

10/02--Revised

## Special Graduate Assistant Registration Status Request Form

Student's name: \_\_\_\_\_

ID number: \_\_\_\_\_

Major: \_\_\_\_\_

SGARS status for: \_\_\_\_\_  
Term and Year

### Step 1:

This is to verify that this student has met his/her 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.

\_\_\_\_\_  
Adviser's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Graduate Studies signature

\_\_\_\_\_  
Date

### Step 2:

Based on the adviser and DGS signatures verifying that the student meets his/her graduate program's requirements for SGARS status, s/he 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

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.**

**Instructions: Please send or fax completed form to: Graduate Assistant Employment, 200 Donhowe Bldg., 319-15<sup>th</sup> Ave SE, Mpls, MN 55455. Fax: (612) 625-9801. Departments should keep a copy in the student's departmental file.**