

## **How to Complete Your Tutor Application**

The Undergraduate Tutorial Program is accredited by the College Reading and Learning Association (CRLA) and requires the following documents as part of the application process:

1. Completed application form
2. A written personal statement (prompt provided on the application form)
3. Two (2) Faculty Endorsements completed by faculty members who can speak to your academic skills and knowledge of the subject(s) for which you wish to tutor.
4. An unofficial transcript to verify your GPA and course eligibility  
*How to print your unofficial transcript:*
  - Log onto your My.Hofstra.Edu Portal
  - Click the Menu button on the left of the screen
  - Select Student Services
  - Select Student Records
  - Select Academic Transcript
  - Leave the Transcript level and Type as is and click Submit
  - On the top right of the transcript under your name, date and time, select Print

**We will review your application when we receive all required materials.  
You will be contacted if there is a need for your tutoring services.**

**Please note: If you currently hold an on-campus job, you CAN still apply!**



## Center for Academic Excellence Undergraduate Tutorial Program

3<sup>rd</sup> Floor Axinn Library  
(516) 463-4002  
UTP@hofstra.edu

### Application to Become a Tutor

The Center for Academic Excellence welcomes your interest in becoming a peer tutor for the Undergraduate Tutorial Program (UTP) at Hofstra! To be considered for this position, you must:

- Have **sophomore class standing or higher**.
- Have a minimum **3.25 GPA** (minimum **3.5 GPA** if graduate student) and be in good standing.
- Have earned a **minimum grade of B+** in the course(s) for which you plan to tutor (transfer and AP courses are not applicable).
- Be available for the **entire semester** for a minimum of **10 hours per week**. Students expect to work with a tutor from the point they request assistance until the end of the semester.

In addition to this application form, please provide the following documents:

- **Two (2) Faculty Endorsement Forms**, completed by faculty members who can speak to your academic skills and knowledge of the subject(s) for which you wish to tutor.
- An **unofficial transcript** to verify your GPA and course eligibility.
- A **written personal statement** (approximately 350 words) answering this prompt: *What interests you in becoming a tutor, and what qualities do you possess that will make you successful in this position?*

Name:		Hofstra ID number: 70__ __ __ __ __ __ __	
Cell Phone Number:		Email: _____.@pride.hofstra.edu	
Class Standing: <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate			GPA:
Major(s):		Applying for: <input type="checkbox"/> Fall <input type="checkbox"/> Spring 20__   20__	Have you ever been employed at Hofstra? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously tutored for UTP? <input type="checkbox"/> Yes <input type="checkbox"/> No     If yes, when?			
Will you be working another on-campus position for the semester? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where and approximately how many hours/week?			

Date Received by UTP: \_\_\_\_\_

Please list the course(s) for which you would like to tutor. Include the **subject, course number,** and **semester/year** you took the course(s). *Example: ACCT 101 fall 2014.*

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Please list your availability/preferred hours for the semester for which you are applying.

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Sunday: \_\_\_\_\_

*By signing below, I certify that the information I have provided in my application are accurate and complete to the best of my knowledge. I authorize the Center for Academic Excellence and the Undergraduate Tutorial Program to review my Hofstra transcript to verify my academic eligibility for this position.*

*I also understand that tutors are hired on an as-needed basis. If hired, the number of hours I will work will be dependent upon my availability and the number of requests for the particular course(s) for which I will tutor.*

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**Applicant's Signature**

**Hofstra ID Number**

**Date**

**Please return your completed application to:**

Center for Academic Excellence, Undergraduate Tutorial Program, 3rd Floor Axinn Library  
Email: UTP@hofstra.edu • Phone: (516) 463-4002 • Fax: (516) 463-4049

Applications will not be reviewed until all required materials are submitted. In the event that you are a strong candidate but there are no requests for your area of tutoring, we will keep your application on file.

Date Received by UTP: \_\_\_\_\_



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### Faculty Endorsement Form

Student's Name: \_\_\_\_\_ Endorser's Name: \_\_\_\_\_

Academic Department: \_\_\_\_\_ Title: \_\_\_\_\_

Endorser's Email Address: \_\_\_\_\_ Endorser's Phone Number: \_\_\_\_\_

How long have you known this student? \_\_\_\_\_

In what capacity have you observed this student? \_\_\_\_\_

For which course(s) would you recommend this student as a tutor? \_\_\_\_\_

**Please check the appropriate rating for each attribute for this student:**

	<u>Below</u> <u>Average</u>	<u>Average</u>	<u>Above</u> <u>Average</u>	<u>Exceptional</u>	<u>Unable to</u> <u>Judge</u>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Endorser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for your feedback! If you would like to provide additional comments, please attach a letter.*

**Please return your endorsement to:**

*Center for Academic Excellence, Undergraduate Tutorial Program, 3rd Floor Axinn Library*

*Email: UTP@hofstra.edu • Phone: (516) 463-4002 • Fax: (516) 463-4049*

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