

DEPARTMENT OF SPANISH & PORTUGUESE
UNIVERSITY OF ARIZONA
TUCSON, ARIZONA 85721

APPLICATION FOR GRADUATE ASSISTANTSHIP/ASSOCIATESHIP

DATE _____ SEMESTER _____ 20_____
Fall / Spring

Before your application for an assistantship/associateship can be considered complete, it must include the following:

1. This application form. *This is not an application for admission to the Graduate College.* An application for admission must be submitted to the Graduate College directly. The candidate must be admitted to the Graduate College in a graduate program before action can be taken on the application for an assistantship/associateship. See Sec. 8.
2. Official transcripts of your academic work from all institutions you have attended/attending, both graduate and undergraduate. These must be sent to the department. See Sec. 5.
3. A minimum of three letters of recommendation, preferably from persons in your own field of concentration who are directly acquainted with your work. Letters of recommendation from outside the field of Spanish and Portuguese may be given less weight in the final analysis of your application. These letters must be recent, i.e., dated within the past year. See Sec. 9.
4. A CD recording of your voice. See enclosed separate sheet "Guidelines for Preparing CD."
5. If you are offered this GATship and you accept this GATship you must comply with the regulations governing all new GATS in the department. You must successfully complete a graduate course in teaching methodology during your first semester in the program.

The Department of Spanish and Portuguese will attempt to notify the candidate of deficiencies in the above requirements, though the candidate must be ultimately responsible for submitting a complete application.

Applications for positions during the fall semester should be filed before January 15th, for the Spring semester applications should be filed before August 1st.

Send all application materials directly to: **Director of Graduate Studies**
Department of Spanish and Portuguese
Modern Languages Building, 545
The University of Arizona
Tucson, AZ 85721-0067

1. NAME _____
Last First Middle
CURRENT ADDRESS _____

PERMANENT ADDRESS _____
City State Zip Code Country

CURRENT TELEPHONE: () _____ PERMANENT TELEPHONE () _____
City State Zip Code Country

SOCIAL SECURITY NUMBER: _____ E-MAIL _____

2. DATE AND PLACE OF BIRTH: _____

CITIZEN YES NO If a naturalized citizen, give date and place of issuance of naturalization and certificate number _____

IF YOU ARE NOT A U.S. CITIZEN, INDICATE THIS CLEARLY ON YOUR APPLICATION FOR ADMISSION TO THE GRADUATE COLLEGE. THAT APPLICATION WILL HAVE TO BE PROCESSED THROUGH THE INTERNATIONAL GRADUATE ADMISSIONS OFFICE, WHICH REQUIRES ADDITIONAL DOCUMENTATION. THEY WILL CONTACT YOU ABOUT THIS: PLEASE FOLLOW THEIR INSTRUCTION TO THE LETTER.

3. ARE YOU RELATED TO ANY PERSON PRESENTLY EMPLOYED BY THE UNIVERSITY OF ARIZONA?
 YES NO

RELATIONSHIP _____

4. EMPLOYMENT RECORD: LIST FULL-TIME EMPLOYMENT SINCE RECEIPT OF B.A. AND ONLY SUCH PART-TIME EMPLOYMENT AS MAY INVOLVE TEACHING OR USE OF SPANISH OR PORTUGUESE. IF YOU HAVE HAD TEACHING EXPERIENCE, PLEASE GIVE DETAILS.

| POSITION | EMPLOYER | ADDRESS | DATE |
|----------|----------|---------|------|
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5. EDUCATION: SCHOOLS ATTENDED BEGINNING WITH HIGH SCHOOL BUT NOT INCLUDING SCHOOL YOU ARE CURRENTLY ATTENDING.

| SCHOOL AND ADDRESS | MAJOR/MINOR | DATES | DEGREE/DATE | GRADE POINT AVERAGE |
|--------------------|-------------|-------|-------------|---------------------|
| | | | | |
| | | | | |
| | | | | |

NAME AND ADDRESS OF SCHOOL YOU ARE CURRENTLY ATTENDING _____

DEGREE SOUGHT _____ MAJOR AREA OF CONCENTRATION _____

MINOR AREA OF CONCENTRATION _____

DISSERTATION/THESIS TITLE (IF ANY) _____

DISSERTATION/THESIS ADVISOR (IF ANY) _____

COURSES YOU ARE CURRENTLY TAKING THAT WILL NOT APPEAR ON YOUR TRANSCRIPT

6. STATE YOUR DEGREE OF PROFICIENCY IN

PORTUGUESE _____ SPANISH _____

FOR INTERNATIONAL STUDENTS ONLY: (Written proof of examination scores are required.)

TOEFL _____ DATE OF EXAM _____ TOEFL - MUST BE 550 OR ABOVE

TSE _____ DATE OF EXAM _____ TSE - MUST BE 50 OR ABOVE

SPEAK _____ DATE OF EXAM _____ or SPEAK - MUST BE 230 OR ABOVE

7. ADVANCED DEGREE SOUGHT AT THE UNIVERSITY OF ARIZONA _____

PROPOSED MAJOR SUBJECT _____

PROPOSED MINOR SUBJECT (NOT APPLICABLE FOR THE M.A.) _____

8. HAVE YOU APPLIED FOR ADMISSION TO THE GRADUATE COLLEGE OF THE UNIVERSITY OF ARIZONA? YES NO

THE DEPARTMENT WILL NOT CONSIDER YOUR APPLICATION IF YOU HAVE NOT APPLIED TO THE GRADUATE COLLEGE ADMISSIONS OFFICE.

WHAT IS THE CURRENT STATUS OF YOUR GRADUATE COLLEGE ADMISSIONS APPLICATION?

9. REFERENCES: LIST THE NAMES AND ADDRESSES OF THREE PERSONS WHOM YOU HAVE ASKED TO WRITE DIRECTLY TO THE DIRECTOR OF GRADUATE STUDIES, DEPARTMENT OF SPANISH AND PORTUGUESE, IN SUPPORT OF THE APPLICATION.

NAME ACADEMIC RANK ADDRESS

10. IN THE SPACE BELOW OR BY ATTACHMENT, WRITE/TYPE AN INTELLECTUAL BIOGRAPHY, IN THE LANGUAGE YOU WOULD BE TEACHING, OF APPROXIMATELY 300 WORDS (BACKGROUND, DESIRES, INTERESTS, GOALS, ETC). PLEASE INCLUDE YOUR PERCEPTION OF HOW TEACHING IN THE BASIC LANGUAGE PROGRAM WILL ENHANCE YOUR PROFESSIONAL PREPARATION.

SIGNATURE _____

The University of Arizona is an EEO/AA employer and does not discriminate on the basis of sex, race, religion, color, national origin, age, Vietnam Era Veterans' status, or handicapping condition in its admissions, employment, or educational programs or activities. Inquiries may be referred to the Associate Vice President for Affirmative Action, University of Arizona, 1609 E. Helen, telephone (520) 621-3081.