



Employment Authorization Form

Graduate students at MSU may work (through any combination of payroll types) at Residence Life, University Food Services, ASMSU Tutoring, or apply for classified, professional or adjunct positions with no restrictions. For this type of employment, a Graduate Student Employment Authorization Form must be submitted with approval from the student's advisor and the Division of Graduate Education.

Graduate students appointed as Graduate Teaching or Research Assistants may not be employed for more than 20 hours per week cumulatively for all forms of employment on campus.

All campus employment of graduate students must be approved through the Division of Graduate Education.

(Completed by Student)

Student Name SSN or GID

Student's Academic Department

Currently appointed as a Graduate Teaching or Research Assistant? Yes No

Number of hours per week appointed as a GTA or GRA?

Student Signature Date

(Completed by Employer)

Employing Department

Contact Name Phone Number

Position Type: Temporary Hourly, Classified, Professional, Adjunct, Other

Maximum hours/wk requested by employing Department:

Requested dates of employment:

Employer Signature Date

APPROVED BY:

Student's Academic Advisor Date

Vice Provost for Graduate Education Date

The Division of Graduate Education will make three (3) copies: The original will be forwarded to Personnel & Payroll Services, DGE will keep one copy, one copy will be provided to the employing department, one copy will be provided to the student for their records.