

**Graduate Student Researcher (GSR)  
Appointment Form:**

RESEARCH UNIT: \_\_\_\_\_

**ACTION:**     New Hire/Rehire     Extension     Fund Change     Separation

**SECTION 1: TO BE COMPLETED BY PI / FACULTY SUPERVISOR:**

Student's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone # \_\_\_\_\_ SID# \_\_\_\_\_ Acad. Dept. \_\_\_\_\_

**Appointment Periods:**

Begin date: \_\_\_\_\_ End Date: \_\_\_\_\_ Percent Time: \_\_\_\_\_ %

Begin date: \_\_\_\_\_ End Date: \_\_\_\_\_ Percent Time: \_\_\_\_\_ %

*(Pay rate established by GSR's  
Academic Dept)*

**Salary Step:      Click for drop-down menu**

Title Code: <input type="checkbox"/> 3266	<input type="checkbox"/> 3276	<input type="checkbox"/> 3282	<input type="checkbox"/> 3284
No fee remission Appointment ≤ 24%	Partial Fee remission Appointment 25% - 44%	Full fee remission Appointment ≥ 45%	Full fee remission & Nonresident tuition

**Fund# (Project) or Chartstring:** \_\_\_\_\_

Comment: \_\_\_\_\_

**PI / Faculty Mentor Name:** \_\_\_\_\_

**PI Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION 2: TO BE COMPLETED BY THE STUDENT**

Will you have a fellowship/traineeship?     Yes  No    What type? \_\_\_\_\_ Award Amount :    \$ \_\_\_\_\_

Begin date: \_\_\_\_\_ End Date: \_\_\_\_\_

Will you be a GSI?     Yes  No    If so, what term? \_\_\_\_\_

**During the period of appointment the student must:**

- Have a GPA of at least 3.0
- Have no more than 2 Incompletes in upper division or graduate level courses
- Must be registered and enrolled in at least 12 units (except summer and winter breaks), unless already advanced to doctoral candidacy, in the 100, 200, 300 or 400 series no later than the end of the third week of classes
- Must be in good academic standing (i.e., may not be on academic probation or have had degree candidacy lapse)
- Plan and report absences consistent with hiring unit policy
- Must be clear of certain disciplinary probations based on the Code of Student Conduct.

**I certify that the information on this form is correct. I have read and/or have been informed about the guideline and policies governing this academic appointment. To the best of my knowledge, I meet the above criteria for this appointment.**

Student's Signature : \_\_\_\_\_ Date: \_\_\_\_\_

\*Wages last updated: 10/1/2015

**PLEASE SUBMIT: Scan/Email [csstm9-hrgen2@lists.berkeley.edu](mailto:csstm9-hrgen2@lists.berkeley.edu) or Fax (510) 664-9191**