

Student Academic Appointment Application

[Contact Junko Kiross for form processing deadlines.]

Date: _____ Name: _____ Phone: _____
 SID #: _____ EID #: _____ Email: _____
 Program: _____ Degree: _____ New Hire Rehire

Section 1: Completed by the Student

1a. Other campus employment? Yes No
 If yes, Department: _____ Title: _____
 Begin/end dates of appointment:
 Begin: _____ End: _____ %Time _____
** If all appointments total more than 50%, student must file a Request for Exception Form.*
 Do you have a work study appointment? Yes No

1b. For fee remission purposes:
 Do you pay non-resident tuition?: Yes No
 Do you have a fellowship?: Yes No
 If yes, name and type: _____
 Award Amount (by semester):
 Fall stipend: \$ _____ Fall fees: \$ _____
 Spring stipend: \$ _____ Spring fees: \$ _____
 Will you receive a student support award, a fellowship award, or any other kind of award? Yes No (If yes, when? _____)
For fee remission guidelines, see: <http://graddashboard.berkeley.edu>

1c. For GSIs: Are you a first time GSI? Yes No
If yes, contact Ilka Williams for specific requirements.
 Have you advanced to doctoral candidacy?
 Yes No Date: _____
 Course Number** _____
 Instructor of Record: _____
*** If for 200 or 300 level course, GSI must file a Request for Exception Form.*

1d. Current GPA: _____ # of "I" Grades *** _____
**** attach memo w/plan for completing "I" grades.*
 Registered for term of appointment? Yes No
 Number of units enrolled (12 min): _____
 On schedule (Normative Time)? Yes No

Section 2: Completed by Hiring Faculty

Appointment title: GSR GSI Reader Tutor
 Step Level # (pay rate)*: _____
 Fall Semester Spring Semester
 Summer Winter
GSI: Last two years enrollment number _____
Appointment dates:
 Begin: _____ End: _____ %Time _____
 Will fee remission be covered by this appointment? Yes No
 Non-resident tuition covered? Yes No
 Fund source: _____
 Budget Assistant name: _____
 Hiring Faculty name (print): _____
 Approval signature of hiring faculty member:

 Hiring Faculty Signature
For current GSR steps/rates, see: http://www.ucop.edu/academic-personnel-programs/_files/1516/T22.pdf
** Note: SAS determines GSI steps based on prior work history.*

Section 3: Completed by GSE Student's Faculty Adviser

 Faculty Adviser Approval Signature
(or attach email approval if unavailable)

Internal for BSO Use Only

Chartstring: _____
 Budget Assistant Approval: _____
 Title Code: _____ Time Code: _____

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Name: _____ SID: _____

Instructions: The hiring unit should complete this form and obtain the student’s signature in the box below. The student’s signature indicates an understanding of the policies governing this appointment. This form is subject to audit and must be maintained by the hiring unit for the period of the appointment. For additional information about graduate student appointments, see the Graduate Division’s web site: [http:// grad.berkeley.edu/policies/guides/category/appointments-guide/](http://grad.berkeley.edu/policies/guides/category/appointments-guide/)

(BSO office use: Do not send this form to the Graduate Division)

• **GSR Appointments**

BSO office use only:

Title Code:	3276	3276	3282	3284	3266
	No Fee	Partial Fee	Full Fee	Full Fee &	Decoupling or
	Remission	Remission	Remission	Nonresident	Separation of
	24% or less	25%–44%	45% or more	Tuition	GSR fee remission
				45% or more	from salary
					25% or more

During the period of appointment the student must:

- have a GPA of at least 3.1
- have no more than 2 incompletes in upper division or graduate level courses
- be registered and enrolled in a minimum of 12 UNITS
- submit time records that reflect the appropriated percentage of effort through the semester appointment
- plan and report absences consistent with hiring unit policy

If the appointment exceeds 50%, a Request for Exception form must be submitted.

• **Reader/Tutor Appointments**

BSO office use only:

Title Code:	Reader:	2850	Tutor:	2860
		2851		2861

Is this appointment a 200-level course? Yes No

If yes, a Request for Exception form must be submitted.

Current student status in not a requirement to hold either a Reader or Tutor appointment.

However, all appointees must:

- Have taken the course and received a grade of “B” or above
- Have a GPA of 3.0 in previous academic work

If the appointee is currently a graduate student, he or she must also meet the criteria listed above under GSR appointments.

I have read and/or been informed about the guidelines and policies governing this academic appointment. To the best of my knowledge, I meet the criteria for this appointment.

_____ Student signature

_____ Date

SAS Review: _____ Date: _____