

Student Name & TU ID # \_\_\_\_\_

Student must complete this form as well as submitting the forms indicated below.

- Parking Exception Cover Request Form -- attach online through eParking.
- Student's formal letter of request to include days and hours of employment and reason why on campus or local employment to areas accessible by the shuttle are not an option. Attach letter online through eParking.
- Job-Related Employer Documentation (form below). Attach letter online through eParking.
- Copy of pay stub for 2 prior pay periods. Attach documents online through eParking.

*Note: Copies of 2 paystubs will be required at the beginning of each term and at the mid-point of each semester to document continued employment. If documentation of continued employment can't be provided the student's permit will be cancelled.*

Parking & Transportation Services will notify the student within five (5) business days, if the exception has been granted. The student's employer must complete the information below or provide a letter of employment printed on company letterhead with all of the required information from the Job-Related Employer Documentation below.

<b>JOB-RELATED EMPLOYER DOCUMENTATION</b> <b>Form must be completed by the employer and be submitted to Parking &amp; Transportation Services.</b>		
Student Name: _____	Company/Business Name: _____	
TU ID #: _____	Work Location Address: _____	
Name of person to verify employment at company/business: _____		
Employer's Job Title: _____		
Employer's Email: _____ Employer's Phone: _____		
Employees Job Title: _____	Anticipated number of work hours per week _____	
Employee's Hire Date: _____	Earliest Start Time: _____ am/pm Latest End Time: _____ am/pm	
Weekday: Day shift _____	Weekdays: Night Shift _____	Weekends: _____
Additional Pertinent Information: _____ _____		
Prepared by: _____ Date: _____		
OFFICE USE ONLY		
Reviewed by: _____	Decision Date: _____	
Date Received: _____	___ Approved for Annual Permit	
Notification Date: _____ Method: Flex Letter _____	___ Approved for Short Term Permit: From _____ to _____	
Email _____	___ Denied Reason: _____	