



**Exception Request Form for Employment Outside of Graduate Studies**

*For students who would like to work more than the 17 hours/week outside employment work limit. Note that this work limit only applies to employment outside of your graduate studies. It does not apply to RA and TF positions.*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

G-Year: \_\_\_\_\_ Department: \_\_\_\_\_ Degree Program (PhD/AM/SM/ME): \_\_\_\_\_

Registration status (Full Time/On Leave/Traveling Scholar): \_\_\_\_\_

What is the reason for the exception request? Please include a detailed description of the position and time commitment.

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Please list all the on and off campus employment that you plan on doing this academic year including TF and RA appointments. In the case of TF appointments, please specify the number of sections.

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I. Please briefly explain the impact this extra employment will have on your academic progress.

II. Does this employment relate to your research and/or academic development? If so, please explain.

III. What is your expected completion date for your degree (or for General Exams, if not yet passed)?

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**Signatures**

*Students should complete this form and send it to their department advisor.  
Advisors should indicate their approval by signing and returning the completed PDF to the student's financial aid officer: <https://gsas.harvard.edu/financial-support/find-your-financial-aid-officer>*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Advisor Statement in favor of exception (*optional*):

Department Advisor's Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_