

**Instructions:** Return completed form to University Personnel 0046 or Email [fee-waiver@sjsu.edu](mailto:fee-waiver@sjsu.edu).

EMPLOYEE INFORMATION			
Name:	Job Title:	Semester:	
Department & Zip:	Phone Extension:	Bargaining Unit:	<input type="checkbox"/> Male <input type="checkbox"/> Female
MANDATORY: Employee ID Number (on back of tower card):		Email:	

Students may take pre-requisite courses without being matriculated. Only up to 24 units can be transferred for an undergraduate program and 9 units for a graduate program, however you should always plan ahead and check with the department to confirm how many and which courses are allowed for transfer into a future program.

COURSE INFORMATION					
DEPARTMENT COURSE #	COURSE TITLE	SECTION #	UNITS	DAYS	HOURS

THIS SECTION MUST BE COMPLETED BY SUPERVISOR
<p>Please provide a brief explanation supporting your employee's purpose for enrollment in the above courses.</p>          

USE OF STATE TIME APPROVAL	
Approval by the immediate supervisor to attend class during working hours is subject to requirements of departmental workload. One course only may be attended during working hours (EXCEPT UNIT 8).	
<input type="checkbox"/> Approved to attend class on State time	
Course Title:	Hours per week:
<input type="checkbox"/> Not approved for attendance on State time	<input type="checkbox"/> Classes taken during non-work hours
If not approved, will work hours be adjusted?      No <input type="checkbox"/> Yes <input type="checkbox"/>	Hours per week:
Immediate Supervisor's Signature:	Date:

ADMISSIONS INFORMATION																																	
From which high school did you graduate?	Year Graduated:																																
Which college(s) have you attended?	Year Attended:																																
Were you in good academic standing? <input type="checkbox"/> Yes <input type="checkbox"/> No																																	
If you received a BA or MA degree, from which college(s)?	Year Graduated:																																
Class level at time of entry in CSU. Enter code in box:	Citizenship status. Identity status and enter code in box:																																
0 First time Freshman 1 Freshman transfer 2 Sophomore 3 Junior 4 Senior 5 Graduate/post baccalaureate	Y U.S. Citizen R Refugee 1 551 (green card) I Immigrant F F-1 visa Date issued: _____ J J-1 visa Date issued: _____ O Other visa, Specify: _____ Must be prepared to verify																																
Ethnic identity ( <b>Your response is voluntary.</b> ) Enter a code in box:																																	
<table border="0"> <tr> <td>1 American Indian or Alaskan native; Tribe: _____</td> <td>J Japanese</td> <td>G Guamanian</td> <td>S Other Southeast Asian</td> </tr> <tr> <td>2 Black, non-Hispanic, including African-American</td> <td>K Korean</td> <td>H Hawaiian</td> <td>8 Other</td> </tr> <tr> <td>3 Mexican-American, Mexican, Chicano</td> <td>L Laotian</td> <td>N Samoan</td> <td>9 No Response</td> </tr> <tr> <td>4 Other Latino, Spanish-Origin, Hispanic</td> <td>M Cambodian</td> <td>Q Cuban</td> <td>D Decline to state</td> </tr> <tr> <td>A Central American</td> <td>R Asian Indian</td> <td>7 White</td> <td></td> </tr> <tr> <td>B South American</td> <td>V Vietnamese</td> <td>F Filipino</td> <td></td> </tr> <tr> <td>C Chinese</td> <td>5 Other Asian</td> <td>P Puerto Rican</td> <td></td> </tr> <tr> <td></td> <td>T Thai</td> <td>6 Other Pacific Islander</td> <td></td> </tr> </table>		1 American Indian or Alaskan native; Tribe: _____	J Japanese	G Guamanian	S Other Southeast Asian	2 Black, non-Hispanic, including African-American	K Korean	H Hawaiian	8 Other	3 Mexican-American, Mexican, Chicano	L Laotian	N Samoan	9 No Response	4 Other Latino, Spanish-Origin, Hispanic	M Cambodian	Q Cuban	D Decline to state	A Central American	R Asian Indian	7 White		B South American	V Vietnamese	F Filipino		C Chinese	5 Other Asian	P Puerto Rican			T Thai	6 Other Pacific Islander	
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EMPLOYEE SIGNATURE	
To the best of my knowledge the above information is correct. Further, I authorize the Admissions & Records Office to release information concerning my studies, grades, and transcripts to the Human Resources Service Group. Unsatisfactory performance in a course(s) or not maintaining good academic standing (GPA of 2.0 or above for undergraduates, GPA of 3.0 or better for graduates) may be the cause for withholding further approval for participation in this program. I am taking this course(s) under the CSU Fee Waiver program on a voluntary basis and my participation is not mandated by my employer.	
Employee's Signature:	Date:

PROGRAM APPROVAL SIGNATURES	
Immediate Supervisor's Signature:	Date:
Appropriate Administrator's (MPP) Signature:	Date:
Appropriate Administrator's Name (print):	

HUMAN RESOURCES ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Employee Status:	<input type="checkbox"/> FT <input type="checkbox"/> PERM <input checked="" type="checkbox"/> TEMP <b>Position Start Date:</b> _____ <b>Position End Date:</b> _____
<input type="checkbox"/> Emailed to Bursar	<input type="checkbox"/> Bursar confirmed <input type="checkbox"/> Admissions confirmed