



# CALIFORNIA INSTITUTE OF TECHNOLOGY

## Part-time Graduate Program for Employees

### **NON-DEGREE PROGRAM**

Full-time employees of Caltech or employees of the Jet Propulsion Laboratory (excluding contractors) are eligible to enroll in graduate-level courses. Courses may be taken for credit and can be transferred elsewhere, but cannot be used toward a Caltech degree. Employees must meet any prerequisites for courses in which they enroll. They are not eligible to enroll in research courses.

To apply, complete the Application for Admission to the Part-time Program for Employees and obtain all of the necessary signatures before submitting the form to the Office of the Dean of Graduate Studies for approval. Signatures are required from 1) the instructor of the course, 2) the employees direct supervisor, 3) the faculty representative for the academic option, and 4) the Dean of Graduate Studies. Once completed, the form should be accompanied by any relevant academic transcripts and one letter of recommendation, and submitted at least one month prior to the beginning of the term in which the class is offered. If a class change has to be made after the form has been approved the employee must pick up the form and make the necessary changes, obtain required signatures and return the form to the Graduate Office. Employees wishing to take another course at a later date must complete a new form; however, approval for more than one successive term may be obtained once on the same form.

### **DEGREE PROGRAM**

A minimum of 27 units must be taken during each term of the first academic year, for a maximum of two years. Studies are on a full-time basis thereafter (36 units per term). Total work/study hours cannot exceed 62 hours per week without a petition to the Dean of Graduate Studies.

To apply, complete a standard graduate application form, which can be completed electronically at <http://www.gradoffice.caltech.edu> or downloaded from the Graduate Admissions web site. The requirements for part-time degree studies are the same as those for full-time degree-seeking students.

Completed applications should be sent to:

Office of the Dean of Graduate Studies  
California Institute of Technology  
Mail Code 230-87  
Pasadena, CA 91125

Fax number: 626-577-9246



# CALIFORNIA INSTITUTE OF TECHNOLOGY

## Application for Admission to the Part-time Graduate Program for Employees

Last/Family Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Gender:  Male  Female

Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Date of Birth (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_

Country of Citizenship \_\_\_\_\_

**Current Mailing Address**

Street \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ - \_\_\_\_\_

**Campus or JPL Address**

Building # \_\_\_\_\_ Room # \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Employee Information**

Position \_\_\_\_\_

Date of Hire \_\_\_\_\_

Have you previously applied for part-time admission?  Yes  No If yes, what year? \_\_\_\_\_

Have you applied for tuition support from Caltech Human Resources or the JPL Tuition Remission Committee?  Yes  No

**Transcripts**

Please list below the names of these institutions, dates of attendance, and the degrees you have received or expect to receive.

School	Dates of Attendance	Degrees	Date Received/Expected
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_____	_____	_____	_____
_____	_____	_____	_____

Course(s) you wish to take:	Academic Year/Term	Instructor's Approval
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_____	_____	_____
_____	_____	_____
_____	_____	_____

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

**Approvals:**

Option Representative \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Dean of Graduate Studies \_\_\_\_\_ Date \_\_\_\_\_