

EMPLOYMENT VERIFICATION FOR A REDUCED COURSE LOAD

Please return completed form to: College of Environmental Design, Undergraduate Office, 232 Wurster Hall, Berkeley, CA 94720-1800.
Tel: (510) 642-4942

NAME _____

SID _____

EMAIL _____

LOCAL PHONE _____

UNITS YOU ARE CURRENTLY ENROLLED IN _____

UNITS YOU PROPOSE TO TAKE _____

EMPLOYER: _____

EMPLOYER TAX ID#: _____

EMPLOYER ADDRESS: _____

EMPLOYER PHONE: _____

JOB DESCRIPTION: _____

HOURS PER WEEK: _____

PAID EMPLOYMENT? YES NO

EMPLOYMENT BEGINS ON: _____ EMPLOYMENT ENDS ON _____

SUPERVISOR'S NAME: _____

SUPERVISOR'S SIGNATURE: _____

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND MAY BE VERIFIED BY THE COLLEGE

Student Signature: _____ Date: _____

- A signed employment verification form is required each semester for a reduced course load.
- DEADLINE: The last day to submit this form is the Friday of the fifth week of instruction.
- You are expected to complete degree requirements within the semesters allowed (8 for freshmen, 4 for transfers).
- You will be able to reduce your course load based on employment, according to the guide below.

Hours of paid employment	Units required
15 hours	10 units
20 hours	8 units
30 hours or more	One course of at least 3 units

For Office Use Only

Processed by: _____ Date _____ Hours reported _____