REQUEST FOR PART-TIME STATUS
COLLEGE OF LETTERS AND SCIENCE

Deadline: Requests must be submitted two weeks prior to the start of each term to lpetitions@berkeley.edu. Please include all relevant documentation with the request.

Definition of Part-Time Status

Part-Time status is considered an exceptional case, to be accorded only for compelling reasons of personal hardship that preclude full-time attendance, and to be specifically arranged in advance of each term. It does not include full-time students who must work part-time or otherwise full-time students who have academic justification for enrolling in a reduced number of units. The University authorizes an exceptional category of part-time status for Berkeley students who have been admitted to the University but who are unable to attend the University full-time because of compelling reasons of occupation, family responsibility, or health. It is not available to visiting students from abroad nor other campuses.

Part-time students pay one-half the Educational Fee paid by full-time students and (if applicable) one-half the Non-Resident Tuition. They pay the full Registration Fee paid by all students.

Part-time students are prohibited from enrolling in more than two courses at any time during the term.

Eligibility for Part-Time Status in Letters and Science

To be eligible for Part-Time status as an undergraduate in the College of Letters and Science, one of the following conditions must be met:

1. Occupation: Full-time, regular career employment of at least 35 hours per week prior to entering Berkeley and continuing to work while at Berkeley. Documentation must be presented that other work arrangement permitting a full course-load is not possible. Self-employment does not qualify, unless evidence can be provided that leads to a strong presumption that regular work of at least 35 hours per week will be required throughout the duration of the term in question. Students will need to submit proof (pay stub) at the end of each month during the semester. Financial hardship will be checked in consultation with Berkeley Financial Aid.

2. Family Responsibility: 1) Single parent with infants or pre-school children. 2) Managerial responsibilities for a family whose size and age distribution impose a workload equivalent to regular employment of 35 hours per week. Documentation must be presented that alternative child-care arrangements cannot be made.

3. Health: Permanent, or semi-permanent medical conditions or physical disabilities that either prevent or render detrimental to the student's health sustained activity at the level required for full-time student status documented by the Disabled Students’ Program.

Application for Part-Time Status in Letters and Science

Applications must be submitted to 206 Evans Hall with the required documentation two weeks before the first day of classes for which Part-Time status is desired. No approvals will be granted after classes begin and allowances should be made for the possibility of being asked to schedule an interview with the dean’s representative or being required to submit additional documentation.

Separate applications must be made for each regular term of the University for which Part-Time status is desired for employment and family responsibilities.
College of Letters and Science  
University of California, Berkeley  
Application for Part-Time Status

Application for Term: ☐ Fall ☐ Spring Year: _________

Student Name ___________________________________________ Student ID Number __________________________

Email Address ___________________________________________ Phone __________________________

Address ___________________________________________ Major __________________________

Are you a resident of California? ☐ Yes ☐ No

REASON FOR PART-TIME STATUS:

☐ Employment: Complete Part 2.A and attach a copy of a recent pay stub
☐ Family responsibilities: Complete Part 2.B
☐ Health/physical disability: Complete Form 2.C
☐ Disabled Students’ Program: Complete Form 2.C
☐ Other: Attach a full, documented explanation

PROPOSED STUDY LIST:

Course ___________________________ Units ___________________________

Course ___________________________ Units ___________________________

Total Units ___________________________

STUDENT'S CERTIFICATION:

I certify that the information provided in conjunction with this application is a true statement of my circumstances that necessitate part-time study.

Signature ___________________________ Date ___________________________

For Office Use Only:

Application is: ☐ Approved ☐ Denied

Signature ___________________________ Date ___________________________
APPLICATION FOR PART-TIME STATUS
PART 2

Student Name ___________________________  Student ID Number _________________________

A. EMPLOYMENT DATA & CERTIFICATION

Employer/firm ___________________________  Address _________________________________

Job title/description ________________________________________________________________

Hours of employment per week _________  Job Status:  Permanent ______________________
                                           Temporary until______________

SUPERVISOR'S ENDORSEMENT (with pay stub attached):

Name ________________________________  Phone _________________________________

The preceding information concerning the above-named employee is certified to be correct.

Supervisor Signature _____________________  Date ____________________________

B. FAMILY RESPONSIBILITIES

List of other members of household (attach copies of birth certificates for children under 18):

Name  Age  Relationship
______________________________________________
______________________________________________
______________________________________________

Description of student applicant's responsibilities to the family:


C. HEALTH OR DISABLED STUDENTS’ PROGRAM

Students pursuing part time tuition on the basis of disability are required to be registered with Disabled Students' Program (DSP) and do not need to complete this form. If criteria is met for tuition reduction, DSP will forward your name to the College.