

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: 9/2015

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 their 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 their graduate program's requirements for SGARS status, they 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.