

Please Submit a Total of TWO (2) Documents to Phyllis M. Bibb:
1 - Original Form on **Yellow** Paper, 1 - Copy on **White** Paper
TK: _____

APPOINTMENT - UNDERGRADUATE RESEARCH ASSISTANT

Original Appointment Renewal Revised

(CIRCLE ALL DATA CHANGES IN RED)

INSTRUCTIONS: PLEASE COMPLETE EACH FIELD IN IT'S ENTIRETY. INSTRUCT THE STUDENT TO REPORT TO THE SEAS BUDGET OFFICE **BEFORE** STARTING TO WORK TO COMPLETE THE EMPLOYMENT ELIGIBILITY VERIFICATION FORM AS **REQUIRED BY THE U.S. DEPARTMENT OF JUSTICE, IMMIGRATION & NATURALIZATION SERVICE (LEGAL PROOF OF VERIFICATION IS REQUIRED).**

NAME: _____ SOCIAL SECURITY #(last 4 digits only): _____

DEPARTMENT/ORGANIZATION TO BE CHARGED (Check): BME- *NK(31315)*
CE- *ENQ(31325)* CHE- *ENM(31320)* CS- *END(31330)* ECE- *ENU(31335)*
ME- *ERN(31345)* MS- *ERM(31340)* SYSE- *ERS(31350)* STS- *ERA(31355)*
OTHER specify: _____



DOES THE STUDENT HAVE OTHER EMPLOYMENT? (Check) YES NO
(IF YES, PLEASE EXPLAIN AND GIVE HOURS PER WEEK)

IF FOR SUMMER EMPLOYMENT: WILL THE STUDENT BE REGISTERED FOR CLASS(ES)? (check) YES NO

GRADE POINT AVERAGE: _____ YEAR (Check) 1 2 3 4
*(Requires approval by Mr. P. Marshall, Assist Dean for Undergrad . Programs if lower than 2.5 (A/Y) or 2.0 (Summer).

HOURLY RATE: _____ (REFER TO CURRENT RATE SCHEDULE)

ESTIMATED NUMBER OF HOURS PER WEEK (MAXIMUM) _____

*(Requires Approval by Dean if more than 10hrs/week during A/Y)

APPOINTMENT PERIOD: _____

(First day & last day to be worked)

START DATE: _____ STOP DATE: _____
PROJECT # ___ / ___ / ___ / ___ / ___ / ___ AWARD # ___ / ___ / ___ / ___ / ___ / ___
START DATE: _____ STOP DATE: _____
PROJECT # ___ / ___ / ___ / ___ / ___ / ___ AWARD # ___ / ___ / ___ / ___ / ___ / ___
START DATE: _____ STOP DATE: _____
PROJECT # ___ / ___ / ___ / ___ / ___ / ___ AWARD # ___ / ___ / ___ / ___ / ___ / ___

PRINCIPAL INVESTIGATOR - NAME: _____ SIGNATURE: _____

SELF-SERVICE MANAGER - NAME: _____ SIGNATURE: _____

F. CLINE, RES. ADMIN: _____