

MEMORANDUM

TO: ALL Physics Graduate Students
FROM: Xiaoguang Zhang, Graduate Coordinator
RE: Spring 2018 Appointment

*It is time to process Spring 2018 payroll appointments. Please complete all information and return to Pam Marlin's office or mailbox by **Thursday, November 9**. Late requests will be considered in light of departmental needs.*

1. Name: _____ UFID# _____

2. Select One:

(a) _____ I request a Teaching Assistantship Preference: _____ Discussions
_____ Labs
_____ FTE Requested (See Reverse Side)

(b) _____ I expect to be a Research Assistant. If so, please complete the following:

Name of your supervisor: _____

Name of P.I. supporting you (if different) _____

If your tuition is to be paid from a grant, you will need to get an account code from the research group secretary BEFORE turning in the form.

Account Code that TUITION will be paid from: _____

_____ FTE percentage

APPROVED SIGNATURE (from group secretary) _____

(c) _____ I require NO SUPPORT for Spring 2018 (REQUIRES DEPARTMENT APPROVAL)

(d) _____ I DO NOT PLAN ON BEING HERE Spring TERM
(REQUIRES DEPARTMENTAL APPROVAL FROM YOUR P.I. OR GRADUATE COORDINATOR)

(e) _____ I have been told I will receive a fellowship. If so what kind _____
and do you expect to fulfill a teaching duty this semester YES _____ NO _____