

# ***Assistantship Memorandum for International Students***

Date: \_\_\_\_\_

Effective Term: \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**ID#:** \_\_\_\_\_

The above-named student is applying for a graduate assistantship or needs additional funds for us to complete the immigration forms for the applicant. Please complete below.

This student **WILL be offered** a graduate assistantship for this first year of study, with a \_\_\_\_\_% appointment (maximum 50%); total stipend of \$\_\_\_\_\_ for \_\_\_\_\_ months the first year. Please check type of assistantship below (I, II, or III).

**I.  The assistantship WILL involve teaching/direct student contact. The above-named student has demonstrated competency in both spoken and written English as outlined below.**

Effective Fall 2014, non-native speakers of English, regardless of citizenship, even if eligible for a TOEFL waiver, must demonstrate competency in both spoken and written English to be eligible for a graduate assistantship that requires direct contact with students in a teaching or tutorial role, in a traditional classroom setting or via distance education.

Competency in spoken English may be demonstrated by:

Submitting a score of 7 on the IELTS (speaking) subtest, 26 on the Internet-based TOEFL (speaking) subtest, 71 on the PTE-A (speaking) subtest, or "pass" on the Spoken Language Proficiency Test (SLPT).

Competency in written English may be demonstrated by:

a. Submitting a score of 6.0 on the IELTS (writing) subtest, 26 on the Internet-based TOEFL (writing) subtest, 4.0 on the GRE, 4.5 on the GMAT (analytical writing) subtest, 71 on the PTE-A (writing) sub-test, or 75 on the English Language Proficiency Test (ELPT)

OR

b. Concurrently enrolling in **ELAC 5033 Research Writing for the Social Sciences and Education or ELAC 5043 Research Writing in the STEM Fields and ELAC 0011 Writing Workshop: Grammar through Editing** via placement by test scores (5.5 IELTS writing sub-test, 23 Internet-based TOEFL writing sub-test, 3.5 GRE or 4.0 GMAT analytical writing subtest, 62 PTE-A writing subtest, or 70 on the ELPT).

**The Graduate Coordinator or Department Chair must request this option.**

**II.  The assistantship will involve non-contact teaching support.**

**III.  The assistantship will NOT involve teaching (i.e. research, administrative support).**

This student will **NOT be offered** a graduate assistantship for the first year of study.

The final assistantship decisions have not yet been made; decisions will be made \_\_\_\_\_  
(Please notify International Admissions when assistantship decisions are made.) Which month or in what time frame?

\_\_\_\_\_  
Signature of Department Chair/Head