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., 319-15th Ave SE, Mpls, MN 55455. Fax: (612) 625-9801. Departments should keep a copy in the student’s departmental file.