

**Department of Mechanical Engineering  
University of California, Berkeley**

**GRADUATE STUDENT VERIFICATION FORM**

*This form serves as a guide to the policies regarding eligibility for salary increase once you have either passed the Preliminary Examination or been Advanced to Candidacy for the PhD degree. Please read this information carefully, then give it to your hiring unit with the required signature.*

*\* For those who have passed the Qualifying Exam / Advanced to Candidacy:*

*1. It is the responsibility of the student to provide proof of the hiring unit that he/she has been Advanced to Candidacy (below). A student is received from Graduate Division. Salary increases will be effective the first month following Graduate Division approval.*

*2. It is the student's responsibility to provide proof of advancement, by completing the bottom portion of this form and returning it to the hiring unit within 10 calendar days of Graduate Division notification. If you do not notify your hiring unit within 10 day period, the increase will not be effective until the first month following submission of the advancement verification.*

*\* For all students:*

*3. The verifying signature may be obtained from the Graduate Student Services Officer. You do not need any other signatures.*

*4. It is the student's responsibility to inform his/her hiring unit of any changes to the student's status, such as withdrawal, filing fee or completion of degree. Failure to do so may result in retroactive forfeiture of salary.*

*5. Salary increases will not be retroactive, so please return this form to your hiring unit as soon as possible.*

*6. Your initials on this line indicate that you have read the above conditions. \_\_\_\_\_*

Student Identification Number (SID):  Hiring Unit:

(Please Select one) Exam Passed:  Date:

(Please Print) Last Name:  First Name:  Initial:

Address:  Phone Number:

City:  State:  Zip Code:  Email:

Effective Date of Salary Increase:

Signature of Student:  Date:

Signature of the Graduate Student Services Advisor:  Date:

Salary Stipends increase to Step (Select one):