

**STUDENT EMPLOYMENT ELIGIBILITY
REQUIREMENTS**

ENROLLMENT REQUIREMENTS

Student employees are required to be enrolled for a minimum number of credit hours at SIUC to be employed in the student employment program (Audit hours do not qualify as credit hours for student employment purposes however, ILP Courses do qualify as credit hours). These enrollment requirements were established to comply with U.S. Department of Education, United States Citizenship and Immigration Service and Internal Revenue Service regulations. If a student withdraws or drops below the minimum enrollment requirements, they are not eligible to continue to work on campus until their enrollment is increased to at least the minimum requirements.

U.S. Citizens and Permanent Residents

| | Fall and Spring Semesters | Summer Semester |
|---|---------------------------|-----------------|
| Undergraduate – U.S. Citizens and Permanent Residents | 6 Credit Hours | 6 Credit Hours |
| Graduate – U.S. Citizens and Permanent Residents | 6 Credit Hours | 3 Credit Hours |

International Students

| | Fall and Spring Semesters | Summer Semester |
|---|---------------------------|-----------------|
| Undergraduate – International Students | 12 Credit Hours | 6 Credit Hours |
| Graduate – International Students (who are not also employed as a graduate assistant) | 9 Credit Hours | 3 Credit Hours |
| Graduate - International Students (who are also employed as a graduate assistant on a 25% or 50% basis) | 6 Credit Hours | 3 Credit Hours |

Student Employment Services monitors enrollment and will notify employers, via the Under Hours Enrollment Report, if a student is not enrolled for the minimum number of credit hours and does not have an enrollment exception on file.

Enrollment Requirement Exceptions

Student employees graduating at the end of a given semester or completing a thesis or dissertation may apply for a one-time exception to the enrollment requirements, provided that they are enrolled for at least one credit hour. U.S. Citizens and permanent residents will need to provide documentation from their academic advisor in person to Student Employment Services in order for an exception to be granted. International Students will need to contact the International Students and Scholars office to obtain an exception form which will need to be completed by their academic advisor.

All requests for exceptions must be done IN PERSON at Financial Aid Student

Employment Services in Woody Hall. Applications by mail or by phone will NOT be accepted. There are no other exceptions to the enrollment requirements.

STUDENT EMPLOYMENT REFERRAL REQUIREMENTS

U.S. citizens, permanent residents, and students with non-citizen status but eligible for federal financial aid must be determined eligible and obtain a Student Employment Referral from the Financial Aid Service Center or online through the students personal SalukiNet account.

International students must be determined eligible and obtain a Student Employment Referral from the International Students and Scholars Office.

OTHER STUDENT EMPLOYMENT ELIGIBILITY REQUIREMENTS

- Student employees must be at least sixteen years of age.
- Student employees must have a social security number on file with the Office of Records & Registration.
- Student employees must comply with the Selective Service Registration Requirements.
- Student employees must not be in default (for a period of six months or more and in the amount of \$600 or more), on the repayment of an educational loan for the purpose of attendance at an institution of higher education.
- Student employees must comply with the Immigration Reform and Control Act of 1986 and have the Employing Eligibility Verification form (I-9) completed by the hiring department. Each employer must verify the identity and work eligibility of all student employees at the time of hire. Candidates that are unable to provide the necessary documentation are not eligible to work.
- Student employees must comply with the Drug-Free Workplace Guidelines which are published in the Students, Faculty & Staff SIUC Important Information brochure. This brochure is mailed to all enrolled students.
- NCAA athletes must comply with NCAA regulations regarding employment of student-athletes. The Intercollegiate Athletics Financial Aid & Insurance Officer and Coordinator of Student-Athlete Employment determine employment eligibility and grants permission for employment.

- In compliance with the Illinois Campus Security Act, security-sensitive SIUC student employment positions have been identified as those in which the student employee has either responsibility for the care and supervision of children under limited supervision, or responsibility for the safety of students, employees or the general public. Applicants for security-sensitive positions are subject to Pre-Employment Background Investigations (see SIUC Personnel Policies chapter 2 f or the SIUC Employees Handbook http://www.siu.edu/~policies/master_index.html). Upon approval, an “Authorization to Hire” letter will be issued to the employing department and must be turned in with the Student Employment Referral and I-9 form.
- International students must comply with United States Citizenship and Immigration Services regulations. The International Students and Scholars Office determine eligibility and grants permission for employment.
- International students must meet with the Non-resident Alien Tax Compliance Officer in the Accounts Payable Office to complete the hiring process. When a permanent Social Security Number has been issued, after verification of active employment, the international student must take verification of issuance to the Non-resident Alien Tax Compliance Officer in order for their payroll information to be updated.
- Student must complete Ethics Training for student employees.