Chapter 23: Intercampus Exchange

In general, a registered graduate student in good standing at any of the UC campuses is eligible for employment on a student academic title or casual-restricted position at another UC campus.

Students from Other UC Campuses

When employing a student from another UC campus, the UC San Diego fund source must contact the student’s Home Campus Department and Graduate Division to obtain approval and verify employment eligibility.

When another UC campus is employing a UC San Diego graduate student, the student’s UC San Diego academic department/program (Home Dept) must verify eligible, grant pre-approval of the employment.

All intercampus employment as a 25% time or more TA, Associate or GSR must be coordinated with the Graduate Division for appropriate fee payment action.

Students with Concurrent Employment

- If the student is not concurrently employed at the Home Campus, the student can be set up as a new hire in the UC San Diego PPS system. The “comments” should indicate the campus where the student is registered and which office(s) verified eligibility for employment. Student status = 7.
- If the student is concurrently employed at another campus and UC San Diego, the new funding source should complete all sections of the “Temporary Intercampus Appointment Form”, UPAY 560-T.
  - Refer to the instructions in PPM 230-44 and use Exhibit A, on the web at: [http://adminrecords.ucsd.edu/ppm/docs/230-44.html](http://adminrecords.ucsd.edu/ppm/docs/230-44.html).
  - You may also obtain the form from the OP website: [http://www.ucop.edu/](http://www.ucop.edu/). Do a search for UPAY 560-T and you will find the form as a word document.
- The form must be approved by the UC San Diego Academic (Home) department (when applicable) and routed to the Graduate Division for the Dean’s approval. Graduate Division will route the form to the Academic Personnel Office and they will send the form to UC San Diego Payroll (UC San Diego employee) or the other campus’ Academic Personnel Office.
- The “Intercampus One-Time Payment Form (exhibit B in PPM 23-44) is usually not used for payments to graduate students. The funding source should contact the Graduate Division for assistance in processing this form.

International Students

An international student in F-1 or J-1 status must receive work permission from the Home Campus Global Education Division before they can be employed at another campus.