

**TEXAS A&M UNIVERSITY-KINGSVILLE**  
**REQUEST FOR FEE WAIVER BASED ON ENROLLMENT IN A Ph.D. PROGRAM**

**A New Application Must Be Submitted EACH SEMESTER**

**PROVISIONS GOVERNING FEE WAIVER:**

Teaching or research assistants enrolled in a Ph.D. program and employed at least half-time in a program-related position with an effective date of employment on or before the official census date of the relevant term(s), may be waived all fees for the current semester (excluding athletics fees) based on the following conditions:

1. Working at least 50% (20 hours per week) as teaching or research assistants.
2. In good academic standing (3.0 or better).
3. First 4 years of full time enrollment at TAMUK.

**OFFICIAL REQUEST – TO BE COMPLETED BY THE STUDENT**

I, \_\_\_\_\_, social security/student ID number \_\_\_\_\_, wish to apply for a fee waiver for the \_\_\_\_\_ Semester of 20\_\_\_\_. I certify that I am qualified to apply for this waiver based on the conditions listed above.

Please check the appropriate Ph.D. program you are pursuing:

\_\_\_\_ Environmental Engineering

\_\_\_\_ Sustainable Energy Systems Engineering

\_\_\_\_ Wildlife Science

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**OFFICIAL CERTIFICATION – TO BE COMPLETED BY THE DEPARTMENT**

I certify that \_\_\_\_\_, whose social security/student ID number is \_\_\_\_\_ is/will be employed \_\_\_\_\_ % of full-time effective (date) \_\_\_\_\_ in the (where employed) \_\_\_\_\_ department in the position of (title) \_\_\_\_\_, and is paid on a (monthly/hourly basis) \_\_\_\_\_ for the current semester.

Signature of Department \_\_\_\_\_ Date \_\_\_\_\_

**APPROVAL BY HUMAN RESOURCES**

\_\_\_\_\_  
Signature of TAMUK Human Resources Office Date \_\_\_\_\_

Effective Date of Employment of Student \_\_\_\_\_

**APPROVAL BY RESEARCH & GRADUATE STUDIES**

Signature of Associate Vice President \_\_\_\_\_ Date \_\_\_\_\_

This form must be submitted to the Office of the Registrar located in the Javelina Enrollment Services Center,  
Memorial Student Union Building, Room 132  
Please call our office at (361) 593-2811 if you need assistance.