

## EMPLOYMENT VERIFICATION FOR REDUCED STUDY LIST

\*For CNR students only, all other students should consult with their college for policies and procedures regarding reduced course loads.  
 Please return completed form to: Office of Instruction & Student Affairs, 260 Mulford Hall  
 Berkeley, CA 94720-3100 • Tel: (510) 642-0542 • Fax: (510) 643-3132

Name: \_\_\_\_\_ SID #: \_\_\_\_\_  
 Local Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Major \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Term: \_\_\_\_\_ Desired Number of Units \_\_\_\_\_

Employer license or Tax ID # \_\_\_\_\_ (mandatory)

Employer: \_\_\_\_\_ Employer Phone #: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Job Description: \_\_\_\_\_

Hours/Week<sup>1</sup>: \_\_\_\_\_ Is This Paid Employment?<sup>2</sup> Yes  No

Employment Begins on (mm/dd/yy): \_\_\_\_\_ Ends on (mm/dd/yy): \_\_\_\_\_

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Supervisor's Name (Please print): \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I certify that the above information is correct.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- This form must be turned in **EACH SEMESTER** you enroll with fewer than 13 units.
- **DEADLINE:** The last day to submit this form is Friday of the fifth week of instruction
- You will be able to reduce your study list according to the number of hours per week that you work:

<u>Hours</u>	<u>Units</u>
15-19	12
20-25	10
25 or more	8

<sup>1</sup>Please be specific. Hours listed as variable will not be approved (e.g. "10-20 hrs/wk"); average your work hours, if necessary.

<sup>2</sup>Volunteer work is not recognized as justification for a reduced study list.

### FOR CNR OFFICE USE ONLY

Processed by: \_\_\_\_\_ Date verified: \_\_\_\_\_ Hours reported: \_\_\_\_\_

CONTENTS WILL NOT BE DIVULGED TO ANYONE OUTSIDE THE DEAN'S OFFICE EXCEPT AS MIGHT BE REQUIRED BY LAW.