

## Graduate Student External Appointment Request Form

### ***A. Student Information:***

Student Name \_\_\_\_\_  
Student ID # \_\_\_\_\_  
Advisor Name \_\_\_\_\_

### ***B. External Appointment Information:***

Appointment Title \_\_\_\_\_  
Dept. or company name \_\_\_\_\_  
Supervisor's name \_\_\_\_\_  
Begin date of external appointment \_\_\_\_\_  
End date of external appointment \_\_\_\_\_  
Average number of hours worked per week \_\_\_\_\_  
Total estimated compensation \_\_\_\_\_

### ***C. Description of Work:***

Describe the work to be performed or attach additional sheets as needed.

### ***D. Compensation:***

Describe if you are requesting the compensation from the external appointment in addition to or in place of your regular stipend (or a reduced RA/TA stipend).

### ***E. Student Signature***

\_\_\_\_\_ Date \_\_\_\_\_

### ***F. Approvals***

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **Instructions:**

1. Complete sections A through E.
2. Meet with advisor (or Associate Head) to obtain advisor signature in section F.
3. After obtaining advisor signature, submit request form to Department Head for approval.
4. Return completed, approved form to the departmental Student Program Coordinator.

***\*\* Note: All approvals are required PRIOR to the start of your external appointment. \*\****