



Fellowship Office  
Graduate School

Southern Illinois University  
1263 Lincoln Dr., Mailcode 4716  
Carbondale, Illinois 62901



## PROMPT ASSISTANTSHIP PACKET CHECKLIST

*Southern Illinois University is an equal opportunity employer and will not discriminate against any person on the basis of race, ethnic origin, or sex.*

Department/Program: \_\_\_\_\_

Nominee Last Name: \_\_\_\_\_ Nominee First Name: \_\_\_\_\_

DAWG Tag #: \_\_\_\_\_  Master's  Doctorate

Please check off appropriate box when each document has been included in the packet.

**ALL DOCUMENTS** below **MUST** be included in the PROMPT Assistantship packet to be processed. Please arrange documents in order listed below. Packets with incomplete or missing documents will be returned which will delay the fellowship selection process and may even render the student ineligible depending on which documents are missing.

If you have questions, please contact the GA Office at (618) 453-4555.

### REQUIRED DOCUMENTS:

- PROMPT Assistantship Packet Checklist
- Application for PROMPT Assistantship
- Departmental PROMPT Assistantship Nomination Form
- Nominee's Award Essay
- Nominee's Personal Statement
- Nominee's Curriculum Vitae
- Nominee's Letters of Recommendation (3)
- Nominee's Official Transcripts (for ALL schools attended)
- Nominee's Official Standardized Test Score (If required for admission)

### Preparer Information for Questions/Problems:

Packet Prepared By: \_\_\_\_\_

Preparer's Phone: \_\_\_\_\_

Preparer's Email: \_\_\_\_\_

Preparer's Mail Code: \_\_\_\_\_





**PROMPT Assistantship  
Departmental Nomination Form**

Department/Program: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Preparer Phone: \_\_\_\_\_

Nominee Last Name: \_\_\_\_\_

Nominee First Name: \_\_\_\_\_

DAWG Tag #: \_\_\_\_\_

Undergraduate Major: \_\_\_\_\_

Date of Degree: \_\_\_\_\_

UGPA Cumulative: \_\_\_\_\_

UGPA Last 2 Years: \_\_\_\_\_

GRE/MAT/GMAT results (at least one test score required):

GRE: V% \_\_\_\_\_ Q% \_\_\_\_\_ A% \_\_\_\_\_

MAT: \_\_\_\_\_

GMAT: V% \_\_\_\_\_ Q% \_\_\_\_\_ W% \_\_\_\_\_

Departmental Rank: \_\_\_\_\_ of \_\_\_\_\_

PLEASE TYPE the reasons the student is being nominated and the basis for department ranking (attach second page if needed):

**FOR DEPARTMENT SIGNATURE**

Your signature confirms that your department has accepted this student for the above degree program, and that the department is making the above commitment in nominating the student for the above fellowship award(s).

\_\_\_\_\_  
Department Chair or Director of Graduate Studies

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department



**PROMPT Assistantship  
Nominee's Award Essay**

**PLEASE REPLACE THIS PAGE WITH NOMINEE'S AWARD ESSAY**  
(Two pages maximum)



**PROMPT Assistantship  
Nominee's Personal Statement**

**PLEASE REPLACE THIS PAGE WITH NOMINEE'S PERSONAL STATEMENT**  
(Three pages maximum)



**PROMPT Assistantship  
Nominee's Curriculum Vitae**

**PLEASE REPLACE THIS PAGE WITH NOMINEE'S CURRICULUM VITAE**



**PROMPT Assistantship  
Nominee's Letters of Recommendation**

**PLEASE REPLACE THIS PAGE WITH NOMINEE'S LETTERS OF RECOMMENDATION**  
(Three letters of recommendation are required)



**PROMPT Assistantship  
Nominee's Official Transcripts**

**PLEASE REPLACE THIS PAGE WITH NOMINEE'S OFFICIAL TRANSCRIPTS**  
*(Must include copies of official transcripts from ALL degree granting institutions)*  
*(Transcripts from SIU can be unofficial)*





**PROMPT Assistantship  
Nominee's Official Standardized Test Score Transcript**

**PLEASE REPLACE THIS PAGE WITH NOMINEE'S OFFICIAL STANDARDIZED TEST SCORE**  
*(At least one copy of official standardized test score is required)*  
*(Acceptable standardized tests: GRE, MAT, or GMAT)*