

UCLA ASE/GSR Graduate Student Employee Advance Loan Authorization

Name (Last, First, Middle) _____ University ID # _____
 Employee ID # _____

In accordance with the terms of the [Academic Apprentice Personnel policy](#), this is to request issuance of an advance loan check to the above appointee. This student has been appointed to the position of _____ at _____ time for the _____ quarter which qualifies for the amount of \$ _____ (Amount issued will be to the nearest dollar)

Payment Options

Loan Advance Amount: Up to 50% of monthly rate (must be employed at least 25% time for corresponding quarter, no exceptions)
 Repayment must be done within 90 calendar days and cannot cross a calendar year. The loan **must** be repaid within the same calendar year.

Monthly Employees only: Two equal installments: [second](#) and [third](#) paycheck.

Multiple Positions Restriction: If multiple appointments, the loan amount can only be requested from **one** of the appointments and not from the combined appointment percentage.

Deadlines

| Term | Applications Open | Applications Close |
|--------|--------------------|--------------------|
| Fall | September 24, 2025 | October 1, 2025 |
| Winter | December 1, 2025 | December 9, 2025 |
| Spring | March 9, 2026 | March 17 2026 |

Eligibility

Academic Student Employees and Graduate Student Researchers **employed at least 25% time** are eligible to receive an interest-free advance on their student funding provided they have an **"active" appointment as defined in UCPATH** for the applicable term at the time of submission and submitted a properly completed application within the following periods.

Requests will **NOT** be processed if student is NOT hired into a **position** (not hired into a ASE/GSR appointment) and reflected in UCPATH at the time the request is submitted to the Division of Graduate Education Fellowships & Financial Services Office.

Note: [this is not an emergency loan, allow 10-14 working days for processing.](#)

To be signed by the student before forwarding to the Division of Graduate Education
Promissory Note

I agree and understand that automatic payroll deductions of this advance loan will be take in two equal installments (second and third paycheck) based on the loan amount stated above on this form.

If my position is terminated, I resign, and/or I am no longer registered/enrolled during the period under which I took out the ASE/GSR advance loan; I understand that charges may be posted to my Bruin Bill and I will need to repay back the entire outstanding balance plus any applicable fees, charges, or interest within 90 days via Bruin Bill or in person at Payment Solutions & Compliance at 1125 Murphy Hall. If it becomes necessary for the University to enforce the payment of this loan, I agree to pay all costs associated with the collection, including attorney's fees. If required, the Division of Graduate Education reserves the right to adjust/post charges after the appointment term has ended. A hold may be placed prohibiting access to campus/student services including enrollment until I have repaid the loan plus any associated fees, charges etc.

Student Signature _____

Date _____

I, the undersigned, have reviewed the instructions/information along with this form. I agree to all conditions set-forth.

Instructions For Hiring Department

Requests will **not** be processed if an appropriate appointment is not in UCPATH at the time the request is submitted to the Division of Graduate Education Fellowships & Financial Services Office.

Students with an unpaid advance loan balance from a preceding term are not eligible to apply.

Students must be enrolled in SurePay for UCPATH (direct deposit for employment) at the time this application is submitted to Fellowships & Financial Services via askgrad@grad.ucla.edu. Please allow **10-14 working days** from the date received for disbursement of advanced loan. No physical checks will be issued.

Verify Before Initiating Request.

- Valid ASE/GSR appointment in UCPATH
- Minimum 25% appointment
- Minimum 3.0 GPA
- Registered UCLA Graduate Student enrolled in at least 12 Units
- Confirm student does not have an unpaid advance loan balance from a preceding term

NOTE: do not proceed if the student does not meet any of the eligibility criteria listed above

Completed Form

- Print a copy of the completed form
- Obtain student signature and date
- Submit completed application with copies of required documentation as a single PDF document to askgrad@grad.ucla.edu . Include "Advance Loan Request and UID under the short description category."
- Retain a copy for your records

Attach the following copies to the request form before submission.

| Title | Required Documents |
|------------|---|
| ASE | <ul style="list-style-type: none"> • Signed Initial Appointment and Supplemental letters • Authorization for Appointments over 50%, plus Mentor letter (if applicable) • If student is international: must also include a copy of the Dashew Center approval |
| GSR | <ul style="list-style-type: none"> • Signed Initial Appointment Letter • Authorization for Appointments over 50%, plus Mentor letter (if applicable) • If student is international: must also include a copy of the Dashew Center approval |

For Hiring Department Use - Required:

Form completed by _____ Extension _____

Hiring Department _____

Authorized Department Signature _____ Date _____

I, the undersigned, have reviewed the attached instructions/information and confirm that the student meets the qualified appointment. I understand that it's my responsibility to verify that the payment deductions are taken from the student's pay. I will immediately notify the Office of Fellowships & Financial Services, should the student's appointment terminate early.

DGE Use Only:

Reviewed by _____ Signature _____ Date _____

Approval Signature _____ for FAU _____ Date _____

BruinBuy Transaction P.O. _____ Direct Deposit - IGNL _____