

Work Verification Form

The College of Engineering undergraduate curriculum is a full-time program. As a matter of policy, the College expects its undergraduates to be full-time students who make “normal progress.”

Students employed 15 or more hours per week and who have documented financial need may petition to take less than the minimum required 12 units. Use this form to request a reduced study load for a particular semester due to verified **paid*** employment. Refer to the *College of Engineering Undergraduate Guide*, under the *Reduced Course Study List Requests* header, for exact scale of “hours worked to unit load” allowed.

This form and the separate employer letter [see below] must be submitted to the Engineering Student Services Office in 230 Bechtel **no later than the end of the fifth week of classes of the semester in question.** These verification documents must be updated and resubmitted each semester you seek permission for a reduced study list.

Instructions:

1. Student must submit documentation of financial need (eg. FAFSA, tax returns) to their Student Affairs Adviser.
2. Supervisor must provide the following **on company letterhead**:
 - Student Employee’s full name.
 - Date employment began.
 - Date employment will end [if none, put “Indefinite.”].
 - Number of hours worked per week.
 - Verification that this is **paid*** employment.
 - EMPLOYER’S TAX ID NUMBER. [If UC employed, this number need not be supplied].
 - Supervisor’s signature AND printed name.
 - Supervisor’s phone, fax, email, and mailing address.
3. Supervisor should place letter AND this form in **sealed envelope** addressed to the Engineering Student Services Office Adviser, 230 Bechtel - #1702, Berkeley, CA 94720-1702.
4. The envelope may be mailed or hand delivered to the Engineering Student Services Office.

STUDENT COMPLETES THE SECTION BELOW:

Name: _____ SID No.: _____ Telephone: _____

Mailing Address: _____ City: _____ Zip: _____

E-mail Address: _____

Signature: _____ Date: _____