

Application for Faculty/Staff Parking Privilege

Doctoral Student Instructors of Record (IORs) only.

Please complete the following application form and attach all required documentation. Submit this form before the semester census date. Only complete applications with attached documentation will be accepted and processed.

Eligibility criteria:

1. Role Requirement: Doctoral students must be officially designated as Instructors of Record (IORs) for at least one course during the relevant semester.
2. Program Enrollment: Eligible individuals must be actively enrolled in a doctoral program at the university.
3. Employment Status: Doctoral student IORs must be receiving either:
 - A university assistantship, or
 - Part-time pay for their instructional responsibilities.
4. Student Permit Purchase: Student will need to have purchased or purchase a student parking permit for the semester they request parking privileges.

Semester Requesting Parking Privileges: _____

Full Name: _____

Student ID Number: _____

University Email Address: _____

Phone Number: _____

Program and Employment Information

Doctoral Program Name: _____

IOR Department Affiliation: _____

Number of Courses Taught in the Semester: ____

Employment Type:

☐ Assistantship

☐ Part-Time Pay

Required Documentation

- letter from Graduate Program Director verifying active enrollment in doctoral program for the semester
- letter from department confirming role as IOR for semester

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Accessibility or Transportation Needs (Optional)

Do you have documented accessibility or transportation needs? Yes No

If yes, please attach supporting documentation.

Declaration and Submission

By submitting this form, I confirm that:

- ☐ The information provided is accurate and complete to the best of my knowledge.
- ☐ I understand that incomplete or inaccurate applications may result in disqualification.
- ☐ I have attached the required letters of verification.
- ☐ I agree to adhere to the university's parking policies.

Signature: _____

Date: _____

Submit this form and attached documentation to gradstudentservices@jmu.edu with the subject of “**Application for Parking Privileges.**”