WINSTON-SALEM STATE UNIVERSITY

Graduate Assistantship Application Process

01

The **Student** reaches out to the **Program Coordinator** to inform them that they are interested in an Graduate Assistantship.

02

The **Program Coordinator** will confirm that the student is eligible for a Graduate Assistantship and will provide the student with the application to apply.

03

- The **Student** will complete the application and submit:
- **(2)** letters of recommendation
- Their upcoming course schedule that reflects at least six graduate credit hours in the semester that the student is applying.

04

After completion, **the Student** will send the application and supporting documents to their **Program Coordinator for approval**.

05

The **Program Coordinator** will sign the application, then complete the Personnel Form. They will send the completed application, supporting documentation, Personnel Form and job description to the Project Manager via the email below: **graduatecollege@wssu.edu**

06

The **Project Manager** will send the Personnel Form through the electronic signature process for all approvals and house all completed documents in SharePoint.

07

Faculty Affairs will inform the student of their approval for the Graduate Assistantship opportunity via email. The Award letter will include their start/end date and the amount awarded.

Any Questions?

Please *Contact Us* via email: graduatecollege@wssu.edu