



# ALASKA PACIFIC UNIVERSITY

4101 University Drive Anchorage, AK 99508 Phone: (907) 564-8248 Fax: (907) 564-8317 Toll Free: (800) 252-7528  
Web: [www.alaskapacific.edu](http://www.alaskapacific.edu) E-mail: [admissions@alaskapacific.edu](mailto:admissions@alaskapacific.edu)

## Graduate Assistantship Application

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Graduate Program: \_\_\_\_\_ Date applied for admission: \_\_\_\_\_  
*(New students only)*

Term(s) for which you are applying for the assistantship:  Fall 20\_\_  
 Spring 20\_\_  
 Summer 20\_\_

Do you plan to maintain a job in addition to the assistantship during the term(s) indicated above:  Yes  No

References *(List two individuals for whom you have worked or professors/instructors you have studies under):*

Name	Address	Phone number
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

### Assistantship Application Procedure

1. New students should submit the Graduate Application for Admission including application fee, transcripts from all prior institutions attended, and all additional materials required by the program to the Office of Admissions. Please note that MAT students must have completed at least one semester in the program prior to applying for the assistantship. MSCP students must have completed the first year of the program prior to applying for the assistantship.
2. New students should submit the Graduate Assistantship Application with their Graduate Application for Admission to the Office of Admissions; returning students should submit the Graduate Assistantship Application to the appropriate Program Director prior to the application deadline, as established by the programs. Please attach a one-page narrative of your academic and professional accomplishments as well as a brief statement of your career goals. If you have recommendations, publications or other documents you would like to submit to support your application, they must be attached to this form at the time of submission to the graduate program director. MAT students, please submit a 2-3 page typed, double-spaced essay including your background, philosophy of education and financial need.
3. The department will conduct the selection process. In some cases this may include an interview with the Program Director. The graduate Program Director will issue notification of selection or rejection as a graduate assistant to all applicants.
4. Graduate Assistants will be assigned to a supervising faculty member and will be evaluated by their supervisor as well as the Program Director.
5. Recipients of graduate assistantship will receive an award letter and conditions of the assistantship from the Financial Aid Office. This letter must be signed and returned within 30 days of receipt or the assistantship offer will be withdrawn.