

**THE UNIVERSITY OF TULSA**

**Application for**

**WOOBANK Graduate Assistantship**

**Due by January 15**

**PLEASE NOTE** you must be a United States citizen to apply for this Assistantship and either seeking admission as a prospective full-time graduate student or enrolled full-time in a graduate degree program within the College of Engineering and Natural Sciences.

(Please type or print when completing the application)

**Name** \_\_\_\_\_  
(family) (first) (middle)

**Telephone** (area code first) \_\_\_\_\_ **Gender** Male Female

**Present Address** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Permanent address** \_\_\_\_\_  
(Where mail will always be forwarded to you)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Field of graduate study in Engineering & Natural Sciences** \_\_\_\_\_

**Undergraduate major** \_\_\_\_\_

Colleges or universities attended to date	Dates attended	Degrees awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Undergraduate G.P.A.\*** \_\_\_\_\_ **Graduate G.P.A. (if applicable)\*** \_\_\_\_\_

**Graduate admission G.R.E. test scores\*** \_\_\_\_\_

\* To facilitate processing your scholarship application, please submit copies of your transcripts and GRE scores separate from those included in your original admission application. For the purpose of application review, "unofficial versions are acceptable. "GRE scores are required regardless of major and "VW' uwf gpw"ecp"download "j gk"ueqtgu from the 'TU WebAdvisor "web site: click on 'WebAdvisor for Students and then *Test Summary*.

**Anticipated credit hours of enrollment for upcoming Fall Semester** \_\_\_\_\_ **Spring Semester** \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

\_\_\_ **APPROVED**      **LEVEL OF AWARD**      \_\_\_ **RENEWAL**      \_\_\_ **NEW**      \_\_\_ **ALTERNATE**  
\_\_\_ **DECLINED**

**DATE** \_\_\_\_\_ **GRADUATE SCHOOL APPROVAL** \_\_\_\_\_

**References** Applicant must have 2 letters of recommendation pertaining to this award from faculty or employers that are received by the Graduate School no later than January 15. A copy of a reference letter previously submitted to the Graduate School for admission, if it is less than one year old, may be used.

References should be mailed directly to The University of Tulsa / Graduate School — Lorton Hall 201 / 800 South Tucker Drive / Tulsa, OK 74104.

Please list the *names and addresses* of persons whom you are asking to write letters on your behalf. If you wish to use a reference from your admission application, please note that so the appropriate copies may be added to your scholarship application.

1. \_\_\_\_\_

2. \_\_\_\_\_

**Do you anticipate requesting additional aid after this year?**                      Yes              No

**Please explain. Attach an additional sheet if needed.**

**PLEASE NOTE** subsequent aid in the following year is not automatically renewed. Submission of a degree progress report by February 1 is required to be considered for renewal. Re-application *may* also be required. See details on the last page of the application.

**What do you propose to do after you have completed your education? Attach an additional sheet if needed.**

If you accept another award prior to the awarding of the Woobank Assistantships, please notify the Graduate School to remove yourself from consideration.

If multiple applications are received from one department, the Graduate Program Advisor may be requested to rank the department's applicants.

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**PLEASE SUBMIT COMPLETED APPLICATION DIRECTLY TO THE GRADUATE SCHOOL ADMISSIONS OFFICE. INCOMPLETE APPLICATIONS OR THOSE RECEIVED AFTER JANUARY 15 WILL NOT BE CONSIDERED.**

**1. Checklist of items applicants must submit to the Graduate School:**

- Letter to the Dean of the Graduate School explaining student's career interests, and goals
- Graduate School Application for Woobank Graduate Assistantship
- Resume
- Undergraduate GPA and transcript and Graduate (if applicable) GPA and transcript\*
- Standardized GRE test scores\*

**2. Applicant must have 2 letters of recommendation from faculty or employers received by the Graduate School no later than January 15.**

**3. If applicant was a recipient of this award during the current year, an acceptable degree progress report must be received in the Graduate School no later than February 1.**

\*To facilitate processing your scholarship application, please submit copies of your transcripts and GRE scores separate from those included in your original admission application. For the purpose of application review, unofficial versions are acceptable.

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**I CERTIFY THAT ALL OF THE FOREGOING IS COMPLETE AND CORRECT. I UNDERSTAND THAT A WOOBANK GRADUATE ASSISTANTSHIP MAY BE TERMINATED AT ANY TIME FOR (1) FAILURE TO MAINTAIN A SATISFACTORY ACADEMIC RECORD, (2) FAILURE TO RENDER SATISFACTORY SERVICE TO THE DEPARTMENT, OR (3) FAILURE TO ABIDE BY THE RULES AND REGULATIONS OF THE UNIVERSITY, NOW EXISTING OR EXISTING IN THE FUTURE.**

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

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GRADUATE SCHOOL  
800 South Tucker Drive  
Tulsa, Oklahoma 74104-9700  
(918) 631-2336  
Toll free (800) 882-4723

E-mail Address: [grad@utulsa.edu](mailto:grad@utulsa.edu)  
Internet Access: [www.utulsa.edu](http://www.utulsa.edu)

The Associate Vice President for Human Resources and Risk Management has the responsibility for implementing and monitoring the Affirmative Action Plan at The University of Tulsa and assisting with the application and interpretation of pertinent laws and policy. For additional EEO/AA information, contact Wayne Paulison in the Office of Human Resources and Risk Management at 918-631-2616. For disability accommodation information, contact Dr. Jane Corso at 918-631-2315. Requests for an interpreter must be made seven days in advance of an event and at least 48 hours for all other accommodations.

# Wilfred Woobank Graduate Assistantships

*The applicant must be a citizen of the United States and either seeking full-time enrollment or enrolled full-time in a graduate degree program within the College of Engineering and Natural Sciences.* A recipient of an Exceptional award may remain on this award for up to three years while completing the Master's degree program, or four years while completing the doctoral degree program. Receipt of the award is contingent upon full-time enrollment in the Graduate School at The University of Tulsa. An Exceptional award will provide for summer tuition and stipend if the recipient desires to study on campus all year. In some years, a new Exceptional award may not be offered. A recipient of a Regular award is only given the award for one year and must re-apply each year using the Wilfred Woobank Graduate Assistantships application form.

There is a 10 hour-week service component to the Wilfred Woobank Assistantship, intended to foster interaction between the Scholar and the department. The service component should be used for the Scholar's career development and meeting the educational mission of the department. By February 1 of each academic award year, all Woobank Scholars must submit a degree Progress Report to the Dean of the Graduate School that also addresses the career development component of this award. This report must be developed in consultation with the student's advisor, and must carry the advisor's endorsement verifying the contents of the report. If no report is received by February 1, the Woobank Scholar will *not* be considered for renewal. With receipt of an acceptable degree Progress Report by the February 1 deadline, renewal for Exceptional awards is automatic. However, scholars who have received Regular awards must also re-apply using this application form by January 15. Renewal is also contingent upon evidence of good academic progress (staying on track in the degree program by passing academic milestones given in departmental specifications within The University of Tulsa *Graduate Bulletin*) and the scholar remaining in good academic standing. The report should also contain the anticipated course schedule or the number of credits of anticipated enrollment for each of the upcoming fall and spring semesters.

## **Submit completed application directly to the Graduate School by January 15.**

### 1. Items student must submit to the Graduate School:

- Letter to the Dean of the Graduate School explaining student's career interests and goals.
- Graduate School Application for Woobank Graduate Assistantship (this form)
- Resume
- Undergraduate GPA and transcript and Graduate (if applicable) GPA and transcript\*
- Standardized GRE test scores\*

### 2. Student must have 2 new letters of recommendation pertaining to this award from faculty or employers that are received by the Graduate School no later than January 15.

\* To facilitate processing your scholarship application, please submit copies of your transcripts and GRE scores separate from those included in your original admission application. For the purpose of application review, unofficial versions are acceptable.

If multiple applications are received from one department, the graduate program advisor may be requested to rank the department's applicants.