



# University of Alaska

## Student Status Verification for Eligible Employment

MAU/Major Administrative Unit (circle one)				Department
UAA	UAF	UAS	SW	
Last Name		First	M.	
Employee /Student ID			Work Phone	

**Students:** Complete this form when applying for/accepting student employment with the University of Alaska. Completed forms must be submitted to your hiring supervisor.

**A COPY OF YOUR FEE PAYMENT RECEIPT MUST BE ATTACHED TO THIS FORM**

Please circle the appropriate response to each of the following three categories:

Student Assistant Level:    A    B    C    N/A (not applicable)  
 Graduate Assistant:        YES NO  
 Federal Work Study:        YES NO

I affirm that I am enrolled as a student at the University of Alaska for the number of credit hours (credit hour load) specified below, and that my employment at the University of Alaska is incidental to my education.

I understand that by Board of Regents' Policy and University Regulation, I must maintain a minimum of 6 credit hours for the semester and a 2.00 cumulative grade point average to be eligible for any student employment; failure to comply with these conditions during Fall and Spring semesters may necessitate immediate termination from all student employment. I also understand that while employed in a student position, I may not simultaneously hold a faculty or staff position with the University of Alaska.

I understand that my student employment cannot exceed 20 hours per week during an academic semester or 40 hours per week between semesters or during summer sessions. To be considered exempt from FICA (Social Security and Medicare) tax for employment between academic semesters and the summer, I must meet the enrollment requirements stipulated by the IRS. If my student employment regularly exceeds 20 hours a week during a semester, I understand that I will have FICA (Social Security and Medicare) taxes withheld from my pay per IRS tax code 3121(b)(10) and 3306(c)(10)(B).

I will be responsible for notifying my supervisor of any change in my enrollment status which affects my eligibility for exemption from FICA tax and/or student employment. I authorize the release of my credit hour and grade point information for purposes of verifying my student employment eligibility.

For special circumstances or exemptions concerning the above requirements, refer to Board of Regents' Policy P09.05.020, P09.05.022, P09.05.028, and P09.05.030. *Note: International students in an F-1 or a J-1 status are not eligible for a waiver to work more than 20 hours per week. Working over 20 hours per week while school is in session constitutes a reportable violation of immigration status.*

**CREDIT HOUR LOAD:** \_\_\_\_\_ Hours

**SEMESTER (circle one):** Fall    Spring    Summer                      **Year:** Session 20\_\_\_\_\_

By signing below, I agree that I have read this form and verify that, to the best of my knowledge, I am eligible for student employment with the University of Alaska.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date