

# REQUEST FOR EMPLOYMENT OUTSIDE OF GRADUATE ASSISTANTSHIP DUTIES

**ATTENTION: International students currently working a full-time assistantship (20-hours per week) during Fall or Spring terms, may NOT work ANY additional hours.**

## SECTION A: (Completed by Graduate Student)

Last Name:	First Name:	Student ID#:
Department you are currently working your assistantship in?	Is your assistantship full or part time? <input type="checkbox"/> FT (20 hrs/week) <input type="checkbox"/> PT (10 hrs/week)	
Department requesting additional duties:	Estimated weekly hours of additional duties: _____ hrs per week <i>(Refer to form instructions for maximum hours allowable.)</i>	
Requested Assignment Period of Additional Duties: From: _____ To: _____ (Month/Day/Year) (Month/Day/Year)		

Nature of Work: (Briefly describe the additional duties)

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

## SECTION B: (Completed by Graduate Assistant's Advisor)

ADVISOR CERTIFICATION: This certifies that the assignment requested will enhance the graduate experience of the graduate assistant and will not infringe upon the student's progress toward their degree.

Comments:

Approved by Graduate Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION C: (Completed by Graduate School)

The student is: <input type="checkbox"/> Domestic <input type="checkbox"/> International	Assistantship Status: <input type="checkbox"/> Full time (20 hrs) <input type="checkbox"/> Part time (10 hrs)	GPA is: <input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible
Graduate School Decision: <input type="checkbox"/> Approved - Hours Per Week: _____ <input type="checkbox"/> Denied <input type="checkbox"/> GPA ineligible <input type="checkbox"/> Max hrs. allowable reached. <input type="checkbox"/> Other (See comments)	Comments:	

\_\_\_\_\_  
 Dean, Graduate School \_\_\_\_\_  
 Date

DISTRIBUTION: (Emails sent)       Payroll       Career Services