Reset Form

REQUEST FOR ADDITIONAL ON-CAMPUS EMPLOYMENT OUTSIDE OF ASSISTANTSHIP DUTIES

Submit Form via Email to GradAssist@utoledo.edu

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 OUTDATED FORMS WILL NOT BE ACCEPTED!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.

E-mail Address: Department you are currently working your assistantship full time or part time? assistantship in?	SECTION A: (Comp	leted by Graduat						
Department you are currently working your is your assistantship full time or part time? assistantship in?	Last Name:		First Name:			Roo	cket ID #:	
Department you are currently working your is your assistantship full time or part time? assistantship in?								
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Image: Section of the staff when hired you: Estimated weekly hours of additional duties: Image: Staff when hired you: Estimated weekly hours of additional duties: Image: Staff when hired you: Requested Dates for Additional Duties: Staff se-mail address: From: To: Nature of Work: (Briefly describe the additional duties) Image: Staff se-mail address: From: To: 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. Date:	Department you are currently working your			Is your assistantship full time or part time?				
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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:	subject to the required pe	rcentage of withhold	ling for these progra	ms.				
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	DISTRIBUTION: (Emails				Student	<u> </u>	Career Services	