

Chapter 12: Intercampus Employment

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. Intercampus employment is **different** from the [Intercampus Exchange Program](#) and [Visiting Graduate Student Program](#).

Policy Document: <http://adminrecords.ucsd.edu/PPM/docs/230-44.html>

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.

Students from Other UC Campuses

When employing a student from another UC campus, the UC San Diego hiring department/fund source must contact the student's UC Campus Home Department and UC San Diego's Division of Graduate Education and Postdoctoral Affairs (GEPA) to obtain approval. Combined UC employments can not exceed 50% during the Academic Year and 100% during the Summer.

UC San Diego Students Working at Other UC Campuses

When another UC campus is employing a UC San Diego graduate student, the student's UC San Diego Academic Home Department and UC San Diego's Division of Graduate Education and Postdoctoral Affairs (GEPA) will verify employment eligibility and approval. Combined UC employments can not exceed 50% and 100% during the Summer. Graduate students who work in graduate academic title at 25% or more will be eligible for a fee remission. Contact the Division of Graduate Education and Postdoctoral Affairs (GEPA) to coordinate the fee payment process between Campuses.

Appointment Process

As Host Campus

1. Please review [UC San Diego's Policy & Procedure Manual](#) regarding Intercampus appointments
2. Complete [UCSD Graduate Student Intercampus Employment](#) google form
3. Work with the Home Campus to complete the [Temporary Inter-location or Multi-location Appointment Form](#). For uniformity among campuses, the form will also be used to process the payment.
 - a. For proposed Associates-in (teaching a class) appointments, please also complete:
 - i. [Intercampus Applicant Student Information form](#) (this information is gathered in lieu of what would normally be provided in the IA System)
 - ii. [Academic Appointment Summary Form for Temporary Employees](#)
4. The Host Campus' point of contact will need to complete the information listed in the form under "Host Location Contact Name"
5. Submit a [Services and Support](#) ticket to notify Graduate Employment of your google submission in step 2 and attach the Temporary Inter-location or Multi-location Appointment Form
6. The Dean of Division of Graduate Education and Postdoctoral Affairs will review the request and sign under "Host Location Dean's Office /Academic or Staff Personnel"
7. When approval has been granted the form will be returned
8. The student can start working when both Home and Host campus has approved the Temporary Inter-location or Multi-location Appointment Form. Discuss with the Home Campus who will submit the [UCPath entry](#)

As Home Campus

1. Complete [UCSD Graduate Student Intercampus Employment](#) google form
 2. Work with the Host campus to complete the [Temporary Inter-location or Multi-location Appointment Form](#). For uniformity among campuses, the form will also be used to process the payment.
 3. The Home Campus' point of contact will need to complete the information listed in form under "Home Location Contact Name"
 4. Submit a [Services and Support](#) ticket to notify Graduate Employment of your google submission in step 2 and attach the Temporary Inter-location or Multi-location Appointment Form
 5. The Dean of Division of Graduate Education and Postdoctoral Affairs will review the request and sign under "Home Location Dean's Office /Academic or Staff Personnel"
 6. When approval has been granted the form will be returned
 7. The student can start working when both Home and Host campus has approved the Temporary Inter-location or Multi-location Appointment Form. Discuss with the Host Campus who will submit the [UCPath entry](#)
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Approval Routing

- The form must be approved by the UC San Diego Academic Home Department and routed to the Division of Graduate Education and Postdoctoral Affairs for the Dean's approval.
 - Please allow 2-3 weeks for processing of the Temporary Inter-location or Multi-location Appointment Form. The form must be completed and approved by both the Home and Host Campus BEFORE employment can begin
 - The "Intercampus One-Time Payment Form (exhibit B in PPM 23-44) is usually not used for payments to graduate students. To process the payment please refer to [UCPath entry](#)
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Forms

Intercampus Employment Packet - Associates-in (teaching a class)

1. [Intercampus Applicant Checklist.pdf](#)
2. [Temporary Intercampus Appointment Form - tempinterpay\(1\).pdf](#)
3. [Temporary Appointment Summary - Temp-Appt-Summary-PDFfill-in.pdf](#)
4. [Intercampus Applicant Student Information.docx](#)

Intercampus Employment Forms- all other graduate academic titles

1. [UCSD Graduate Student Intercampus Employment](#)
2. [Temporary Inter-Temporary OR Multi-location Appointment Form](#)

UCPath entry

1. [How to Manage Multilocation appointments](#)