



## ACADEMIC YEAR SUPPLEMENTAL EMPLOYMENT APPROVAL FORM

FIRST NAME \_\_\_\_\_

LAST NAME \_\_\_\_\_

STUDENT ID # (SEVEN DIGITS) \_\_\_\_\_

NETID \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

The Graduate School and the University of Connecticut expect that full-time graduate assistants will devote a maximum of 20 hours per week to their assistantship duties during the academic year. Employment beyond this level can be detrimental to the student's progress towards the degree, especially if coursework and non-thesis requirements still remain. Federal regulations prohibit international students on F-1 or J-1 visas from working more than this amount during the school year. This limit does not pertain to those periods when classes are not in session during which time both international and domestic students may devote their full-time efforts to employment (40 hours a week). Under special circumstances, a domestic graduate student may devote more than 20 hours per week to employment on campus during the academic year. In this case, assurance must be given by his or her major advisor that such effort will not compromise satisfactory progress toward the degree. By signing below, the major advisor is giving this assurance for the time period specified.

FIELD OF STUDY/DEPARTMENT \_\_\_\_\_ U-BOX \_\_\_\_\_

CURRENT EMPLOYMENT STATUS  
(CHECK ALL THAT APPLY)

1/2 TA

1/2 RA

STUDENT LABOR

OTHER

FULL TA

FULL RA

WORK STUDY

NUMBER OF ADDITIONAL HOURS PER WEEK  
REQUESTED BEYOND TWENTY (20) \_\_\_\_\_

PERIOD TO BE COVERED \_\_\_\_\_

UNITED STATES CITIZEN

INTERNATIONAL STUDENT

**TO BE COMPLETED BY THE STUDENT'S MAJOR ADVISOR**

MAJOR ADVISOR'S NAME \_\_\_\_\_ U-BOX \_\_\_\_\_

MAJOR ADVISOR'S SIGNATURE \_\_\_\_\_

Return the completed form to The Graduate School, Whetten Graduate Center, Box U-1152

The Graduate School will send confirmation of approval to the Payroll Office, the student, and the major advisor.

**TO BE COMPLETED BY THE GRADUATE SCHOOL**

APPROVED BY \_\_\_\_\_

DATE \_\_\_\_\_