

Student Appointment Form

For Internal Departmental Use Only

The official Student Appointment Form consists of an original and 5 carbon copies. No matter how hard one tries, handwritten entries simply cannot be read on the last 3-4 pages of the form. To speed the processing and make all copies legible, all graduate SAFS will be typed by Betty. This form will provide the information needed to do that.

For each student who will be providing services to you, please enter as much information on this form as you can. You can either fill it in electronically, or print it out then fill it in. Either way, put the completed form in Betty's mailbox or send it to her through campus mail.. After the form is typed, it will be put in your mailbox for signature. If you wish, you may give Betty authority to sign the SAF by indicating that below.

Thank you.

**STUDENT NAME
AND ADDRESS:**

CHOOSE ONE:

- I would like this student to be paid a supplemental stipend without the need for timecards.**

(If you choose this option, please fill in the requested information below):

Full amount of Stipend: \$

Stipend Dates *(example: 1/17/06-5/16/06)*:

- This is a one time, flat fee payment for a project this student completed for me.**

- This student will be working on an hourly basis and will need timecards.**

(If you chose the last option, please enter information in the 3 boxes below:)

Average number of hours per week: Hourly rate: \$

Who is authorized to sign time cards? *(All will need to sign the typed SAF form)*

FOPAL :

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Check the appropriate term or terms:

- Fall
 Spring
 Summer

Check the appropriate option:

- Put the completed Student Appointment Form in my mailbox for my signature.
 I give Betty permission to sign my name *(with her initials)* on the Student Appointment Form.

Faculty Name: