

Graduate Student Permission to Work Request Form

Additional Pay or "Add Pay" is used to pay incremental compensation, in excess of the regular stipend, when a graduate student is in an active, appointed position.

During the term of the appointed position, students are expected to continue making academic progress towards their degree. It is expected that the additional service will enhance students' scholarship.

Student Last Name _____ Student First Name _____

EMPLID _____

Academic Home Program _____

Nature of Service _____

Number of hours per week _____ (max 20h/week total, all assignments)

Amount of Compensation _____ per hour month quarter
(must meet minimum wage requirements)

Begin date _____ End Date _____

I have reviewed this additional pay and certify that this service will not inhibit the student's completion of their degree.

Signature of advisor Date

Signature of Chair, Director or DGS (if not advisor) Date

School level signature (McCormick only) Date

The Graduate School signature Date

Email completed form to tgs-fa@northwestern.edu for final approval BEFORE the work begins