

## EMPLOYMENT VERIFICATION for Reduced Course Load Request

Verification of employment must be submitted each semester in which you enroll in fewer than 13 units.  
You must be working a minimum of 10 hours/week in order to be eligible for a reduced course load.

### Part I to be Completed by Student

I certify that the information below is true for \_\_\_ Fall \_\_\_ Spring 20\_\_\_

Name \_\_\_\_\_ SID # \_\_\_\_\_  
(last, first, middle)

Local address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

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

### Part II to be Completed by Employer

This is to certify that the above named student is employed by \_\_\_\_\_

for \_\_\_\_\_ hours per week for the period beginning \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_ (or indefinitely).

This is / is not paid employment. (Volunteer work is not recognized.)  
(circle one)

Supervisor's name \_\_\_\_\_

Work location \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
Supervisor's signature

#### For office use only

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

Minimum number of units approved \_\_\_\_\_ Date entered into Campus Solutions \_\_\_\_\_  
(using "Term Activate a Student")