

EIU STUDENT EMPLOYMENT AUTHORIZATION REQUEST

DEPT. EMPLOYMENT
FEDERAL WORK STUDY
REVISION/REASON

Office Use
AUTHOR.#
AUTHOR.#
ROLLOVER#

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

JOB TITLE JOB CLASS (GROUP)

BEGINNING DATE ENDING DATE ROLLOVER

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

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

- 1. 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 with the International Office.
2. 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.
3. Graduate Assistants may not hold other on-campus employment.
4. 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.
5. Academic year employment must terminate if the student drops or withdraws from school.
6. Final student on student payroll roster when the employee leaves the positions before the original end date.
7. 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).

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