

### EMPLOYMENT VERIFICATION FOR A REDUCED COURSE LOAD

Please return completed form to [cedadvising@berkeley.edu](mailto:cedadvising@berkeley.edu)

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NAME \_\_\_\_\_ SID \_\_\_\_\_

EMAIL \_\_\_\_\_ LOCAL PHONE \_\_\_\_\_

UNITS YOU ARE CURRENTLY ENROLLED IN \_\_\_\_\_ UNITS YOU PROPOSE TO TAKE \_\_\_\_\_

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EMPLOYER: \_\_\_\_\_

EMPLOYER TAX ID#: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_

EMPLOYER PHONE: \_\_\_\_\_

JOB DESCRIPTION: \_\_\_\_\_

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HOURS PER WEEK: \_\_\_\_\_ PAID EMPLOYMENT? YES NO

EMPLOYMENT BEGINS ON: \_\_\_\_\_ EMPLOYMENT ENDS ON \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

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I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND MAY BE VERIFIED BY THE COLLEGE

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- A signed employment verification form is required each semester for a reduced course load.
- The last day to submit this form is the same deadline for undergraduates to add/drop classes
- Note that with an approved course reduction, you are still expected to complete degree requirements within the semesters allowed (8 for freshmen, 4 for transfers). This may require enrollment in UCB Summer Sessions, UCB Extension/Concurrent Enrollment, or at another institution. See your advisor for more information.
- If you are receiving financial aid, consult your financial aid counselor about the impact of a reduced course load on your aid.
- You will be able to reduce your course load based on employment, according to the guide below.

Hours of paid employment	Units required
15-19 hours	10
20-29 hours	8
30 hours or more	6

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For Office Use Only

Processed by: \_\_\_\_\_ Date \_\_\_\_\_ Hours reported \_\_\_\_\_