



College of Graduate Studies
GRADUATE ASSISTANTSHIP
Request for Additional APSU Employment

Semester: _____ Year: _____

Non-Resident Alien: ☐ YES ☐ NO

Total Combined Hours of Work Per Week: _____

If yes, visa type: _____

- Students who hold graduate assistantships may be permitted additional on-campus employment under special circumstances.
- Permission to work additional hours is granted solely by the Dean of the College of Graduate Studies and is not guaranteed.
- The total combined hours of APSU employment MAY NOT EXCEED 29 hours per week.
- **For students with NRA status, students may refer to 8 CFR 214.2 (f)(6)(i)(H) to justify an additional 9 hours of employment to show that the graduate assistantship is deemed a part of their academic program.**
- This request should include a clear rationale from the requesting supervisor. Once signed, the form should be routed to the student's GA supervisor and Graduate Program Coordinator, the Office of International Student Services (if applicable), and then to the College of Graduate Studies for final approval. International students must also obtain approval from the Office of International Student Services. Upon final approval, the Graduate Studies Office will forward the request to HR.

Student Information		Assistantship Information	
Name		GA Assignment Area	
Student ID		Weekly # of GA hours	
Hours Enrolled		Graduate Coordinator	

Additional Employment Rationale	
Area of Additional Employment:	Number of Work Hours (weekly):
FOAP (filled by Supervisor)	
Reason for Request	

Required Approving Signatures (in routing order):

(1) _____
Additional Employment Supervisor (assigned area) Date

(2) _____
Graduate Assistant Supervisor (assigned area) Date

(3) _____
Graduate Program Coordinator Date

(4) _____
International Student Services Representative (if non-resident alien) Date

(5) _____
Dean, College of Graduate Studies Date