

EMPLOYMENT VERIFICATION FOR A REDUCED COURSE LOAD

Please return completed form to your major adviser in the College of Environmental Design.

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.
- Note that with an approved course reduction, you are still expected to complete degree requirements within the semesters allowed (8 for freshmen, 4 for transfers). This may require enrollment in UCB Summer Sessions, UCB Extension/Concurrent Enrollment, or at another institution. See your adviser for more information.
- If you are receiving financial aid, consult your financial aid counselor about the impact of a reduced course load on your aid.
- You will be able to reduce your course load based on employment, according to the guide below.

Hours of paid employment	Units required
15-19 hours	10
20-29 hours	8
30 hours or more	6

For Office Use Only

Processed by: _____ Date _____ Hours reported _____