



UNIVERSITY
of HAWAII®
MĀNOA

GA Work Load Beyond 20 Hours Per Week

During Instructional Period

GAs are advised to consider carefully the potential effects of additional work load on their ability to maintain satisfactory academic performance.

All GA's who wish to work more than 20 hours per week must complete and file the petition to work more than 20 hours with the Office of Graduate Education (OGE) Student Services. GAs who are international students also need to obtain approval from the International Student Services. Unauthorized work beyond 20 hours per week may result in the loss of an assistantship. GA's are advised to carefully consider the potential effects of additional work load on their ability to maintain satisfactory academic progress.

During Non-Instructional Periods

GAs may work up to 40 hours per week during non-instructional periods (between semesters and during the summer).

UNIVERSITY OF HAWAII AT MĀNOA • OFFICE OF GRADUATE EDUCATION

Student Services • 2540 Maile Way, Spalding 354 • Honolulu, HI 96822

Tel: 808.956.8544, 956.8540 V/T: 808.956.4257 • Email: graduate.education@hawaii.edu • Web: <http://manoa.hawaii.edu/graduate>

Graduate Assistant Petition to Work More Than 20 Hours

Return completed form to the address above.

Part I. To be completed by the graduate assistant

Name _____ UH ID No. _____
LAST, FIRST, M.I.

Graduate Program _____ Degree Objective _____

Department of Hire (overload) _____

From _____ to _____, I will be working a total of _____ hours per week for the overload.
MM/DD/YY MM/DD/YY

Description of work assignment beyond the regular 20 hours

I certify that I have read and understand the policies and instructions for this form.

Signature of Graduate Assistant _____ Date _____

For International Students Only: Attach [Curricular Practical Training Application](#) and obtain approval signature from the International Student Services: https://www.hawaii.edu/issmanoa/media/download_gallery/CPT_Info.pdf

I certify that the student named above has approval from the International Student Services to work more than 20 hours per week during the period indicated above.

Signature of International Student Services Adviser _____ Date _____

Part II. To be completed by the graduate assistant's supervisors and graduate chair

We certify that this petition is in compliance with the policies and instructions for this form. We agree to adjust the student's GA work load as necessary at certain times during the semester, so that the student may maintain satisfactory academic performance.

Name (Type or Print)	Telephone	Signature	Date
GA Regular Supervisor			
GA Overload Supervisor			
Academic Advisor			
Graduate Chair			

GRADUATE EDUCATION ACTION

Approved Not Approved By _____ Date _____

Remarks