



Jack N. Averitt College of Graduate Studies
 P.O. Box 8008
 Statesboro, GA 30460
 Voice: 912-478-2647
 Fax: 912-478-0605
 WEB <http://cogs.georgiasouthern.edu>

Teaching/Lab Assistant Parking Permit Request (TA2/LA2)

A teaching or lab assistant, level 2 (TA2/LA2) may be permitted to apply for a TA parking permit, which will allow students to park in a special designated TA parking area. Teaching and Lab Assistants must be actively engaged in teaching to receive a permit. This means that you must be in class, lab, or other such place at a specific time to interact with students.

NOTE: COGS receives a limited number of permits each year. Permits are allocated to TA2, LA2s first, then TA1, LA1 next. Permits are issued on a first come, first serve basis.

Name	
Eagle ID	
Hired by (Department)	
Semester(s)/Year Requested	Fall _____ Spring _____ Summer _____ *Your Department must first submit hiring paperwork before you will be added to the Parking List
<i>COGS Use:</i> Record Number: _____ Term(s): _____ GTA Level _____ Permit #: _____	

Student Agreement:

I hereby agree by signing this form:

- ✓ that I will only use the Teaching Assistant Parking Permit during teaching hours;
- ✓ I will wait until I am notified by COGS that I have been approved for a parking permit to proceed to the Office of Parking and Transportation to purchase;
- ✓ I understand that submitting this request does not guarantee a permit;
- ✓ I understand that I will be notified by email if this permit is approved

Student Signature: _____ **Date:** _____

Department Agreement:

I hereby agree by signing this form:

- ✓ I have informed the student to not proceed to the Office of Parking and Transportation until they have received email confirmation from COGS;
- ✓ I have explained that submitting this request does not guarantee a permit;
- ✓ This student is a TA2 or LA2 and actively engaged in teaching
 ** If this student is **NOT** a TA2 or LA2, please indicate why a permit is being requested:

Department Signature: _____ **Date:** _____

Updated 2/2020