

EIU STUDENT EMPLOYMENT AUTHORIZATION REQUEST

DEPT. EMPLOYMENT

REVISION/REASON

Office Use
AUTHOR.# _____
AUTHOR.# _____

STUDENT'S NAME _____ S.S.# _____
LAST FIRST INITIAL

JOB TITLE _____ JOB CLASS _____
(GROUP)

BEGINNING DATE _____ ENDING DATE _____ ROLLOVER _____

RATE OF PAY \$ _____ \$ _____ \$ _____ FOR _____ MONTHS
(hourly) (monthly) (lump sum)

DEPARTMENT NAME _____ ACCOUNT # _____

STUDENT HAS WORKED ON EIU CAMPUS BEFORE _____ yes or no IF NO, ATTACH I-9 FORM

SUPERVISOR _____ S. S. # _____ PHONE # _____

STUDENT CONDITIONS OF EMPLOYMENT

- An Employment Eligibility Verification Form (I-9) must accompany a new authorization. A student cannot be employed until an I-9 is filed. International students must file an I-9 each year.**
- A student employee must be enrolled in six or more semester hours per semester. Special summer rules: A student employee must be enrolled in six or more hours in summer UNLESS he/she completed six semester hours this preceding spring.**
- Graduate Assistants may not hold other on-campus employment.**
- Students may not work more than a combined total hours of 90 hours per month (on-campus) while school is in session. Summer exception is 120 hours per month.**
- Academic year employment must terminate if the student drops to less than six (6) hours or withdraws from school.**
- Final student on student payroll roster when the employee leaves the position before the original end date.**
- All students are required to complete the following by checking the correct statement.**
 I certify that I am registered with Selective Service.
 I certify that I am **NOT** registered with the Selective Service BECAUSE:
 I am a female.
 I am in the armed forces on **ACTIVE DUTY** (Reserve and National Guard members are **NOT** considered to be on active duty).
 I have not reached my 18th birthday.
 I am a permanent resident of the Territory of the Pacific or Northern Marianna Island.
 I am a nonresident, nonimmigrant alien. (**INTERNATIONAL STUDENT**).

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We understand and will abide with the above stated conditions of Student Employment at EASTERN ILLINOIS UNIVERSITY.

STUDENT'S SIGNATURE _____ DATE _____

FISCAL AGENT'S SIGNATURE _____ DATE _____

FINANCIAL AID APPROVAL _____ DATE _____