

# GTA CHECKLIST

HISTORY DEPARTMENT  
KANSAS STATE UNIVERSITY

**Apply by:** Early March

**Send to:** Heather McCrea - [hmccrea@ksu.edu](mailto:hmccrea@ksu.edu)

**For:** GTA application for the following school year

Please submit for approval:

1. Cover Letter detailing your interest in continuing in a GTA position and any relevant teaching/teaching assistant experience.
2. Unofficial transcripts from Kansas State University
3. One letter of recommendation, either from your Major Professor (if you have not yet been a GTA) or from a professor you recently assisted as a GTA.

Keep an eye out for an email through the Graduate Listserv in mid-February regarding the re-application process and the final deadline.