Guidelines for Applying for Graduate Assistantship

Computer Science Department
Central Michigan University
Mt. Pleasant, Michigan 48859
U.S.A

The Department of Computer Science (CPS) at CMU offers several graduate assistantships (GA) during the academic year. The following provides you the general information about the application and selection process.

1. A full-time GA is expected to work 20 hours per week. The compensation (for a year-long GA) includes a 20-credit tuition waiver and a stipend of about $13,000 (2015-2016 rate) for the academic year. Most of the GAs offered by the CPS department are half-time, i.e. the GA is expected to work 10 hours per week and thus gets half of the tuition waiver and compensation of a full-time GA.

2. You must submit these documents to be considered for a GA position: *the GA Application Form*, and *three recommendation letters*. No application will be processed unless all required documents are received and all sections of the GA Application Form are filled in. Have each of your references complete a Graduate Assistantship Recommendation Form then seal it in an envelope and sign on the back flap. Send with your application document to the department.

3. The deadline for receiving your application and letters of recommendation is March 1 for the fall 2016/spring 2017 semesters. **Documents received after the deadline will not be processed.   It is your responsibility to submit all the documents.**

4.   The department Graduate Committee evaluates all GA applications and makes recommendations to the department Chair. Based on the Committee's recommendations and the budget situation, the department Chair makes the recommendations to the Dean of the College of Science and Technology. **You must be admitted to the CPS-MS degree program to be eligible for consideration of a GA position.**

5. In general, the Graduate Committee gives higher priority to regularly admitted applicants than those admitted conditionally. The main criteria include good academic records, high sense of responsibility, and fluent English (good communication skill is considered essential).

6. Once the decision is made, the Office of Faculty Personnel Services at CMU will send an official contract letter to those who are offered a GA position. If you are not among the GA awardees, you will receive a letter (in April or May) from the department indicating that fact. Email inquiries about your GA application status will not be answered.

Please fill out the GA Application below, and ask your references to fill out the Recommendation Form. Send hard copy of the forms to the department.

GRADUATE ASSISTANTSHIP APPLICATION FORM

COMPUTER SCIENCE DEPARTMENT
CENTRAL MICHIGAN UNIVERSITY

Dr. Mr. Mrs. Miss   Ms.

_____

(Circle one)   (Family Name)   (First Name)

Student ID _____ Date_____ Email:_____

Address _____
         (Street)   (City)   (State)   (Zip)   (Country)

Phone_____ Date of Birth_____ Ethnic Origin (optional)_____

Degree Held:
   Type   Institution   Major/Discipline   Date Received

_____

_____

Overall Grade Point Average _____   GPA in Major_____

Have you received regular/conditional admission to CMU's Graduate Studies in Computer
Science?_____   If not, have you applied?_____

Teaching experience:_____

_____

Work experience:_____

_____

List the names and addresses of at least 3 academic and/or professional references:

_____

_____

_____

Have each reference complete an Assistantship Recommendation Form and return directly to:

Graduate Committee Department
of Computer Science Central
Michigan University
Mount Pleasant, Michigan 48859, U.S.A