

UA Student Employment Eligibility and Compliance Reference Sheet – Updated Requirements Spring 2021

UPDATE: Student employees need to continue to meet the eligibility requirements. Once the Drop & Add period has ended, credit hours will be re-verified.

If a student employee is below the necessary credit hours requirement, they will be terminated.

Student Employee Eligibility Requirements:		Fall/Spring Semester (& Spring Break)		Winter Break		Summer Effective: 5/10/2021-8/22/2021	
Student Employee Type:	Minimum Cumulative Grade Point Average	Enrollment	Maximum Weekly Work Limit	Enrollment	Maximum Weekly Work Limit	Enrollment <i>(Total Credit Hours for all summer sessions combined)</i>	Maximum Weekly Work Limit
Student Employee (Non-Federal Work Study)	2.0	<i>UPDATE:</i> Enrolled in 6 credits or more	29 hours in total with all campus jobs*	Must meet credit requirement for current Fall & Spring semesters	29 hours in total with all campus jobs*	≤ 5 Credit: Required to Pay into OPERS and Medicare ≥ 6 Total Summer Credits with a break in classes no longer than 5 weeks; OPERS and Medicare payments not required	29 hours in total with all campus jobs*
Federal Work-Study (FWS) Student Employee (International Students not eligible for FWS)	2.0 and meet Standards of Satisfactory Academic Progress	Enrolled in 6 credits or more	29 hours in total with all campus jobs*	Must meet credit requirement for current Fall & Spring semesters	29 hours in total with all campus jobs*	≤ 5 Credit: Required to Pay into OPERS and Medicare ≥ 6 Total Summer Credits with a break in classes no longer than 5 weeks; OPERS and Medicare payments not required	29 hours in total with all campus jobs*
International Student Employee <i>(Undergraduate)</i> <i>(Not eligible for Federal Work Study)</i>	2.0	Enrolled in 12 credits or more	20 hours in total with all campus jobs* (29 hours during Spring Break)	Must meet credit requirement for current Fall & Spring semesters	29 hours in total with all campus jobs*	≤ 5 Credit: Required to Pay into OPERS and Medicare ≥ 6 Total Summer Credits with a break in classes no longer than 5 weeks; OPERS and Medicare payments not required	29 hours in total with all campus jobs*
Graduate Student Employee (Including Master and Doctoral) <i>(Graduate Assistantships not included)</i>	3.0	<i>UPDATE:</i> Enrolled in 5 credits or more	29 hours in total with all campus jobs*	Must meet credit requirement for current Fall & Spring semesters	29 hours in total with all campus jobs*	≤ 4 Credit: Required to Pay into OPERS and Medicare ≥ 5 Total Summer Credits with a break in classes no longer than 5 weeks; OPERS and Medicare payments not required	29 hours in total with all campus jobs*
International Graduate Student <i>(Graduate Assistantships not included)</i>	3.0	Enrolled in 9 credits or more	20 hours in total with all campus jobs* (29 hours during Spring Break)	Must meet credit requirement for current Fall & Spring semesters	29 hours in total with all campus jobs combined*	≤ 4 Credit: Required to Pay into OPERS and Medicare ≥ 5 Total Summer Credits with a break in classes no longer than 5 weeks; OPERS and Medicare payments not required	29 hours in total with all campus jobs*
Law Student Employee <i>(Graduate Assistantships not included)</i>	2.3	<i>UPDATE:</i> Enrolled in 5 credits or more <i>International Law Students: Enrolled in 12 credits or more.</i>	20 hours in total with all campus jobs* (29 hours during Spring Break)	Must meet credit requirement for current Fall & Spring semesters	29 hours in total with all campus jobs*	≤ 5 Credit: Required to Pay into OPERS and Medicare. ≥ 5 Total Summer Credits with a break in classes no longer than 5 weeks; OPERS and Medicare payments not required.	29 hours in total with all campus jobs*

Additional Requirements and Information Regarding Student Employment Eligibility:

Overall Student Employment Eligibility Information:

- Student employees are required to be 18 years of age or old at the time of their start date.
- Students who are enrolled in student teaching are eligible for student employment.
- Students who are enrolled in a Co-Op course will be considered Full-Time and are eligible for student employment.
- *UPDATE:* Students who are participating in an Internship or are enrolled in an Internship course will need to meet the minimum number of credit hours overall, in order to be eligible for student employment.
- Post-baccalaureate students who are not enrolled in a UA graduate program must meet undergraduate eligibility requirements.
- Any undergraduate student who is in their graduating semester who needs less than the previously stated credit hours required in order to graduate will be eligible for student employment. Student's application to graduation will be verified to confirm.
- Post-secondary students may be eligible for student employment but are NOT eligible for Federal Work Study.
- Students who are set to begin to work at the beginning of the Fall semester can begin one week prior to the start of classes.
- *The combined weekly work hour limits are a federal requirement and are calculated by totaling hours worked in all the student's active on-campus positions.
 - o For example, a student who works in the Library **and** Career Services cannot exceed their combined weekly work hour limits (as stated above). Failure to comply with this policy may result in termination.

International Student (F-1 and J-1) Employment Information:

If international students are in a status other than F-1 or J-1 or are not sure if they are eligible for employment on campus, the student should consult UA International Center or their immigration attorney.

- International students must obtain a permanent social security number as soon as possible after accepting an on-campus job. A student may not apply for a SSN more than 30 days before the start date of their employment.
- Generally, F-1 students are eligible for student employment if they meet the credit hour and GPA requirements.
- J-1 students must receive written permission from the International Center for each on-campus position before starting employment.
- International students may be eligible for student employment with less than the stated number of credits with the approval of a [Reduced Course Load](#) (or RCL) form by International Center.
- International Graduate students may be eligible for student employment with less than the stated number of credits with the approval of a [Request to be Considered Full Time form](#) by the Graduate School.

Graduate Student Employment Information:

- Graduate Assistants can work as Graduate Student Employees during the summer if the contract permits.
- Students who are transitioning from an undergraduate program to a graduate program can transition from an Undergraduate Student Employee to Graduate Student Employee as long as they meet the necessary eligibility requirements.
- Graduate students may be eligible for student employment with less than the stated number of credits with the approval of a [Request to be Considered Full Time form](#) by the Graduate School.
- *UPDATE:* Students who are completing a Dissertation or Thesis or are enrolled in a Dissertation or Thesis course will need to meet the minimum number of credit hours overall, in order to be eligible for student employment. These students may be eligible for student employment with less than the stated number of credits with the approval of a [Request to be Considered Full Time form](#) by the Graduate School.

Following Students are NOT eligible for on-campus student employment:

- Minors (students under the age of 18), Postdoctoral Students and Postdoctoral Fellows
- Part-Time Employees or Full-Time Employees with UA. This includes faculty, staff, and contract professionals.