

## UA Student Employment Eligibility and Compliance Requirements Rev. Spring 2026

Student employees need to continue to meet the eligibility requirements upon hire and throughout employment. Once the Add/Drop period has ended, credit hours will be re-verified. If a student employee is below the necessary credit hours requirement, they will be terminated.

### Undergraduate Student Employees - including Federal Work Study (FWS) -

Minimum Cumulative Grade Point Average 2.0 (FWS also needs to meet Standards of Satisfactory Academic Progress)

- **Fall/Spring Semester and Spring Break**
  - **Enrollment:** 6 credits or more
  - **Maximum Weekly Work Limit:** 29 hours in total with all campus jobs
  - **International Student Employees:** 12 credits or more, 20 hours in total with all campus jobs (29 hours during Spring Break)
- **Winter Break**
  - **Enrollment:** Must meet credit requirements for both Fall & Spring Semesters
  - **Maximum Weekly Work Limit:** 29 hours in total with all campus jobs
  - **International Student Employees:** Must meet credit requirements for both Fall & Spring Semesters, 29 hours in total with all campus jobs
- **Summer**
  - **Enrollment** Must meet credit requirements for both the previous Spring Semester and upcoming Fall Semester if not taking summer classes
  - **Maximum Weekly Work Limit:** 29 hours in total with all campus jobs
  - **International Student Employees:** Must meet credit requirements for both the previous Spring Semester and upcoming Fall Semester if not taking summer classes, 29 hours in total with all campus jobs
  - **FICA Information for summer only:**

- 5 or less credits: Required to pay into FICA (Federal Insurance Contributions Act) for summer
- 6 or more total Summer credits with a break in classes no longer than 5 weeks: Summer FICA payments not required

**Graduate Student Employees (Including Master and Doctoral)** – Minimum Cumulative Grade Point Average 3.0. Graduate Assistantships (GA's) must follow separate HR guidelines.

- **Fall/Spring Semester and Spring Break**
  - **Enrollment:** 5 credits or more
  - **Maximum Weekly Work Limit:** 29 hours in total with all campus jobs
  - **International Student Employees:** 9 credits or more, 20 hours in total with all campus jobs (29 hours during Spring Break)
- **Winter Break**
  - **Enrollment:** Must meet credit requirements for both Fall & Spring Semesters
  - **Maximum Weekly Work Limit:** 29 hours in total with all campus jobs
  - **International Student Employees:** Must meet credit requirements for both Fall & Spring Semesters, 29 hours in total with all campus jobs
- **Summer**
  - **Enrollment (full-time definition of summer enrollment for graduate students is 2 hours):** Must meet credit requirements for both the previous Spring Semester and upcoming Fall Semester if not taking summer classes
  - **Maximum Weekly Work Limit:** 29 hours in total with all campus jobs
  - **International Student Employees:** Must meet credit requirements for both the previous Spring Semester and upcoming Fall Semester if not taking summer classes, 29 hours in total with all campus jobs
- **FICA Information for summer only:**
  - 4 or less credits: Required to pay into FICA (Federal Insurance Contributions Act) for summer
  - 5 or more total Summer credits with a break in classes no longer than 5 weeks: summer FICA payments not required

**Law Student Employee** - Minimum Cumulative Grade Point Average 2.3. Graduate Assistantships (GA's) must follow separate HR guidelines.

- **Fall/Spring Semester and Spring break**
  - **Enrollment:** 5 credits or more
  - **Maximum Weekly Work Limit:** 20 hours in total with all campus jobs
  - **International Student Employees:** 12 credits or more, 20 hours in total with all campus jobs (29 hours during Spring Break)
- **Winter Break**
  - **Enrollment:** Must meet credit requirements for both Fall & Spring Semesters
  - **Maximum Weekly Work Limit:** 29 hours in total with all campus jobs
  - **International Student Employees:** Must meet credit requirements for both Fall & Spring Semesters, 29 hours in total with all campus jobs
- **Summer**
  - **Enrollment (Total Credit hours for all summer sessions combined):** Must meet credit requirements for both the previous Spring Semester and upcoming Fall Semester if not taking summer classes
  - **Maximum Weekly Work Limit:** 29 hours in total with all campus jobs
  - **International Student Employees:** Must meet credit requirements for both the previous Spring Semester and upcoming Fall Semester if not taking summer classes, 29 hours in total with all campus jobs
- **FICA Information:**
  - 4 or less credits: Required to pay into FICA (Federal Insurance Contributions Act) for summer
  - 5 or more total Summer credits with a break in classes no longer than 5 weeks: summer FICA payments not required

### **Additional Requirements and Information Regarding Student Employment Eligibility:**

- **Overall Student Employment Eligibility Information:**
  - Student employees are required to be 18 years of age or older 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.

- Students who are enrolled in Study Abroad will be considered Full-Time and are eligible for student employment.
  - 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 if they meet other requirements 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 weekly work hour limits are a federal requirement and are calculated by totaling all on-campus positions that a student might be actively working in. 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 an SSN more than 30 days before the start date of their employment. Students can begin work prior to receiving their SSN.
    - 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 form by the International Center. Link: [Reduced Course Load form \(RCL\)](#)

- **Graduate Student Employment Information:**

- Graduate Assistants (GA's) can work as Graduate Student Employees during the summer with HR approval and 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 for a Graduate Student Employee.
- Doctoral students in their final semester may be eligible for student employment with less than the stated number of credits with approval from the Graduate School.
- 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 for graduate student employees, in order to be eligible for graduate student employment.
- International Graduate Students may be eligible for student employment with less than the stated number of credits with the approval of a Reduced Course Load form by the International Center.  
Link: [Reduced Course Load form \(RCL\)](#)

- **The following students are NOT eligible for on-campus student employment:**

- Minors (students under the age of 18), Postdoctoral Students and Postdoctoral Fellows
- UA part-time employees or UA full-time employees. This includes faculty, staff, and contract professionals.