

**Eligibility Verification from Home Department**  
(for student to hold a graduate student academic appointment)

**USE THIS FORM FOR PROPOSALS TO APPOINT AN ASSOCIATE, TA, GSR, READER, OR REMEDIAL TUTOR WHEN**

**(1) THE EMPLOYING UNIT IS NOT THE STUDENT'S HOME DEPARTMENT AND**

**(2) THE STUDENTS MEETS POLICY STANDARDS\***

For policy reference, see [www.graddiv.ucsb.edu/handbook/academicappointments.aspx](http://www.graddiv.ucsb.edu/handbook/academicappointments.aspx)

- An employing unit must first ascertain that the student is eligible to hold a graduate student academic appointment by obtaining this verification of eligibility from the student's home department.
- This eligibility verification form must be obtained prior to offering an appointment to a student, and must be kept on file by the employing unit.
- This eligibility verification form must be submitted along with the associate packet for all associate appointments where the employing unit is not the student's home department.

**\*Note: if the student does not meet policy standards, a request for exception to employment policy form MUST be completed by the home department and submitted to Graduate Division for approval before an employing unit may offer an appointment to a student.**

The Department of \_\_\_\_\_ is aware and supports the decision of \_\_\_\_\_  
*home department*

\_\_\_\_\_ , \_\_\_\_\_ to work in the Department of \_\_\_\_\_  
*student name perm employing department*

as a \_\_\_\_\_ at \_\_\_\_\_ % during \_\_\_\_\_ .  
*title code % appt quarter/year*

**By signing this form, the representative of the home department verifies that:**

- the student meets all appointment eligibility criteria so a request for exception to policy is not needed, OR an exception to employment policy has been approved and is attached;

**AND**

- the student is making good progress toward his/her degree and this employment will not interfere with the student's progress.

\_\_\_\_\_  
*Department Chair or Faculty Graduate Advisor*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*