



UNIVERSITY OF ATLANTA

PROVOSTIAL FELLOWS PROGRAM

Effective July 1, 2009

The Executive Council is pleased to announce that, effective July 1, 2009, the University of Atlanta has re-instituted the Provostial Fellows Program. As such, the Fellows Committee will designate up to two Provostial Fellows per calendar year (if and when qualified candidates apply and are selected based on the established criteria.) This particular award is highly competitive, merit-based and open to graduate students only. Potential applicants should, therefore, verify that they satisfy all of the minimum criteria prior to submission of the required forms and accompanying documentation. This application can only be accepted and reviewed by the Fellows Committee once the applicant has been formally admitted to a graduate program at the University of Atlanta and all requisite materials (as detailed in the paragraphs to follow) have been properly submitted.

A named fellow will be granted an award of \$1000 toward program tuition, to be deducted from the total program cost. The Fellow will be authorized to list this special honor/title in any and all documents; his or her name and the award will appear on the University website and in appropriate University publications; and the title will appear, in addition to any other honors, on both the student's final transcript and on the diploma issued at the time the degree is granted.

Those who fulfill all criteria and wish to be among those considered should adhere to the following procedures:

- 1.) Submit a completed Provostial Fellows Program Application Form. Request the form from the Office of the Provost (Provost.UofA.edu).
- 2.) Submit verification of admission to a graduate program at the University of Atlanta.
- 3.) Submit proof of a Bachelor's degree or higher (earned with First Honors or equivalent) from an accredited or Ministry-approved university.
- 4.) Submit all Transcripts and, where required, all National Examination Results. Those who have pursued post-Baccalaureate degree work or graduate degrees, must have sustained that record of distinction at the post-graduate level as well. All undergraduate and graduate transcripts must be submitted as original or certified documents (no uncertified copies). If such documents have been forwarded to another Office or Division of the University of Atlanta, indicate the date and specific documents previously sent and to whom, so that the Committee

might request them. Complete transcripts (official) from all post-secondary institutions attended.

- 5.) Submit the two required essays and an academic paper (from a former course) or a “white-paper” (from a contextualized professional setting) in standard typed format and presented in professional manner. Submissions must include:
 - a) A 650-850 typewritten statement of purpose in narrative (essay) form.
 - b) A 1000-1500 typewritten editorial on one issue of relevance within the broad arena of current events. Write in the third person from the perspective of an editorial journalist.
 - c) A sample research or analytical paper written for a previous course at the advanced undergraduate or graduate level OR a “white-paper” written in a contextualized professional setting, which is representative of the candidate’s recent work. (Candidates may elect to submit both an academic paper and a professional paper, although only one of the two is required.)
- 6.) Submit three letters of reference from academic and professional associates. Letters will be most useful if written by those who have worked closely with the applicant in an academic or professional setting and who are thus positioned to provide tangible evidence in support of such a distinction. Identify the authors of the three reference letters and indicate the nature and length of the association on the application form (see # 1, above). Each of the three letters should be sealed in an envelope marked confidential. Enclose the three sealed letters with the entire packet of submissions.
- 7.) Optional (but strongly recommended): Scores on one or more standardized examinations (GRE (preferred), SAT, ACT. Such scores, if submitted, will enhance the application.
- 8.) TOEFL scores for ALL non-native speakers of English.

For details on the University, consult: www.UofA.edu

Mailing instructions for application materials are provided on the Application Form.

Address all questions to the Office of the Provost (Provost@UofA.edu).