

Graduate Student Appointment Checksheet

TO BE COMPLETED BY STUDENT (Please print):

Student Name: _____

Major: _____

Highest degree earned: _____ Year awarded: _____

Are you a UC Berkeley student? Yes___ No___

If NO, home campus: _____

California resident: Yes ___ No___

Country of citizenship: _____

DURING PERIOD OF APPOINTMENT:

1. Will you be registered and enrolled in **12** or more units (except summer break)?

Yes___ No___

Beginning Fall 2007, the minimum units requirement to hold a GSI or GSR appointment is 12 units unless already advanced to doctoral candidacy.

If YES, how many units: _____

If NO, on Filing Fee? Yes___ No___

Beginning Fall 2002, students who are on Filing Fee status may not be appointed as GSIs or GSRs. Students may be appointed as Readers.

2. Will your appointment(s) exceed 50% time? Yes___ No___

If YES, appointment(s) at 51%-75% time must be approved in advance by the student's head graduate advisor. *Beginning Fall 2009, the authority to approve exceptions to this policy for appointments over 50% and up to 75% is delegated to the Head Graduate Advisor of the student's academic department.*

Appointment(s) at over 75% time must still be submitted to the Appointments Unit of the Graduate Division for consideration as exceptions.

3. Will you have outside health insurance and Student Health Insurance

Plan (SHIP) waiver? Yes___ No___

4. Will you have a fellowship or traineeship? Yes___ No___

If YES, what kind: _____

award period: 10 months___ 12 months___ Other_____

Award stipend: \$_____ Fees: \$_____

Nonresident Tuition: \$_____

5. Do you have a GSR appointment at LBL (Lawrence Berkeley Lab)? Yes___ No___

6. Your Current GPA: _____ (GPA of at least 3.0)

Beginning Spring 2010, GSR/GSI is now the same as Reader/Tutor, which is at least 3.0 GPA.

Do you have Incomplete grades? Yes___ No___

If YES, how many: _____ (may not have more than 2 Incompletes in upper division or graduate level courses).

CONTINUING STUDENTS

Continuing students must provide:

1) a copy of their transcript with this check sheet, and

2) a copy of their current semester enrollment.

NEW STUDENTS must provide a copy of their current semester enrollment.