

Authorization to Work More than 50% up to 75% Maximum

This form is to be completed by the Hiring Unit in collaboration with the student's academic department (if different), and retained in the student's file in the academic department and/or hiring unit. **The form must be completed and approved with all required signatures prior to any offer and/or start of employment.** Please do not submit this form to Graduate Division.

International students on F-1 and J-1 visas cannot work more than 50% time during the quarter. This is a federal regulation. Non-compliance could have serious consequences for the University. **You must obtain approval from the Dashew Center prior to completing this form.**

Academic Information

Name (Last, First, Middle)	Student ID	UCPath Employee ID (If applicable)
Academic Department	Academic Program	Admitted Term
Cumulative GPA	Within Normative time to Degree?	Expected Graduation Date
Master ATC Date		Doctoral ATC Date
Academic Department Contact Name	Email Address	Phone

Reason for working more than 50% time:

The appointment will not affect progress towards degree (GPA is above 3.0).

GSR appointment is directly related to the student's dissertation

Financial hardship

Department has critical need; the student is uniquely qualified.

Student is in good academic standing, and is making Normative Time-to-Degree (if not explain below)

Other reasons or supporting comments (optional)

Academic Signatures approval from

Faculty Mentor/ Research Advisor/P.I.	_____	Date
Departmental Chair	_____	Date
School or Divisional Dean	_____	Date

Hiring Information

For the quarter/semester of:	Fall	Winter	Spring
Job # 1 Job Title	(course/other)		Job % (FTE)
Hiring Contact Name	Email Address		Phone
Job # 2 Job Title	(course/other)		Job % (FTE)
Hiring Contact Name	Email Address		Phone
Job # 3 Job Title	(course/other)		Job % (FTE)
Hiring Contact Name	Email Address		Phone
Total % of all Jobs			

For Jobs between 65% - 75% time, please attach a letter of justification from faculty mentor/research advisor/ P.I. and/or Chair. The letter must be kept with this form. Jobs above 75 % time require an approved exception from the Dean of the Graduate Division. For Online procedures, click here.