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.