

Part-time Employment for Graduate Students

Departmental Request Form

Part-time employment for supported students (receiving assistantships) will be permissible under certain conditions; specifically, it requires close monitoring of total hours for INS rules. For this reason, departments are required to record as accurately as possible the number of hours involved per week. **The total hours worked for part-time jobs must not exceed 30 hours in any semester.** The Graduate School will continue to monitor total hours to guard against students doing additional work unknown to the department.

Part-time employment for non-supported students also requires close monitoring of total hours for INS rules. **The total hours worked must not exceed 18.75 hours per week.**

Please note that as in the past, graduate students receiving fellowships will not ordinarily be allowed to do part-time work.

Graduate students must receive approval for part-time employment by their home department and the Graduate School of Arts & Sciences, prior to beginning the work; otherwise the continuation of their graduate student funding may be in jeopardy.

If a home department approves part-time employment for a graduate student, they are required to provide the following details to the Graduate School, before the student begins working. **THIS FORM IS ONLY VALID FOR ONE ACADEMIC YEAR.**

HOME DEPT.: _____ DEPT. APPROVAL: _____ FAX #: _____

Student Name: _____ DATE: _____

- 1) Current funding from Washington University _____

- 2) Student's year in school and anticipated degree date _____
- 3) Office / Department (*where student will be working*) _____

- 4) Description of duties _____

- 5) Dates of employment (*beginning & ending dates*) _____
- 6) Reason for additional employment _____

- 7) Number of hours involved (*per week & estimated total*) _____

- 8) Pay rate (*hourly & estimated total*) _____

- 9) Source of Funding _____

Please submit request form to Emily Strembicki. EMAIL: estrembicki@wustl.edu FAX: 935-4887

FOR GRADUATE SCHOOL OFFICE USE ONLY:

_____ The Graduate School has approved your request.

_____ The Graduate School has disapproved your request for the following reason(s):

SUMMARY OF PART-TIME EMPLOYMENT REQUEST:

Office _____
 Duties _____
 Dates _____ Source _____
 Hours (per week) _____ Hourly Rate \$ _____
 Hours (TOTAL) _____ Total Amount \$ _____

Dean Smith - Do you approve the part-time employment listed above, in addition to the current funding listed below?

Current Funding:
 Semester _____ Semester _____
 Type _____ Type _____
 Amount \$ _____ Amount \$ _____