



University of
Massachusetts
Dartmouth

Office of Graduate Studies

Application for Admission to a Graduate Program

Dear Prospective Applicant,

Thank you for contacting the University of Massachusetts Dartmouth about our graduate programs.

An alternative to submitting these paper forms is to apply on line. All forms can be submitted electronically through our web site— just go to <http://www.umassd.edu/graduate> and click the button called “**Apply On-line.**”

While completing the paper or electronic forms, please refer to the Graduate Catalogue, which gives full information about many aspects of campus life and about the program of studies and courses in each of our academic fields. Check the application and the Catalogue carefully for any deadlines for the program of your choice and also for information about special admissions criteria or requirements.

Many graduate programs require additional materials, such as a portfolio. In addition, check if there is a supplemental application form for the program of your choice—and if there is, comply with its instructions. Our office will check each application for completeness before sending it to the academic department for action. If elements are missing or otherwise incorrect, we will contact you about the problem in a timely manner. You can check your application’s status over the web.

A special note about financial aid. Those hoping for an assistantship will so indicate on the application form itself and then submit the separate Assistantship Application form. Information on financial assistance is given in a chapter of the Catalogue and in the sections describing each program. Those hoping for university aid such as a loan or work study (US citizens or Permanent Residents only) should file the FAFSA form before the priority deadline of March 1. Do not wait until you have been accepted to a graduate program, but file the FAFSA as soon after January 1 as possible, indicating UMass Dartmouth as a recipient of your results (code number 3786). Call our Financial Aid Office at 508 999-8632 for assistance.

You may wish to contact the graduate program director of the program that you are interested in for information about the program, courses, or curriculum. Please contact us with any questions about the university or the application process.

Sincerely,

The Office of Graduate Studies

For assistance —

Voice: 508-999-8604

fax: 508-999-8183

e-mail: graduate@umassd.edu

Mail your application materials to:

**Office of Graduate Studies
University of Massachusetts Dartmouth
285 Old Westport Road
North Dartmouth, Massachusetts 02747-2300**

Application Deadlines (Completed application)

In the absence of a stated deadline, we recommend completion by April 20 for entrance the up-coming fall and November 15 for entrance the next spring. International applicants who will need a visa should allow for an extra two months.

The following programs have specific deadlines:

Art Education	by March 15 for fall by November 15 for spring
Biology and Marine Biology	by May 7 for fall for full aid consideration, by March 15
Business Administration	by June 1 for fall by October 1 for spring
Chemistry (international applicants)	by May 1 for fall by November 1 for spring
Electrical and Computer Engineering	for full aid consideration, by February 1 for fall; by November 1 for spring
Marine Science and Technology	by June 1 for fall
MFA—Artisanry, Fine Arts, Visual Design	by March 1 for fall
Nursing	by April 20 for fall by November 15 for spring
Professional Writing	by April 1 for fall by November 1 for spring
Psychology Clinical Option	by March 31 for fall no spring admission to this program

Summary of Standardized Test and Related Requirements

Refer to the Graduate Catalogue for detailed explanations

Art Education	Portfolio required
Biology and Marine Biology	GRE and AGRE required
Biomedical Engrg/Biotechnology	GRE
Chemistry	GRE recommended only; AGRE recommended for international applicants
Civil and Environmental Engineering	GRE required unless UMass Dartmouth graduate in EE or CE
Computer Science	GRE required unless UMass Dartmouth graduate in Computer Science
Education (MAT)	Massachusetts teachers: MTEL and initial teaching licensure
Electrical and Computer Engineering	GRE required unless UMass Dartmouth graduate in EE or CE
Marine Science and Technology	GRE
MBA/Business Administration	GMAT
Mechanical Engineering	GRE required unless UMass Dartmouth graduate in ME
MFA—Artisanry, Fine Arts, Visual Design	Portfolio required
Policy Studies (MPP)	GRE or GMAT
Portuguese Studies	GRE
Professional Writing	MAT (Miller Analogy Test) or GRE, portfolio required
Psychology General Option	GRE required and AGRE also if degree is in psychology
Textile Chemistry and Technology	GRE required
International students	TOEFL required (see Graduate Catalogue)

Checklist for Completeness of Application

A decision on your application cannot be made until it is complete. This checklist will help you remember to enclose all required items and take care of transcripts and test scores.

- Application form filled out completely *and signed* to certify that information is complete and accurate and the records are correct and official
- Supplementary Application form if required for the program
- Essay/Statement of Intent (and résumé if also required)
- Application fee enclosed with your application (\$40 if a Massachusetts state resident; otherwise \$60)
- Official transcripts of all post-secondary study sealed in official envelopes
- Letters of recommendation (usually three) using our form and sealed in envelopes by the authors of the recommendations
- Official test scores to be sent by the testing company (preferably in advance of mailing in your application) if required for the program (see list above)
- Other specific information or materials if required for the program, such as a portfolio.
- International applicants: (a) official TOEFL test scores to be sent by the testing company; (b) affidavit of support and accompanying documents

Remember to refer not only to the explanations and instructions on this form but also to the section in the Graduate Catalogue that describes admission criteria and requirements for the program.



University of
Massachusetts
Dartmouth

**Application for Admission to a
Graduate Program**

**Office of
Graduate
Studies**

Term/year of intended entrance —

Check one and enter year

January _____

September _____

Choice of Study Plan

Check one

Full-Time

Part-Time

Personal data

Family name: _____ Given name: _____ Initial/middle name: _____

Other last name that may appear on credentials: _____ Social security number (U.S.): _____

Date of birth (used for purposes of identification): _____ Sex: Male/Female: _____

Permanent address: _____

City/state/zip: _____

Permanent phone number: _____ Local/day phone number if different: _____

Local address if different: _____

City/state/zip: _____

E-mail address — give only if regularly and frequently used: _____

If you give different local and permanent addresses, which should we use in corresponding with you, and on which dates?

We will correspond with international students living in the US at their US address unless you indicate otherwise here.

Graduate program of choice — Degree program

I am applying for entrance to the following the UMass Dartmouth graduate program. (Mark only one program choice. Check the Graduate Catalogue for any choices of option and indicate your preference.)

- Art Education MAE. (Also complete supplemental form.)
- Biomedical Engineering/Biotechnology PhD. (Also complete supplemental form.)
- Biology/Marine Biology MS. Option preferred: _____
- Chemistry MS or PhD. (Also complete supplemental form.)
- Civil and Environmental Engineering MS
- Computer Science MS
- Computer Engineering MS. (Also complete supplemental form.)
- Education — Master of Art in Teaching. (Also complete supplemental form.)
- Electrical Engineering MS. (Also complete supplemental form.)
- Electrical Engineering PhD. (Also complete supplemental form.)
- Marine Science and Technology MS or PhD. (Also complete supplemental form.)
- MBA — Masters in Business Administration. (Also complete supplemental form.)
- Mechanical Engineering MS
- MFA — Artisanry, Fine Arts, or Visual Design. (Indicate option on supplemental form.)
- Nursing MS. (Indicate option/certificate on supplemental form.)
- Physics MS
- Portuguese Studies MA
- Professional Writing MA
- Psychology MA. Option preferred: _____ (Clinical Option applicants also complete supplemental form.)
- Policy Studies MPP. (Also complete supplemental form.)
- Textile Chemistry MS
- Textile Technology MS

Note: Certificate program applicants should use the Certificate Application form later in this booklet.

Those wishing to apply for two different graduate programs concurrently submit two separate applications and pay separate application fees.

Other personal information

Indicate your Ethnic/Equal Opportunity Status (circle the one number that applies best to you):

- 1 Native American or Alaskan Native
- 2 Asian-American or Pacific Islander
- 3 African-American
- 4 Latino, including Mexican, Puerto Rican, Central or South American
- 5 Cape Verdean
- 6 White, not Latino
- 7 Other or choose not to identify
- 8 Non-resident international student

I am (check one):

- Veteran of U.S. Armed Forces;
- Dependent of a Veteran;
- Not a Veteran

Schooling

List all post-secondary technical institutes or two- or four-year colleges/universities you have attended or are attending (even if you did not complete a degree there). List current or most recent first and use additional sheet if necessary.

Name of school _____	dates (from-to) _____	major _____	degree if any _____
Name of school _____	dates (from-to) _____	major _____	degree if any _____
Name of school _____	dates (from-to) _____	major _____	degree if any _____

Obtain official transcripts of your academic record for *each* of these institutions, sealed in official envelopes, and enclose them unopened with your application papers. Failure to list any post-secondary institution you attended is grounds for rejection or dismissal. We will evaluate your application only if you send us all official transcripts. (However, do not obtain UMass Dartmouth transcripts; we'll obtain those for you.)

The academic records you send should indicate the institution you attended, your program of study there (major), the specific courses you attempted and completed there and your performance in them (grades), and the degree obtained from that institution, if any. If you cannot provide official post-secondary transcripts from any institution, discuss the reasons on a separate sheet and propose an alternative. We will work with you on the best means of complying with the transcript requirement.

If you are *not* a U.S. citizen, fill in the following:

Country of citizenship: _____ Country of birth: _____ City of birth: _____

- I am a U.S. permanent resident. If so, give registration number: _____ and enclose copy of both sides of I-551 card.
or
- I have received official asylum/refugee status in the U.S. If so, provide photocopies of documentation.
or
- I have other reasons for claiming eligibility to enroll without needing any special visa or immigration status. If so, explain here and provide any needed documentation.
or
- I am an international student who will study here under a non-resident visa. If so, please turn to pages 9 and 10 of this form and submit them along with your other application materials.

Additional Information

Have you applied for graduate admission at UMass Dartmouth or Southeastern Massachusetts University before; if so, when? _____

Have you registered at UMass Dartmouth or SMU before; if so, when? _____

If applicable, state the most important academic, professional, or business positions you have held, especially those held since receiving your baccalaureate degree. Note: if giving this information in a supplemental application form, you may omit it here.

Employer _____	dates (from-to) _____	type of work _____
Employer _____	dates (from-to) _____	type of work _____

Test requirements

Read the *Graduate Catalogue* carefully to learn the test requirements of the program for which you are applying. We will evaluate your application only after all official test scores or other required materials arrive. If you are an international student, check our TOEFL requirements carefully.

Indicate when you took or plan to take the examinations required for your program (month / year):

GRE General _____ GRE Subject _____ GMAT _____ MAT _____ TOEFL _____

Essay

Every graduate program requires an essay of 300 or more words. Read the *Graduate Catalogue* carefully for any special instructions about this essay for the program of your choice.

In general, this essay should indicate your graduate study objectives, research/creative interests and experience, undergraduate and graduate experience, and business or industry experience as applicable. One important use of this essay will be to assess how well your academic interests and long-range goals fit the academic program to which you are applying. If you are also applying for a teaching or research assistantship, include any special skills or experience that would assist us in our decision on the assistantship award.

Letters of recommendation Every graduate program requires applicants to submit letters of recommendation—at least three, unless otherwise indicated. *Read the Graduate Catalogue carefully for any special instructions about these letters for the program of your choice.* The writer of each letter should seal it in its own envelope and *sign across the flap* to show that the seal is unbroken. Recommendation letters should have original signatures, be on our form or on official letterhead paper, and may not just be photocopies.

List each person writing a recommendation for you: _____

Graduate teaching or research assistantship; financial aid

- I do not wish to apply for a graduate teaching or research assistantship.
- I wish to apply for a graduate teaching assistantship.
- I wish to apply for a graduate research assistantship.
- I wish to apply for a graduate teaching or research assistantship.

Please also submit the separate form, included among the forms here, to apply for a graduate teaching or research assistantship. This form gives you the opportunity to indicate any special qualifications or experience, information that you may also include in your application essay.

You may wish to apply for graduate financial assistance such as a loan or work study (neither is available to international students). In this case, you should submit a FAFSA form indicating UMass Dartmouth's school code number of 002210. You should do this early; *do not wait for your final admission decision.* Our Office of Financial Aid can send a blank FAFSA form to you; contact them at 508 999-8632. March 1 is the priority date for your application to be received by the Federal Student Aid Program office. File your FAFSA or FAFSA renewal application as soon after January 1 as possible.

Campus housing Although preference for on-campus housing is given to full-time undergraduate students, a number of apartment-style on-campus spaces are being made available to graduate students. Contact the UMass Dartmouth Office of Housing by mail or by phone at 508 999-8140. Do not delay, because spaces are limited.

Massachusetts residency status — Mandatory

As a state-supported university, we must identify the state residency of our applicants. Students who are Massachusetts residents pay a lower tuition charge. Consult the tuition residency statement in the Graduate Catalogue to understand how tuition status is determined and the process for appeals. Mark the appropriate box and provide the information requested.

Residents of Massachusetts complete this section:

- I have resided continuously in the Commonwealth of Massachusetts since ___/___/___ (mo/day/yr).
My permanent, legal address is:

Non-Residents of Massachusetts complete this section:

- I do not qualify for Massachusetts residency.
- I have been a legal resident of CT, ME, NH, RI, or VT for at least one year. (This verification is required if you will claim eligibility for reduced tuition in a qualifying program under the New England Board of Higher Education Regional Student Program.) My permanent, legal address is:

- Although the above do not apply to me, I still claim Massachusetts residency because (reason must be derived from the stated Tuition Classification policy, and will be reviewed for compliance):

Application fee An application fee is required along with the application packet. The fee cannot be waived, is not refundable, and must be in U.S. dollars. Mark the appropriate box:

- Massachusetts resident — **\$40.00** check/money order enclosed
- Other — **\$60.00** check/money order enclosed

Signature

Please check your entire application and enclosures before signing the following statement. Any falsification or omissions may result in denial of admission or dismissal. All information will be kept confidential and will be released only to persons authorized to review it. *To the best of my knowledge and belief, the information I have provided on this application is complete and accurate and the records submitted are correct and official.*

Signature: _____ **Date:** _____

Full name printed: _____

Supplemental forms — If your program has a supplemental form, fill it in and enclose that sheet with your application.

Mail your application materials to:

Office of Graduate Studies
University of Massachusetts Dartmouth
285 Old Westport Road
North Dartmouth, Massachusetts 02747-2300

Full name: _____

Master of Art Education — Supplemental Application Form

1. Please indicate your intended status as a graduate student: Full-time; Part-time
2. Are you provisionally teacher-licensed? _____. If not, is licensure coursework in progress? _____
(If you are not provisionally licensed and wish to become so, along with the 39-credit MAE program we offer a curriculum of 21 additional credits to enable students to become eligible for provisional licensure in Art Education. Please discuss special circumstances with the graduate program director.)
3. Have you passed the Massachusetts Test of Educator Licensure (MTEL), Communication and Literacy Skills Test? _____. The MTEL Content Knowledge Test? _____. Both are indicated as requirements for admission; discuss special issues with the Graduate Program Director.
4. Please list any published articles, books, or monographs, any exhibitions, any professional activities, or any other scholarly or creative activity which may be of interest to the Graduate Committee in evaluating your application. You may use an additional sheet. Also please list your professional work experience or enclose a résumé.
5. In your application essay, please tell us your reasons for applying to the Master of Art Education program, including the professional and personal goals your enrollment in the program would meet.
6. Explain how you will submit your portfolio:
 I am enclosing my portfolio with this application.
 I am sending my portfolio under separate cover (address it to the Office of Graduate Studies).
 I will wait and bring my portfolio with me to the admissions interview.
Upon successful review of your application, a member of our graduate committee will contact you to arrange for an interview.

Master of Fine Arts (Artisanry, Fine Arts, or Visual Design) — Supplemental Application Form

1. Which studio emphasis do you wish to pursue? (check one)
A. Artisanry: Ceramics Fibers Metals/Jewelry Wood/Furniture Design
B. Fine Arts: Drawing Painting Printmaking Sculpture
C. Visual Design: Graphic Design Electronic Imaging Illustration Multi-Media Photography Typography
2. Explain how you will submit your portfolio:
 I am enclosing my portfolio with this application.
 I am sending my portfolio under separate cover (address it to the Office of Graduate Studies).

Upon successful review of your application, a member of our graduate committee will contact you to arrange for an admissions interview.

Master of Arts in Teaching — Supplemental Application Form

1. Please indicate your intended status as a graduate student: Full-time; Part-time
2. Which MAT option do you wish to pursue?
 Elementary Education **or**
 Middle/Secondary Education — and indicate **one** Content Field below
___ Biology (8-12) ___ French (5-12) ___ Mathematics (5-8) ___ Political Science/Political Philosophy (5-8)
___ Chemistry (8-12) ___ General Science (5-8) ___ Mathematics (8-12) ___ Political Science/Political Philosophy (8-12)
___ English (5-8) ___ History (5-8) ___ Physics (8-12) ___ Portuguese (5-12)
___ English (8-12) ___ History (8-12) ___ Spanish (5-12)
3. List all professional experience:
Dates of Employment Name of Agency or School Position Held

Note: Admission to the MAT with a goal of teaching in Massachusetts requires MA initial licensure. Discuss any issues with the Graduate Program Director.

Policy Studies (Master of Public Policy) — Supplemental Application Form

1. Please indicate your intended status as a graduate student: Full-time; Part-time
2. Give your evening telephone number: _____
3. List all professional experience, including any undergraduate field experience or internship:
Type of work Location Start/End Dates Immediate Supervisor
4. Include your professional résumé with your application. Also, list all awards, special projects, research undertaken:

Full name:

Master of Science in Chemistry — Supplemental Application Form

- Indicate your program interest:
 Chemistry MS only; Joint UMass Dartmouth/Lowell PhD Program
 Cooperative UMass Amherst PhD Program as goal after completing your MS here
- Please indicate your areas of interest:
 Analytical Inorganic Physical
 Biochemistry/biotechnology Marine/environmental Polymer
 Computational Organic Undecided
- Summarize information from your transcript about your chemistry and related courses:

Course	Year taken	Credits/Units	Grade(s)
General Chemistry	_____	_____	_____
Analytical Chemistry	_____	_____	_____
Advanced Inorganic Chemistry	_____	_____	_____
Organic Chemistry I	_____	_____	_____
Organic Chemistry II	_____	_____	_____
Physical Chemistry I	_____	_____	_____
Physical Chemistry II	_____	_____	_____
Calculus	_____	_____	_____
Physics	_____	_____	_____
Chemistry Electives	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
- Describe your Grade Point Average (GPA or equivalent):

College/University	Overall GPA	Chemistry GPA
_____	_____	_____
_____	_____	_____
_____	_____	_____

Master of Arts in Psychology, Option in Clinical/Behavioral Analysis — Supplemental Application Form

- Give your evening telephone number:
- List all professional experience, including any undergraduate field experience or internship:

Type of work	Location	Start/End Dates	Immediate Supervisor
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- List all awards, special projects, research undertaken:

Upon successful review of your application, a member of the graduate committee will contact you to arrange for an admissions interview.

PhD/Master of Science in Electrical /Computer Engineering — Supplemental Application Form

- I am requesting admission as (choose one):
 an M.S. student. I have indicated either Computer Engineering or Electrical Engineering on the first page of this form.
 a Ph.D. student directly from a B.S. degree; or
 a Ph.D. student from an M.S. degree.
Depending on qualifications, we may offer some who request Ph.D. admission M.S. admission instead.
- If as a PhD student, I am interested in the following specific option (choose one):
 Computer Engineering; or
 Electrical Engineering

Note: Applicants for a Certificate program should not use this form. Instead, please use the Graduate Certificate Application form. International students are eligible for the degree programs but not Certificate programs.

Full name: _____

Master of Science in Nursing — Supplemental Application Form

1. Please indicate your intended status as a graduate student: Full-time Part-time
2. Which one option in nursing do you wish to pursue?
 - A. Adult Health
 - Adult Nurse Practitioner (MS Degree)
 - Advanced Practice (MS Degree)
 - B. Community Nursing
 - Advanced Practice (MS Degree)

Applicants for either a Post-baccalaureate or Post-masters Nursing Certificate should use the Certificate application form given after this form in the catalogue.

3. List all professional experience, including any undergraduate field experience or internship:

Dates of Employment	Name of Agency	Position Held
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Marine Science/Technology— Supplemental Application Form

1. I am applying for the following degree program:
 - Marine Science and Technology MS
 - Marine Science and Technology PhD

Note: Depending on qualifications, we may offer some who request PhD admission MS admission instead.
2. Each student in the UMass Intercampus Graduate School (IGS) will have one of the participating campuses as a main campus (Amherst, Boston, Dartmouth, or Lowell). By submitting this application I am indicating interest in the *Dartmouth* campus. The IGS program may offer applicants admission to a home campus other than that for which they have indicated a preference.
3. A general IGS application can be down-loaded from the IGS web site— <http://www.umassmarine.net/admissions/> It can be used instead of this application.
4. IGS Marine Science/Technology students may be in the School of Marine Sciences and Technology or in an appropriate academic department such as Biology, Chemistry, or Physics. If you are interested in admission to one of the departments that is *not* in the School of Marine Sciences and Technology, indicate that department here: _____. In your Personal Statement you should describe your contacts with a person or persons in that department.

Biomedical Engineering/Biotechnology— Supplemental Application Form

Biomedical Engineering/Biotechnology applicants should study the program description carefully to understand the application process. Please feel free to make inquiries and contacts as suggested in that section.

1. I am requesting admission as (choose one):
 - a PhD student from a BS degree; or a PhD student from an MS degree
2. I am interested in having my studies based at the UMass Dartmouth campus. I understand there will be opportunities for intercampus study. Based on my interests and areas of academic preparation, I will initially choose to have my studies based in the following college/department at UMass Dartmouth please (choose the most likely department below; we may later suggest a different departmental placement):

<i>College of Arts and Sciences</i>	<i>College of Engineering</i>
<input type="checkbox"/> Biology	<input type="checkbox"/> Computer and Information Science
<input type="checkbox"/> Chemistry and Biochemistry	<input type="checkbox"/> Electrical and Computer Engineering
<input type="checkbox"/> Medical Laboratory Science	<input type="checkbox"/> Mechanical Engineering
	<input type="checkbox"/> Physics
	<input type="checkbox"/> Materials and Textiles

MBA / Business Administration — Supplemental Application Form

We offer the UMass Dartmouth MBA program in *three* delivery modes: (1) a program for full-time students, (2) a cohort-based professional part-time program at our Fall River campus, and (3) a main-campus part-time program. See the catalogue for a detailed explanation. You must choose one of these program formats. *I am requesting admission to the program as a (choose one):*

- Full-time MBA student
- Part-time MBA student, cohort-based professional program at the Fall River campus
- Part-time MBA student, main-campus part-time program



University of
Massachusetts
Dartmouth

Application for a
Graduate Assistantship

Office of
Graduate Studies

Title of Assistantship you are applying for (if known)

Complete if you are applying for a specific position that is known to you. Most applicants for admission will leave this blank.

Personal data

Family name: _____ Given name: _____ Initial/middle name: _____

Other last name that may appear on credentials: _____

Date of birth (used for purposes of identification): _____ Sex: Male/Female: _____

Permanent address: _____

City/state/zip: _____

Permanent phone number: _____ Local/day phone number if different: _____

Local address if different: _____

City/state/zip: _____

E-mail address — give only if regularly and frequently used: _____

If you give different local and permanent addresses, which should we use in corresponding with you, and on which dates?

We will correspond with international students living in the US at their US address unless you indicate otherwise here.

Academic and Professional Information and Intentions

Indicate the specific graduate program you are applying for or in which you are matriculated and the degree that it offers.

Program: _____ Degree: _____

Indicate the type(s) of assistantship preferred: Teaching Assistantship; Research Assistantship; Administrative Assistantship;

If you are already a graduate student here, please indicate: semester hours completed: _____; anticipated completion date: _____.

In considering candidates for award of an assistantship, we will consult the information we have about you, for example, as submitted in an application for admission and, for current students, your academic and research record at UMass Dartmouth. Additional information requested here is supplemental to the information we already have on file.

In the space below, please summarize pertinent experience and skills relevant to the requested assistantship (teaching, research, computer skills, language, etc.). Note to new students: you may ask those providing recommendation letters for your admissions application to address your potential for an assistantship, and you may also discuss this matter in your application's Personal Statement. If you need more space, you may attach a statement to this application form.

List each employer, internship, or other relevant position or appointment (most recent first)

Type of work	Location	Start/End Dates	Immediate Supervisor
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List all awards, special projects, research undertaken:

Read the reverse of this sheet and sign the application.

Assistantship Application, *continued*

Purposes of this form: This form provides general information that will give the academic department or program representatives guidance in their decision about assistantship awards. While an assistantship may be offered if a form is not submitted, submitting the form is a convenient way of informing the university or specific program of your interest in receiving an assistantship.

Additional information will also be considered, such as your academic qualifications. Some programs will want to contact you for an interview in person or by telephone. Others will ask to see samples of your work in the form of a copy of a paper, research project, or portfolio.

Some departments will ask for specific information in addition to that called for on this form. We encourage them to post an additional form or other statements that give guidance to applicants for assistantships on their graduate program web sites. The UMass Dartmouth Graduate Studies web site will maintain links to all such program-specific forms or statements concerning graduate assistantships. Log onto our site at <http://www.umassd.edu/graduate/welcome.cfm> and find the page devoted to graduate assistantships. You may also find there university policies related to assistantships and their benefits. Please also read the Financial Assistance section of the *Graduate Catalogue*.

Policies and practices in effect at UMass Dartmouth for graduate assistantships

Only active students matriculated in a graduate degree program in good academic standing and who have degree requirements remaining to be completed may be awarded assistantships. Programs offering teaching assistantships will state the main duties of those appointments and the qualifications required. Teaching assistants may have sole responsibility for teaching a course section or laboratory, or may assist the instructor(s) of record in teaching and instructional support duties. By campus policy, the English/communication skills of teaching assistants must be verified prior to appointment. Post-baccalaureate certificate students are not eligible to receive assistantships.

Most assistantships are offered by the department of the student's academic program. However, some assistantships are offered by other campus or extension units or programs. In these cases an official for the student's academic program will approve the appointment jointly with the offering unit and will review the student for academic eligibility to continue and to receive subsequent year awards.

Assistantships are awarded competitively. A graduate program committee will review teaching assistantship candidates and make formal recommendation of an action in each case, based on the stated duties and requirements and the evidence of the candidate's qualifications. Every applicant for a teaching assistantship will receive notification of award or non-award from the Office of Graduate Studies. Research assistantships allow a grant's principal investigator to select a student research assistant without a committee; but research assistantship appointments are reviewed by the dean and require approval of the Office of Graduate Studies, as do all assistantship appointments. Graduate assistantship appointments by an administrative or service unit will be made after an interview by staff members of that unit.

The official letter of appointment for all assistantship types comes from the Office of Graduate Studies. It will state the terms of the appointment (duration, hours per week, stipend, and waivers or other benefits) and conditions for continuation or cancellation. The letter also identifies a program contact person who is committed to be available to give specific information to the student. Communicating the specific duties and such matters as teaching assignments, schedules, and participation in trainings or orientation is the responsibility of the program officials.

Accepting an assistantship indicates an intention on the part of the student to complete a degree program at UMass Dartmouth. Assistantships represent a substantial investment by the university and the Commonwealth of Massachusetts. Graduate assistants are expected to make progress toward their degrees and be in good academic standing in order to retain their assistantship or to receive a subsequent award. Many departments have specific requirements for academic or professional performance. Good performance of the duties of the assistantship is also required.

The specific duties for an assistantship vary according to the unit offering the award, the student's field of study, and whether it is for the general purpose of teaching assistance ("TA"), research assistance ("RA"), or general administrative assistance ("GAA"). The duties performed shall be at a professional level appropriate to the student's academic field, as approved by the student's department. Duties regularly done by undergraduate students, such as peer tutoring, cannot be the basis of an assistantship. Although it is possible for an individual student to combine two assignments into an assistantship, in addition to meeting the criteria above the resulting package of duties needs to be approved by the student's department as having a coherent purpose.

Signature

To the best of my knowledge and belief, the information I have provided on this application is complete and accurate.

Signature: _____

Date: _____

Enclose with application or **mail** this form to:

Full name printed: _____

**Office of Graduate Studies
University of Massachusetts Dartmouth
North Dartmouth, Massachusetts 02747-2300**

International Applicants Only

Full name:

Use the same family, given, and middle names as on your main application, in the same order.

Students who will be studying here under one of the types of non-resident visas must fill in and submit this form. If you are a U.S. Permanent Resident (holder of a "green card") or a student in valid asylum/refugee status, please so indicate on the regular application and do not submit this form.

International applicants should study carefully the chapter in our Graduate Catalogue addressed specifically to international students. That chapter gives important information and can be taken as providing instructions for the application procedure for international students needing a non-resident student visa.

I am an international student who will study here under a non-resident visa.

Country of citizenship: _____ Country of birth: _____ City of birth: _____

Please answer the following question:

Have you studied in the United States previously? Yes; No. If "yes" please answer the following three questions; if "no," just answer question "c" below:

- a. Give us the following information for every past or present U.S. institution attended (use additional sheet if needed):
- | Visa type | School, College, or University | Start date | End date |
|-----------|--------------------------------|------------|----------|
|-----------|--------------------------------|------------|----------|
- b. Are you are in the U.S. now? Yes; No. Are you planning to transfer an existing student visa from another U.S. institution to this one? Yes; No; and if so, will you travel directly to UMass Dartmouth while remaining in the U.S., or will you come here after a visit abroad. If you answered "yes" to either question, give details on a separate sheet and enclose photocopies of your current I-94 form and INS authorization documents (I-20 or DS-2019); also go to question c.
- c. Visa type you will need:
 I need UMass Dartmouth to issue me a student visa. (Usually this will be the F-1 visa). **OR**
 I have or will have a visa allowing me to study at UMass Dartmouth. If so, tell type and explain below or on a separate sheet.

Indicate special conditions that apply to your visa status here or on a separate sheet; we hope to work with you to resolve issues.

Full permanent address in your home country—We must have this information to process your visa application:

TOEFL Requirement

I understand I am subject to the requirement to submit official TOEFL scores. I have taken/will take the TOEFL examination on _____ [give date] and have ordered/will order an official score report sent to UMass Dartmouth.

OR

Explain here any special conditions concerning your English eligibility and TOEFL scores.

Financial Certification

On the reverse of this sheet we provide a form that you should use to document your having sufficient funding to cover your costs as a student at UMass Dartmouth. We will accept other, similar documentation if you choose not to use our form; but please study the form carefully, because it indicates the specific documentation that we require. Please understand that you must prove the existence of the funding you claim by supplying us with official documents — bank statements showing you or your sponsor have sufficient funds and a signed letter from your sponsor promising to provide funding.

Many international graduate students rely on an assistantship from the university for all or part of their funding. If you are to receive an assistantship, the Office of Graduate Studies will communicate with you about its terms, the amount of funding it offers, and whether you will need also to provide some funding on your own.

International Applicants — Declaration and Certification of Finances

Full name: _____

Students who will be studying here under one of the types of non-resident visas must fill in and submit this form and provide the required documentation (or submit another set of materials that provides the same information and documentation to us). Enclose it and all required documentation together with the completed application for admission. If you are a U.S. Permanent Resident (holder of a "green card") or a student in valid asylum/refugee status please so indicate on the regular application and do not submit this form.

The U. S. Immigration and Naturalization Service (INS) requires the university to review the financial resources of each international student applying for admission. Applicants for an F-1 visa to study at the University of Massachusetts Dartmouth in the United States must demonstrate that they can meet the expenses of their education, housing, meals, and personal needs.

International applicants should study carefully the chapter in our Graduate Catalogue addressed specifically to international students. That chapter gives important information and can be taken as providing instructions for the application procedure for international students needing a non-resident student visa. To understand the present form, you should especially study the list of estimated expenses for your first year of study at UMass Dartmouth. *The total amount of support listed on this form and supported by the required documentation must equal or exceed the amount shown in that chapter.* If the total is less than the amount that is listed as required, we will not be able to process your application for admission.

-
- 1. Living arrangements** (check one): off-campus rental
 with a relative, cost free (must verify)
- Will you be alone or accompanied also by (check as applicable): a spouse;
 dependent(s) — and how many? _____

2. Indicate amounts available to support your studies at UMass Dartmouth for the first academic year. Give amount in U.S. dollars and show the type of financial support for each amount. Use whichever items apply to you, and list any additional sources on a separate sheet.

Your own funds \$ _____

Sponsor \$ _____

Name: _____

Address: _____

Relationship to you: _____

Sponsoring agency, employer, or government \$ _____

Name: _____

Address: _____

Total \$ _____

Graduate assistantship, amount awarded \$ _____

3. Enclose an original, official letter (not just a photocopy) from a bank for each sponsor listed as giving you funds. The letter(s) should indicate that sufficient funds are available to meet the need shown for your entire period of study. If your own funds will be used, enclose an official letter from a bank verifying the availability of funds in your own account.

4. Enclose an Affidavit of Support for each sponsor and agency listed as giving you funds. Each affidavit must (1) verify that the sponsor or sponsoring agency agrees to provide the support indicated for your first year of study and agrees to meet similar expenses in future years to enable you to complete your degree; (2) show the legal signature of the sponsor or of an official of the sponsoring agency. Each affidavit is to be an original, official letter, not a photocopy.

5. Your legal signature: _____ **Date:** _____



Office of Graduate Studies
North Dartmouth
Massachusetts 02747-2300 U.S.A
(508) 999-8604

Graduate Recommendation

Applicant:

Name of Applicant: _____

Proposed Graduate Program: _____

Under the provisions of the Family Educational Rights and Privacy Act of 1974, I waive my right of access to this letter of recommendation; University of Massachusetts Dartmouth will consider it confidential.

Signature of Applicant (signifying the letter is to be confidential)

Date:

Recommender:

1) Please rate the individual:

Applicant is in the upper	5% Outstanding	10% Superior	25% Good	50% Average	75% Weak	No Basis For Comparison
Breadth of General Knowledge						
Ability in field of study						
Ability in Oral Expression						
Ability in Written Expression						
Perseverance						
Emotional Maturity						
Imagination/Creativity						
Probability of success in graduate school						

2) On the reverse of this sheet, or on a sheet of your institution's official letterhead, give a written evaluation of this candidate.

Please comment on the applicant's ability to undertake graduate study and research and his or her general character, stability, and preparation for a successful career in the chosen field. Compare the applicant to others you have known in this field.

3) Please sign and indicate here your name, address, phone, and affiliation:

Signature: _____

Date: _____

Name: _____

Title: _____

Institution: _____

Address: _____

City, State, Country: _____

Telephone: _____

E-mail: _____

4) Please seal your recommendation in an envelope and sign your name across the sealed flap, and give it to the candidate to be mailed to us. Even if it is a non-confidential recommendation, we still require it to be sealed in an envelope. Your prompt response is greatly appreciated.



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