

# Verification of Appointment for Resident Tuition

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Request form.

**U Wide Form**  
UM 1502

**Rev: 07/09**

**Purpose:** University of Minnesota campus, collegiate, and administrative units may certify that certain academic employees and their immediate family members, civil service, and represented bargaining unit employees are eligible for resident tuition rates by completing this form. The original form should be presented to the Registration Center when the individual or immediate family member registers. If registering online, the employee must still submit the form to the Registration Center. The employing department and the employee should retain photocopies.

**Eligibility:** Resident tuition privileges are available to employees (and their immediate family members) on the basis of appointment classification and percentage of appointment. Neither the employees nor their immediate family members accrue extended resident tuition privileges except as noted.

**Academic Employees:** Academic employees or fellows (and their immediate family members) who hold appointments in classes 93xx, 94xx, 96xx, 97xx, 9540, 9546, 9548, 9555, 9556, 9560, 9563, 9590, and 9591 must hold 75 percent appointments for the entire term of eligibility. Academic employees or fellows (and their immediate family members) who hold appointments in classes 9545 and 9558 must hold a minimum of a 25 percent appointment for the entire term of eligibility. They must also receive a salary equivalent to at least a 25 percent graduate assistant appointment at the current hourly salary range or work 195 hours per semester if on an hourly appointment.

**Graduate Assistants: DO NOT COMPLETE THIS FORM.** Contact Graduate Assistant Employment Services for eligibility requirements. Phone: 612-624-7070 or E-mail: gaoinfo@umn.edu

**Civil Service/Represented Bargaining Unit Employees:** Civil service/Represented bargaining unit employees holding appointments in classes lxxx-8999 must hold a minimum of a 75 percent appointment for the entire term of eligibility.

**Note:** Forms will be audited each term. Participants found ineligible will be reassessed tuition at nonresident rates, if applicable.

Student Name (Last, First, Middle)	Student ID Number	College of Enrollment
Term and Year of Eligibility (check one)		
<input type="checkbox"/> Fall Semester	<input type="checkbox"/> Spring Semester	<input type="checkbox"/> Summer Semester
		Year
Status (check one)		
<input type="checkbox"/> Student holds the academic or civil service/represented bargaining unit appointment indicated below during the term specified.		
<input type="checkbox"/> Student is a member of the immediate family of the individual, named below, who holds the academic or civil service/represented bargaining unit appointment indicated below during the term specified.		

Employee's Name (if other than student)			Empl ID
Appointment Class Number	Appointment Class Title	Percentage Time	Term of Appointment to
Certifying Department			Telephone Number
Certifying Signature (not stamp)			Date Signed

For further information about the use of this form, **contact the appropriate campus.**

CROOKSTON  
Records and Registration  
109 Selvig

DULUTH  
Registrar's Office  
184 Darland Admin

MINNEAPOLIS  
Student One-Stop  
200 Fraser

MORRIS  
Records Office  
212 Behmler

ST. PAUL  
Student Service Center  
130 Coffey

Distribution: **original** – OTR      **photocopies** – student and employing department