Instructions
Application for Graduate Assistantship
Department of Mathematics
Oklahoma State University

To apply for an assistantship complete the steps below. Notice that some items should be sent to the Graduate College at the address

The Graduate College
Oklahoma State University
Stillwater, OK 74078-0050

and others to the Department of Mathematics at the address

Director of the Graduate Program
Oklahoma State University
Department of Mathematics
401 Mathematical Sciences
Stillwater, OK 74078-1058

1. Complete an **Graduate Application for Admission** and return it with the application fee to the Graduate College. (The application fee cannot be waived and an application will not be processed until the fee is paid.)

2. Complete an **Application for Graduate Assistantship** in the Department of Mathematics and return it the Department of Mathematics at the address above. Applications are accepted at any time, however, for full consideration, applications for the Fall semester should be received by March 1 of the preceding Spring and applications for the Spring semester should be received by October 15 of the preceding Fall semester.

3. Ask three individuals who are familiar with your capabilities and your academic achievements to write letters of recommendation for you. Past mathematics instructors and supervisors are preferred. Print your name and the degree program (M.S., Ph.D., Ed.D.) in spaces provided. If you agree to waive your right to inspect the letter, complete and sign the waiver at the top of each letter of recommendation form. Give one to each letter writer. As a courtesy you should also provide a stamped, addressed envelope so that the letter may be returned directly to the Department of Mathematics at the address above.

4. Send copies of all college transcripts to the Department of Mathematics. Unofficial copies are satisfactory.

5. If you are an international student (with certain exceptions), you must take the TOEFL and achieve a score of at least 550 in order to be admitted to the Graduate College. In order to be employed as a teaching assistant you must also take the TSE and achieve a score of at least 50.

6. The following two items are optional but highly recommended.
   - Take the GRE and request that the basic GRE scores (verbal, quantitative, analytical) be sent to Oklahoma State University.
   - Send a list of mathematics courses beyond elementary calculus and differential equations, names and authors of textbooks used (if in English), chapters and topics covered and whether the course emphasized *writing proofs* or *doing computations*.