GRADUATE COMMUNITY ADVISOR ELIGIBILITY FORM for Graduate and Professional Students

Return completed form to the Hasbrouck Service Center or gcaselection@cornell.edu.

Individuals who are registered in the Graduate School and are receiving Teaching Assistantships, Research Assistantships, Graduate Assistantships and Graduate Research Assistantships may be eligible for employment. However, each individual has different provisions attached to their financial support so it is essential to confirm your employment eligibility with the Graduate School before accepting an employment offer. Verification signatures from the Director of Graduate Studies and your faculty advisor are required. Individuals in Professional Degree programs should obtain signatures from an advisor in their program verifying employment eligibility. (For information on how part-time employment may affect your residence units and progress toward graduation, please discuss with your advisor.)

International students must ensure that their employment complies with INS regulations and other relevant United States laws and must have approval from one of the Immigration Advisors in Cornell’s Office of Global Learning.

The graduate and professional student work hour policy allows up to a maximum of 20 hours per week. By signing below, you are confirming that you are eligible to work as a GCA (an 8 hour per week position) and that your cumulative work hours at Cornell University - including the GCA position - will not exceed 20 hours per week.

Candidate Name (print): ____________________________________________

__________________________
Candidate Signature

__________________________
Date

Signatures required to confirm applicant eligibility:

__________________________
Director of Graduate Studies (only for M.A. & PhD. students)

__________________________
Date

__________________________
Special Committee Chair or Faculty Advisor

__________________________
Date

International Students Only:

__________________________
Office of Global Learning - Immigration Advisor

__________________________
Date