

New Mexico Institute of Mining and Technology

OFFICE OF GRADUATE STUDIES

***Approval of Summer Work Authorization Without Registration**

Registration Requirement: New Mexico Tech requires that graduate students register for the summer semester *if they are in 'residence'*. A student is in residence if they are making progress toward their degree or using the facilities (i.e. library, computers, lab, office) or staff (i.e. advisor, committee) of the Institute.

On-Campus Employment without Registration: A student who is: 1) **not in residence for the summer**, but is 2) **pre-registered** as a full time student **for the Fall semester**, may qualify for a Work Authorization (on-campus employment up to 40 hours per week). The student's academic advisor must indicate that, to the best of their knowledge, the on-campus employment is unrelated to degree progress and that the student will not be using the facilities or staff of the Institute during the summer semester. **Students may have on-campus jobs related to their degrees and avoid the necessity of registration if the benefits of employment are financial and not directly related to their degree progress or research project.**

To be completed by student:

Name of Student: _____ email address: _____

Major: _____ Degree Level (M.S./Ph.D.): _____

Date first registered at Tech: _____

Describe the on-campus employment that you will undertake this summer? Make specific reference to the relevance of this work to your studies.

use back or additional page if necessary

To be completed by Academic Advisor (please answer each of the three questions):

1. The on-campus employment proposed by this student is / is not related to his/her degree progress.
2. This student is / is not otherwise progressing towards his/her degree this summer.
3. The student will / will not need access to the staff or facilities of the institute.

Academic Advisor

Date

Approved: Dean of Graduate Studies

Date

*Submit this with your Work Authorization form to the Graduate Office for approval.



Return to NMT Graduate Office after completion