | **State** |       | **Zip Code** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Anticipated credit hours of enrollment for the upcoming: Fall Semester |       | Spring Semester |       |

 *(usually 9 credit hours per semester)*

|  |  |
| --- | --- |
| Undergraduate major |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Colleges or universities attended to date |  | Dates attended |  |  | Degrees awarded |
|       |  |       |  |  |       |
|       |  |       |  |  |       |
|       |  |       |  |  |       |

|  |  |
| --- | --- |
|       | Undergraduate G.P.A. *(attach copy of transcripts)\** |
|  |  |
|       | Graduate G.P.A., if applicable *(attach copy of transcripts)\** |
|  |  |
|       | Graduate admission G.R.E. test scores *(attach copy of test score notification; test scores are required*  |
|  | *regardless of your degree program).\**  GRE scores can be downloaded from the TU WebAdvisor web site. Simply click on WebAdvisor for Students and then Test Summary. |

**\* *To facilitate processing your scholarship application, please submit copies of your transcripts and GRE scores separate from those included in your original admission application. For the purpose of application review, unofficial versions are acceptable.***

**Letters of Recommendation:** The applicant must have two letters of recommendation pertaining to this award from faculty or employers. The letters must be received by the Graduate School no later than 5:00 pm, January 22. A copy of a reference letter previously submitted to the Graduate School for admission, if it is less than one year old, may be used.

Submit letters of recommendations to competitive-awards@utulsa.edu or mail to

The University of Tulsa

Graduate School, Lorton Hall 201

800 South Tucker Drive

Tulsa, Oklahoma 74104-9700

List the names of persons you asked to write letters on your behalf.

|  |  |
| --- | --- |
| 1. |       |
| 2. |       |

**Applicant Letter:** Attach a one-page letter to the Dean of the Graduate School that explains

1. your career interests and goals, what you plan to do after completing your education;
2. your research interests; and
3. if you will be requesting additional aid after this year.

**Applicant Resume:** Attach your resume.

**NOTE:** Subsequent aid in the following year is not automatically renewed. Submission of a degree progress report by February 1 is required to be considered for renewal. Re-application is required.

If you accept another award prior to the awarding of the Woobank Assistantships, please notify the Graduate School to remove yourself from consideration.

If multiple applications are received from one department, the Graduate Program Advisor may be requested to rank the department’s applicants.

**My signature below indicates that**

1. I certify that all of the foregoing is complete and correct;

B. I understand that this award may be terminated at any time for

 1. failure to maintain a satisfactory academic record,

 2. failure to maintain personal and professional integrity, or

 3. failure to abide by the rules and regulations of the University, now existing or existing in the future;

 C. I also understand that renewal is not automatic and application for extension is required; and

 D. I understand if my assistantship ends on a day other than the end of the month, the stipend will be prorated to the end date on the letter/award letter.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Applicant |       | Date |       |

**Email completed application directly to the Graduate School Office at**

**competitive-award@utulsa.edu****. Incomplete applications or those received**

**after 5:00 pm, January 22 will not be considered.**

1. Checklist of items applicants must submit to the Graduate School:

|  |  |
| --- | --- |
| [ ]  | One-page Letter to the Dean of the Graduate School explaining student’s career interests, goals, and research interests |
| [ ]  | Graduate School Application for Woobank Graduate Assistantship |
| [ ]  | Resume |
| [ ]  | Undergraduate transcript and Graduate transcript (if applicable) **\*** |
| [ ]  | Standardized GRE test scores\* |

2. Applicant must have two letters of recommendation from faculty or employers received by the

 Graduate School no later than 5:00 pm, January 22.

3. If applicant was a recipient of this award during the current year, an acceptable degree progress report

 must be received in the Graduate School no later than 5:00 pm, February 1.

To facilitate processing your scholarship application, please submit copies of your transcripts and G.R.E. scores separate from those included in your original admission application. For the purpose of application review, unofficial versions are acceptable.

If you accept another award prior to the awarding of the Woobank Assistantship, please notify the Graduate School to remove yourself from consideration.

If multiple applications are received from one department, the Graduate Program Advisor may be asked to rank the department’s applicants.



GRADUATE SCHOOL

800 South Tucker Drive

Tulsa, Oklahoma 74104-9700

(918) 631-2336

Toll free (800) 882-4723

E-mail Address: competitive-awards@utulsa.edu

Internet Access: www.utulsa.edu/graduate

The University of Tulsa is an equal employment opportunity/affirmative action institution. For EEO/AA information, contact the Office of Human Resources, 918-631-2616; for disability accommodations, contact Dr. Tawny Rigsby, 918-631-2315.

# Wilfred Woobank Graduate Assistantships

## Regular Awards

18 credits of Tuition @ $1,235/hr. $22,230

 9-month Stipend @ $1,667/mo. $15,000

 Total $37,230

## Exceptional Awards

19 credits of Tuition @ $1235/hr. $22,230

12-month Stipend @ $1,667/mo. $20,000

 Total $42,230

***The applicant must be a citizen of the United States and either seeking full-time enrollment or enrolled full time in a graduate degree program within the College of Engineering and Natural Sciences.*** A recipient of an Exceptional Award may remain on this award for up to three years while completing the master’s degree program, or four years while completing the doctoral degree program. Receipt of the award is contingent upon full time enrollment in the Graduate School at The University of Tulsa. An Exceptional Award will provide for summer tuition and stipend if the recipient desires to study on campus all year. In some years, a new Exceptional award may not be offered. A recipient of a Regular Award is only given the award for one year and must re-apply each year using the Wilfred Woobank Graduate Assistantships application form.

There is a 10 hour-week service component to the Wilfred Woobank Assistantship, intended to foster interaction between the Scholar and the department. The service component should be used for the Scholar’s career development and meeting the educational mission of the department. By February 1 of each academic award year, all Woobank Scholars must submit a degree Progress Report to the Dean of the Graduate School that also addresses the career development component of this award. This report must be developed in consultation with the student’s advisor, and must carry the advisor’s endorsement verifying the contents of the report. If no report is received by 5:00 pm February 1, the Woobank Scholar will *not* be considered for renewal. With receipt of an acceptable degree Progress Report by the February 1 deadline, renewal for Exceptional Awards is automatic. However, scholars who have received Regular Awards must also re-apply using this application form by 5:00 pm, January 22. Renewal is also contingent upon evidence of good academic progress (staying on track in the degree program by passing academic milestones given in departmental specifications within The University of Tulsa *Graduate Bulletin*) and the scholar remaining in good academic standing. The report should also contain the anticipated course schedule or the number of credits of anticipated enrollment for each of the upcoming fall and spring semesters.

Submit completed application directly to the Graduate School no later than 5:00 pm, January 22.

1. Items student must submit to the Graduate School:

One-page Letter to the Dean of the Graduate School explaining student’s career and research interests,

Graduate School Application for Woobank Graduate Assistantship (this form),

Resume,

Undergraduate transcript and Graduate transcript (if applicable) \*, and

Standardized GRE test scores\*.

***\*****To facilitate processing your scholarship application, please submit copies of your transcripts and GRE scores separate from those included in your original admission application. For the purpose of application review, unofficial versions are acceptable.*

1. Student must have two new letters of recommendation pertaining to this award from faculty or employers that are received by the Graduate School no later than January 22.

If multiple applications are received from one department, the graduate program advisor may be requested to rank the department’s applicants.