

Employment Approval Request

*This completed form must be submitted **prior** to beginning any work. Work performed prior to completion of the approval process cannot be paid retroactively.
Submit completed form to GPA who will obtain necessary approvals.*

Name: _____ Date: _____

Year of Study: _____ Email: _____

PU Empl ID #: _____

Academic Milestones Completed (check all that apply):

- coursework & distribution requirements completed (current # of INCs _____)
- language requirement
- General Exam
- dissertation proposal & exam
- department teaching requirement

Please list the new position for which you're seeking approval, along with all other current hourly employment both inside and outside the University.

Description of Work	New position (Yes/No)	Start Date	End Date	Avg. hours per week

(Students may work a maximum average of 10 additional hours per week.)

Adviser approvals (4th-year students and beyond):

DGS Approval: