

# Graduate Assistantships

Each year the College of Business Administration (COBA) offers Graduate Assistantships to MBA students with a history of academic excellence. We are only able to offer Graduate Assistantship (GA) awards to a very small percentage of applicants, so being selected is a great privilege.

Typically, Graduate Assistants will work with a faculty member in one of the COBA departments, assisting with research, class preparation, and special assignments. Some Graduate Assistants will also be placed in the MBA and EMBA Offices, the Student Services Center and the Business Career Programs Office.

A full GA includes tuition waiver for 4 classes each Fall and Spring, 20 hours of work per week on campus and a stipend. A half GA includes tuition waiver for 2 classes each Fall and Spring, 10 hours of work per week on campus, and a stipend. Most GA awards do not cover Summer semesters. All GA awards include approval to purchase faculty/staff parking permits.

The deadline to apply is **March 1st** each year. The minimum requirements to be considered for a GA award are an **undergraduate GPA of 3.0 or higher**, and a **GMAT score of 500 or higher**. Scoring well on the GMAT is the best way to increase the likelihood that you will be selected for a GA award.

You must do the following by March 1st to be considered for an award:

1. **Submit all program application materials to the College of Graduate Studies.**
  - Online application for graduate admission
  - \$45 non-refundable application fee
  - Typed Statement of Purpose
  - Official transcript from each collegiate institution attended
  - Official Graduate Management Admission Test (GMAT) results
  - Three letters of recommendationFor international applicants, TOEFL or IELTS score, and a financial statement are also required
2. **Submit a complete Assistantship Application, and a one page resume, to the MBA Office.**
3. **Send an electronic copy of your resume to [mba@utoledo.edu](mailto:mba@utoledo.edu).**

We will accept applications after March 1st , but priority is given to applications received by the deadline.

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