University of Maryland Graduate School, Baltimore

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.

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| Name: *(last, first, M.I.)* | Employee ID: | |
| Graduate Program: | Requesting Department:  Office for Academic & Pre-Professional Advising | |
| Department Contact Person:  Monique Ransom | Department Telephone:  (410) - 455 - 2451 | |
| Brief description of duties: Winter orientation advisors will advise and register new undergraduate students for Spring 2020 classes. | | |
| Time period during which overage will occur: DOMESTIC GRADUATE STUDENTS (December 16, 2019 – February 7, 2020) | | |
| Approximate number of hours per week in excess of maximum  allowed: 15 | | Please check the following box if you currently  hold an F-1 visa: ⬜ |

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.

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| **ACKNOWLEDGEMENT/DECISION SIGNATURES**  Please **type and sign** | | |
| Student: | Signature: | Date: |
| Graduate Program Director: | Signature: | Date: |
| Associate Dean, Graduate School:  Jeffrey B. Halverson | Signature: | Date: |
| ⬜ Request is Approved. ⬜ Request is Denied. | | |