



Graduate Assistantship Program

University of Saint Francis will award Graduate Assistantships during each academic year. The Graduate Assistantships are available during the fall and spring semesters.

Criteria

- Must be a graduate student fully accepted into a Graduate program at the University of Saint Francis.
- Will not be eligible to receive other institutional discounts; i.e. Alumni Second Degree Tuition Discount, Graduate Scholarships.
- Must take a minimum of 6 graduate hours during each semester of Graduate Assistantship and maintain an overall GPA of 3.0.
- Must reapply annually for the Graduate Assistantship.
- Must work a minimum of 10 hours in the assigned department (with hours set by the department) and participate in an annual research or teaching project to be assigned and monitored by the department and/or the Graduate Office.

Application Procedures

- Obtain an application from the Graduate School
- Have two recommendation forms completed and returned to the Graduate School (*attached*)
- Must file the Free Application for Federal Student Aid through the mail or online
- Complete the above forms and return the application and recommendation forms to:

Graduate School
University of Saint Francis
2701 Spring Street
Fort Wayne, IN 46808

or gradschool@sf.edu

After all forms have been received, the applicant will be contacted to schedule an appointment to complete the application process.



Application for Graduate Assistantship

Name (print or type): _____
First Name Middle Name Last Name

Address: _____
Street City State Zip Code

Telephone Number: (____) _____ USF ID# _____

Check the specific graduate program to be followed:

- | | | | |
|------------------------------|-----------------------------|------------------------------|---------------------------|
| <input type="checkbox"/> MA | Studio Art | <input type="checkbox"/> MS | Psychology |
| <input type="checkbox"/> MBA | Business | <input type="checkbox"/> MEd | Exceptional Needs |
| <input type="checkbox"/> MA | Theology | <input type="checkbox"/> MEd | School Counseling |
| <input type="checkbox"/> MS | Mental Health Counseling | <input type="checkbox"/> MSN | Nursing |
| <input type="checkbox"/> MS | Physician Assistant Studies | <input type="checkbox"/> MS | Environmental Science |
| <input type="checkbox"/> MS | Pastoral Counseling | <input type="checkbox"/> MHA | Healthcare Administration |

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	I have filed an application for admission to the Graduate School.
<input type="checkbox"/>	<input type="checkbox"/>	I have been accepted to a specific Master's program.

Hours of Availability: Mornings Afternoons Evenings Weekends

I plan to start my Graduate program in: Fall _____ Spring _____ Year _____

List the names of the individuals who will recommend you:

Name and Title	Address	Telephone Number
_____	_____	_____
_____	_____	_____

Signature of Applicant Date

Complete application and return to:

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 University of Saint Francis
 2701 Spring Street
 Fort Wayne, IN 46808

or e-mail to gradschool@sf.edu

For office use only:

Recommendations _____ Enrolled _____ Number of Hours _____ GPA _____

Accepted to Graduate School _____

Approved / Disapproved _____ Transcript Received _____



Recommendation for Graduate Assistantship

Candidate's Name (print or type): _____
First Middle Last

Degree/Major (print or type): _____

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Waiver of Access: The Family Educational Rights and Privacy Act of 1974 permits the individual requesting this reference to sign a waiver relinquishing the right to inspect letters of recommendation. The person's signature below constitutes such a waiver, and the lack of a signature implies that the person for whom this reference is being written shall have the right to read this reference at the Career Planning Placement Office.

Signature of Candidate: _____ Date: _____

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Comments: (Please attach typed page)

Print Name and Title: _____

Signature: _____ Date: _____

Name of Employer: _____

Business Address: _____
Street City State Zip Code

Business Telephone: _____

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**Return completed form to:**  
Graduate School  
University of Saint Francis  
2701 Spring Street  
Fort Wayne, IN 46808  
or [gradschool@sf.edu](mailto:gradschool@sf.edu)