

## 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 Handbook*, page.4, 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 Hall **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 Hall - #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: \_\_\_\_\_