

Route this form to:
 Graduate Assistant Employment
 Services
 Room 545B West Bank Office Bldg.
 1300 S. 2nd Street
 Minneapolis, MN 55454

U Wide Form
 UM 1655

Rev: 12/2014

Special Graduate Assistant Registration Status Request Form

Instructions: Please send or fax completed form to: Graduate Assistant Employment Services, Room 545B West Bank Office Bldg. 1300 South Second Street Minneapolis, MN 55454. Fax: (612) 626-7911. Departments should keep a copy in the student's departmental file.

Student Name (Last, First)

Student ID:

Major:

SGARS status for:

Term:	Year:
<input type="text"/>	<input type="text"/>

Step 1:

This is to verify that this student has met his/her graduate program's Special Graduate Assistant Registration Status (SGARS) eligibility requirements for the term indicated above. The student is authorized to register for fewer than 6 credits.

Advisor's Signature

Date

<input type="text"/>	<input type="text"/>
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Director of Graduate Studies (DGS) Signature

Date

<input type="text"/>	<input type="text"/>
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Step 2:

Based on the adviser and DGS signatures, verifying that the student meets her/his graduate program's requirements for SGARS status, s/he will be assigned to the job class title 9511, 9515, 9521, 9526, or 9531 (circle one) for the term indicated above. The student is authorized to register for fewer than 6 credits.

Supervisor's Signature

Date

<input type="text"/>	<input type="text"/>
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Graduate assistants who qualify for SGARS may register for 1-5 credits (graded or thesis) to hold a graduate assistantship. A request for SGARS must be made for *every* term a graduate assistant wishes to register for fewer than 6 credits.

Adviser and DGS authorized requests must be submitted to the employer in a timely fashion. Students who submit a SGARS Request Form to their adviser/DGS for authorization after the beginning of the term are at serious risk of having their request denied – even if they meet their graduate program's requirements for eligibility.