

# SOCIAL SCIENCES DIVISION

## TEACHING ASSISTANT/COURSE ASSISTANT ACTION FORM

• **STUDENT:** Please complete (print or type) and return to Department Office.

Graduate Program: \_\_\_\_\_ Highest Degree: \_\_\_\_\_

Institution/Date rec'd. \_\_\_\_\_

Previous UCSC Employment? Where? When? \_\_\_\_\_

Currently enrolled? YES  NO  When you do you expect to enroll? \_\_\_\_\_

(Circle One): IN-STATE / OUT-OF-STATE PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ Last 4 digits of SOC. SEC. # \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ Male  Female

U.S. CITIZEN? YES  NO  (SEE BELOW)

COUNTRY OF CITIZENSHIP: (List Visa Type) \_\_\_\_\_

**\*\*\* NOTE: BRING Visa info. to Division Office in STE 460, Humanities & Social Sciences Building \*\*\***

**DEPARTMENT:** Please complete and forward to Ben Ruwe – STE 460, Humanities & Social Sciences Building

**(Please circle):**

**Position:** T.A. COURSE ASSISTANT  
(if appointing as a Course Assistant, do not forward until you have secured Graduate Division's approval)

(Course Assistant title approved by Graduate Division) \_\_\_\_\_ STEP \_\_\_\_\_  
date approved

**Action:** NEW REHIRE CHANGE ADD DELETE \*

**AY:** \_\_\_\_\_ FALL \_\_\_\_\_% WINTER \_\_\_\_\_% SPRING \_\_\_\_\_%

Dept./Course # \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**\* If you are deleting an accepted appointment, you must attach an explanation, i.e., employee declined employment (attach letter from employee), etc. If you offer employee substitute employment and they decline, you must attach copy of offer and declination.**