

STUDENT EMPLOYMENT-QUICK REFERENCE SHEET

- Undergraduate and Graduate students in good standing are eligible to work until date degree is conferred.
- Must be at least half-time in a matriculating program (6 credits for undergraduate students; 4.5 credits for graduate students). Once you graduate, you may no longer work as a student employee.
- International students require additional paperwork and must maintain full-time student status.
- Students may not begin working until: all required employment paperwork is completed, including the federal Form I-9.
- New paperwork—other than payroll forms—is required even for returning hires for each academic year and for the summer.
- Student Pay Information Sheet, listing all deadlines and pay dates, is available online at www.hofstra.edu/studentemployment.
- FWS employment requires need as determined by Student Financial Services. Department-funded employment does not require financial need.
- Academic Year weekly maximum hours are as follows: undergraduates and graduates, Federal Work Study-25; international students-20; all may work a MAXIMUM of 30 hours per week during the summer and school breaks. Overtime is PROHIBITED.
- Students may hold only one position on campus at a time.
- Students who work more than 6 consecutive hours must take an unpaid, uninterrupted meal break as further detailed in the Handbook for Hofstra Student Employees.