

APPLICATION FOR GRADUATE ASSISTANTSHIP

New Mexico Highlands University
Las Vegas, New Mexico 87701

APPLYING TO WHICH SEMESTER: FALL/YR _____ SPRING/YR _____ CAMPUS: MAIN ☐ RR ☐ ABQ ☐

APPLYING TO GRADUATE PROGRAM/ACADEMIC UNIT/DEPARTMENT: _____

Student's Name: _____ Banner ID: @ _____

Mailing Address: _____
Street/ PO Box City State Zip

Telephone Number: _____

BACHELOR'S DEGREE VERIFICATION

_____ I have received my bachelor's degree and have been accepted to the graduate program in _____.
(semester and year EX: Spring 2020)

_____ I expect to receive my bachelor's degree in _____ and have applied or am applying to the (semester and year EX: Spring 2020) following graduate program. _____.

Please email your completed application and supporting documentation to the Department Chair, Dr. Elaine Rodriguez @ erodriquez@nmhu.edu. All supplementary materials must be word-processed; handwritten submissions will not be accepted or considered. Send **your complete application and supporting documentation** in one email communication.

SUPPORTING DOCUMENTATION CHECKLIST

Please initial by each requirement in the space provided.

_____ Copy of Current Resume

_____ Copies of Most Recent Unofficial Transcripts

_____ Statement of Educational Goals/Objectives (at least one full page, approx. 275 words, double spaced).

_____ Statement of how you can make a contribution to the Program, Academic Unit, or Department (at least one full page, approx. 275 words, double spaced).

_____ Brief Explanation of why you need this assistantship (at least one substantive paragraph, 150 words, double spaced).

_____ 3 Letters of Recommendation from professors or employers. It is the applicant's responsibility to ensure that requested letters get written, sent, and received. Applications that have less than the required Three Letters of Recommendation are automatically deemed incomplete and consequently set aside.

FOR OFFICE USE ONLY!

Graduate Program Coordinator/Chair/Director: _____
Signature and Date

Graduate Program Coordinator/Chair/Director Recommendation to hire: YES _____ NO _____

College/School Dean: _____
Signature and Date

College/School Dean Recommendation: YES _____ NO _____