

**California State University, Sacramento**  
**Instructional Student Assistants (ISA) Application**

**Submit completed and signed application to the hiring department or program unit**

\*Semester:  Spring  Summer  Fall  Winter Year: \_\_\_\_\_

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

SSN / Student #: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
(required) (required)

Mailing Address: \_\_\_\_\_  
Address City State Zip

Telephone: \_\_\_\_\_ E-Mail \_\_\_\_\_

Undergraduate  Graduate / Doctorate  Major: \_\_\_\_\_

Are you an international student?  NO  YES → If YES, the Office of Global Education must verify work status

Will you use FWS for this position?  NO  YES → If YES, provide Work Study award letter to department / program unit

Will you be working as an **ISA, Student Assistant, Graduate Assistant** or **Teaching Associate** in any other department?

No  Yes (note departments and hours ) \_\_\_\_\_  
Students may not work more than 20 hours a week (fall & spring only)

Will you be working as a **Temporary Faculty or Staff Employee** in any other department?

No  Yes (IF YOU SELECTED 'YES' - STOP) \*\*Academic Student Employees may not be concurrently hired as temporary faculty/staff

Briefly describe your qualifications for the position (attach resume or additional sheet to application):

**INTERNATIONAL UNDERGRAD & GRAD STUDENT VERIFICATION Office of Global Ed, Lassen Hall 2304**

For Office of Global Education: VISA \_\_\_\_\_ # of Units: \_\_\_\_\_ GPA: \_\_\_\_\_ Class Level: \_\_\_\_\_

Is the student eligible for employment at Sac State?  Yes  No

Office of Global Education Signature \_\_\_\_\_

Date \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Hiring Department / Program Unit Verification**

Student OVERALL GPA: \_\_\_\_\_ Units Enrolled: \_\_\_\_\_  Cont Enrollment Fees Paid

Hours Per Week / Semester: \_\_\_\_\_ to \_\_\_\_\_ or \_\_\_\_\_ or \_\_\_\_\_  
2 - 5 hour difference Set weekly hours Hours per semester Max. of 20 hrs a week when school is in session

ISA reports to (staff / faculty): \_\_\_\_\_ Ext: \_\_\_\_\_

**I verify that the student meets the following requirements (check off boxes):**

- Unit Req - Graduate Students: 4-12 units / Undergraduate Students: 6 - 15 units
- GPA (overall) - Graduate Students: 3.0+ GPA / Undergraduate Students: 2.50 GPA

**AND that our department / program acknowledges the following (check boxes):**

- Work dates on Personal Transaction Form (PTF) are current & accurate (actual work dates)
- New Applicants** - Student is NOT approved to start working until all hiring paperwork has been submitted to student HR office.

Will this student be teaching an assigned course while employed as an ISA?  No  Yes

**We are recommending this student for employment as an Instructional Student Assistant for the semester indicated. A completed PTF is attached.**

Chair / Unit Administrator \_\_\_\_\_ Dept. \_\_\_\_\_ Ext. \_\_\_\_\_ Signature \_\_\_\_\_

↓ For Office of Graduate Studies use ONLY ↓

Approved  Denied

Dean Signature / Office of Graduate Studies \_\_\_\_\_

Date \_\_\_\_\_

2017 April