REQUEST FOR ADDITIONAL ON-CAMPUS EMPLOYMENT OUTSIDE OF ASSISTANTSHIP DUTIES

ALL REQUESTS RECEIVED AFTER EMPLOYMENT HAS STARTED WILL BE DENIED FOR THAT SEMESTER. OUTDATED FORMS WILL NOT BE ACCEPTED!

ATTENTION: Domestic Students can work a maximum of 25 hours per week, including Graduate Assistantship, for the entire year. International students can work a maximum of 20 hours per week during the Academic Year and 28 hours per week during Summer semester, including Graduate Assistantship.

SECTION A: (Completed by Graduate Student)

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<th>Last Name:</th>
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E-mail Address:  

Department you are currently working your assistantship in?  

Is your assistantship full time or part time?  

☐ FT (20hrs/week)  ☐ (10hrs/week)

Department requesting additional duties:  

Estimated weekly hours of additional duties:  

hrs per week  

(Refer to form instructions for maximum hours available)

Name of person who hired you:  

Requested Dates for Additional Duties:  

From:  

To:  

Nature of Work: (Briefly describe the additional duties)

Note: Employment outside of graduate assistantship could result in enrollment in STRS/PERS and the stipend will be subject to the required percentage of withholding for these programs.

Student Signature: ______________________  Date: ______________________

SECTION B: (Completed by Graduate Assistant’s Advisor)

ADVISOR CERTIFICATION: This certifies that the assignment requested will not infringe upon the student’s progress toward their degree. Please provide comments below:

Approved by Graduate Advisor: ______________________  Date: ______________________

SECTION C: (Completed by Graduate School)

The student is:  

☐ Domestic  ☐ International

Assistantship Status:  

☐ Full time (20hrs)  ☐ Part time (10hrs)

GPA is:  

☐ Eligible  ☐ Ineligible

Graduate School Decision:  

☐ Approved - Hours Per Week: ________  Comments:

☐ Denied  

☐ GPA ineligible  ☐ Max hrs. allowable reached  ☐ Other (See comments)

Dean, Graduate School ______________________  Date ______________________

DISTRIBUTION: (Emails sent)  

☐ Payroll  ☐ Student  ☐ Career Services