



THE
GRADUATE
SCHOOL AT **UMBC**

**REQUEST FOR ADDITIONAL ON-CAMPUS EMPLOYMENT FOR A
GRADUATE ASSISTANT**

From the Graduate Assistant Handbook:

Graduate students awarded full-time assistantships are not eligible to work for the University beyond the 20 hours per week associated with the assistantship. Graduate students awarded half-time assistantships are not eligible to work for the University for more than 10 additional hours per week beyond the 10 hours associated with the assistantship. According to the federal laws pertaining to F-1 visa-holding students, it is illegal to employ them for more than 20 hours per week during the Fall or Spring semesters.

During the Winter or Summer sessions, Graduate Assistants on a 10-month assignment are eligible to work for the University up to an additional 20 hours per week beyond the 20 hours associated with their assistantship. However, employment may not exceed 40 hours per week.

Any exceptions must have the prior approval of the Associate Dean of the Graduate School.

Name: <i>(last, first, M.I.)</i>	Employee ID:
Graduate Program:	Requesting Department:
Department Contact Person:	Department Telephone: - -
Brief description of duties:	
Time period during which overage will occur:	
Approximate number of hours per week in excess of maximum allowed:	Please check the following box if you currently hold an F-1 visa: <input type="checkbox"/>

Note:

- The signatories assert that the additional hours worked, if approved, would not affect negatively the student's academic pursuits in any way.
- If your request is approved, please forward this form with your hiring paperwork to Human Resources.

ACKNOWLEDGEMENT/DECISION SIGNATURES		
Please type and sign		
Student:	Signature:	Date:
Graduate Program Director:	Signature:	Date:
Associate Dean, Graduate School: Robert H. Deluty	Signature:	Date:
<input type="checkbox"/> Request is Approved. <input type="checkbox"/> Request is Denied.		