



## William & Mary Graduate Arts & Sciences

### Permission for Additional Employment

If you have a graduate assistantship, use this form to request approval for hours of additional employment. Please note:

- In determining total employment hours, a graduate student who is fully supported with an assistantship is considered to work for 20 hours per week.
- A graduate student who is partially supported through an assistantship may work less than 20 hours per week, as specified by their department or program.
- A summer research fellowship is not a graduate assistantship and does not count toward employment hours.
- For grant-funded research assistants, see the additional restriction below.

The number of hours worked as a Graduate Assistant plus the number of hours of additional employment may not exceed 29 hours per week.

Grant-funded research assistants may request approval for up to 9 hours per week of additional employment only if the advisor / principal investigator confirms that additional employment does not conflict with the expectations of the funding agency for student effort on the sponsored research.

Requests for participation in summer internships may be submitted using this form and will be considered on a case-by-case basis, considering the educational benefit to the student.

Additional employment must be approved by the Vice Dean for Research and Graduate Studies and may not adversely affect a student's progress towards their intended degree. Approval will not be granted for students who are not in good academic standing.

It is the responsibility of international students to understand their visa restrictions before accepting additional on-campus or off-campus employment.

#### **Instructions**

The appended form requires the following signatures:

- Student
- Faculty Advisor
- Director of Graduate Studies (DGS).

In addition, written statements of support from the faculty advisor and the DGS must be submitted with this form and must indicate that the student's academic progress will not be affected.

Return the form and supporting letters in a single .pdf file to the Office of Graduate Studies by email to [dean-gsr@wm.edu](mailto:dean-gsr@wm.edu). Use your W&M email account when returning forms to the OGS.



William & Mary  
Graduate Arts & Sciences

OFFICE OF GRADUATE STUDIES  
Blow Memorial Hall (Suite 326), 262 Richmond Road  
757-221-1966 | dean-gsr@wm.edu

### Permission for Additional Employment

Student Name: John Smith Banner ID #: 939999999

Student Dept./Program: Physics

Number of years in the Program: 3

Are you fully supported through a Graduate Assistantship? YES  NO

If you are not fully supported, how many hours per week do you work as a graduate assistant: \_\_\_\_\_

Requested number of hours of additional employment per week: 5

Brief description of the employment:

Extend my internship ....

Dates of additional employment: 1/26-3/15/2025

Is this a request for approval of a summer internship? YES  NO

If the answer to the previous question is "yes", please attach a description of the internship.

Student: Print Name | Signature \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: Print Name | Signature \_\_\_\_\_ Date: \_\_\_\_\_  
*(Please attach letter of support.)*

DGS: Print Name | Signature \_\_\_\_\_ Date: \_\_\_\_\_  
*(Please attach letter of support.)*

Approval in effect until \_\_\_\_\_

\_\_\_\_\_  
Vice Dean for Graduate Studies and Research Date: \_\_\_\_\_