

UNIVERSITY of HOUSTON | ENGINEERING

Department of Electrical & Computer Engineering

Graduate Employment Verification Form

To receive an employment-based tuition waiver, you will need to submit this form **each semester** that you are employed outside the ECE department. You must meet all eligibility criteria for the tuition waiver and submit the completed form before the end of the first week of classes.

Eligibility Criteria:

- Employment in an RA, TA, or IA position
- Employed at least 20 hours per week
- Employment start date on or before the Official Reporting Day of the semester
- Employment must continue to the end of the semester

Student Information	
Name (Last, First): _____	PSID: _____
Degree Program (PhD, MS, MEE, CSE): _____	
Are you currently receiving the department scholarship?	YES or NO
Are you currently receiving GTF funding?	YES or NO
Student Signature: _____	Date: _____

Employing Department: This Employment Verification Form is used to verify a student's eligibility for the employment-based tuition waiver, which waives the non-resident portion of a student's tuition. If a student is terminated from their position prior to the end of the semester, the waiver will be revoked.

Name of Supervisor:	Email:
Employing Department:	Student's Job Title:
Number of Hours per Week:	Dates of Employment (mm/dd/yy to mm/dd/yy):
Supervisor's Signature:	Date Signed:

<u>ECE Graduate Advising Office Use Only</u>		
Approved/Disapproved	Date Submitted:	Submitted by: