

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:**

<b>Term:</b>	<b>Year:</b>
<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.**