

RIT | Division of Academic Affairs
Student Employment Office

Remote Work Request

**Graduate Assistant, Graduate Grading Assistant, Graduate Technical Assistant,
Graduate Teaching Assistant**

Must be submitted prior to start of remote work with the Graduate Assistant Hire Form

****For the purpose of Graduate Student remote work, this means any work done in another state, or in New York City. RIT cannot support work outside of the US.****

Please complete all of the following information. The form cannot be accepted if any information is missing.

Student Name:

Student UID:

Supervisor Name:

Department Number:

Form Submitted By:

Date Submitted:

AVP/Dean Signature:

Remote Work Start Date:

End Date:

Reason for Request:

Address where work will be completed: ALL FIELDS MUST BE COMPLETED

Street Address:

City:

County:

State:

Zip Code:

Please send this completed form to seosubmitforms@rit.edu. Please send one student per email, with that student's name in the subject line.

