

Application for Graduate Assistantships

Applicants for a graduate assistantship must fill out the relevant forms, available at the Music Department website (<http://www.hawaii.edu/uhammusic/resources/grAid.htm#>), and send them to the department Graduate Secretary no later than 15 January for appointments beginning in the subsequent fall semester. Students who seek to fill vacancies in the spring semester must submit their applications by 1 August. Incomplete or late applications may not be considered. Application must be supported by three recent letters of recommendation, along with the required cover forms (available for download at the department website) attesting to the applicant's academic abilities, achievements and suitability for teaching assignments. Referees selected by the applicant should send their letters of recommendation directly to the Graduate Secretary, UHM Music Department, 2411 Dole St. Honolulu HI 96822. Recommendations must arrive by February 1 for fall semester applicants and September 1 for spring semester applicants. Because all graduate assistants (GAs) must be enrolled as classified students, the Department must also have evidence of a completed application for admission to the graduate program in music and copies of the applicant's academic transcripts. All applicants whose native language is not English and whose Bachelor's or Master's degree is not from an approved English language university must request that the Educational Testing Service send TOEFL scores directly to the department and to the Graduate Division. For other supporting materials, specified by the various degree programs in music, see the Music Department website (<http://www.hawaii.edu/uhammusic/application/grAppProc.htm>).

The Selection Committee (SC) will also consider applications from students who are already enrolled as classified students in the department. They need only complete and submit the Graduate Assistant Application form. These students may use recommendations already on file, if they are less than two years old, and/or submit recommendations from faculty members whose courses and/or seminars the applicant has completed since admission.

Further Information

Requests for further information or for clarification of any information presented here may be addressed to the Graduate Chair, University of Hawai'i at Manoa, Department of Music, 2411 Dole St., Honolulu HI 96822. The GC may also be contacted by e-mail wright@hawaii.edu or telephone (808-956-7795).

All UHM Graduate Division policies (eligibility, appointment rules, regulations, etc.) applicable to GAs may be viewed at <http://manoa.hawaii.edu/graduate/content/graduate-assistants>.

May 22, 2012