



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 Copies of Official Transcripts (for ALL degree granting institutions)
- Nominee's Copies of Official Standardized Test Score (recommended but not required)

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 (recommended but not 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 program ranking (attach second page if needed):

FOR PROGRAM SIGNATURE

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

Program Chair or Director of Graduate Studies

Date

Program



**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**

**IF APPLICABLE PLEASE REPLACE THIS PAGE WITH COPIES OF OFFICIAL
STANDARDIZED TEST SCORE**

(recommended but not required)

(Acceptable standardized tests: GRE, MAT, or GMAT)