

**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. If a student's eligibility to be appointed in another department as an associate, TA, GSR, reader or remedial tutor is denied, the student cannot be appointed to any of those positions by their home department. The total FTE of combined appointments may not exceed 75%.**

The Department of \_\_\_\_\_ has verified the academic eligibility  
*home department*

of \_\_\_\_\_ , \_\_\_\_\_ to hold academic appointment of \_\_\_\_\_  
*student name perm Job Code*

at \_\_\_\_\_ % during \_\_\_\_\_ in the department of \_\_\_\_\_ .  
*FTE quarter/year employing department*

**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*