

Graduate Assistantship Application

Each year Graduate Assistantships are offered to Graduate 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.

Graduate Assistants may work with a faculty member in one of the College of Business and Innovation (COBI) departments as a Teaching or Research Assistantship. Duties may include assisting with research, class preparation, and special assignments. Some Graduate Assistants may also be placed as an Administrative Assistantship. Duties may include teaching an orientation course, student outreach for recruitment and retention efforts, meeting with undergraduate students, student tracking for alumni relations and graduation statistics, and event planning.

A full GA includes tuition waiver for up to 9 credit hours for Fall and/or Spring, 20 hours of work per week on campus and a stipend. A half GA includes tuition waiver for up to 4.5 credit hours for Fall and/or 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 application period for Fall semesters opens once the application period has opened with a deadline of **March 1st**. If vacancies exist for Spring semesters there will be a mid-year application period. The application period for Spring semesters opens once the application period has opened with a deadline of **October 1st**. The minimum requirements to be considered for a GA award are: undergraduate GPA of 3.2 or higher and a GMAT score of 500 or higher with a minimum score of 20 in both the verbal and quantitative sections. If you have been waived GMAT you may be considered for a Graduate Assistantship with a minimum GPA of 3.7 or higher as well as providing a resume demonstrating progressive leadership experience either collegiately or in the community. Scoring well on the GMAT is the best way to increase the likelihood of being selected for a GA award.

To be selected, students must submit the following by deadline dates listed above to be considered for an award:

1. Have a Regular Admission status in one of the graduate level College of Business and Innovation programs by the application deadline date. **If you have an incomplete application by the deadline date, your application will not be reviewed.**
2. Submit a completed Graduate Assistantship Application, and resume, to the College of Business & Innovation Graduate Programs Office, Stranahan Hall suite 1016.
2. Verify that GMAT score of 500 or higher with a minimum score of 20 in both the verbal and quantitative sections is on file with Utoledo by the deadline date. Students can do this by logging into their application and checking their received items. **If waived GMAT for the graduate program, and are seeking a Graduate Assistantship through COBI, student must provide demonstrated progressive leadership experience as well as the minimum 3.7 GPA.**

We will accept applications after the deadlines, but priority is given to applications received by the deadline dates posted.

The University of Toledo
College of Business and Innovation Office of Graduate Programs
2801 West Bancroft Street, Mail Stop 103
Stranahan Hall Suite 1016
Toledo, Ohio 43606
Phone: 419.530.5680
Email: COBIGradPrograms@utoledo.edu
Utoledo.edu/business/graduate/



**COLLEGE OF BUSINESS
AND INNOVATION**

THE UNIVERSITY OF TOLEDO

Graduate Assistantship Application

Full Name _____
First Middle Last

Local Address _____
Street Address City State ZIP

International _____ Resident _____ Non-Resident _____

Phone Number _____ Email Address _____

Undergraduate Institution _____

Undergraduate Degree _____

Undergraduate Major(s) _____ Undergraduate GPA _____

Graduate program status: ___ New applicant ___ Continuing student

Graduate cumulative GPA _____ (if applicable) Rocket Number _____

MBA Major(s) or MSA

___ Accounting ___ Healthcare Systems Management ___ Finance
___ Human Resource Management ___ Administration ___ Marketing
___ International Business ___ Leadership
___ Information Systems ___ Operations and Supply Chain Management

GA Application Term _____
Semester Year

Projected Graduation Date _____
Semester Year

GMAT Scores _____
Total Score Verbal Score Quantitative Score

Please submit Graduate Assistantship Application, resume, and any supporting materials to the College of Business & Innovation Office of Graduate Programs by the deadline date (March 1st or October 1st) for full consideration.

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College of Business and Innovation Office of Graduate Programs

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