

## Guidelines for Part-time Employment of Full-Time Graduate Students in Arts & Sciences

If a full-time supported graduate student in Arts & Sciences accepts part-time employment within Washington University, or outside of the University, the following guidelines must be followed. The Internal Revenue Service, the Washington University Human Resources Office, and US Citizenship and Immigration Services all make important distinctions between students and employees. These guidelines are designed to assist graduate students in retaining their status as students.

**Fall & Spring Semesters:** During a semester in which an Arts & Sciences graduate student receives any form of full-time Fellowship or Assistantship, whether from Washington University, from funds administered by Washington University, or from external funds paid directly to the student in place of Washington University support, the student **may obtain additional employment up to a maximum of 132 total hours during the fall semester (August 1 – December 31) and 132 total hours during the spring semester (January 1 – May 31) (i.e., 6 hours per week for 22 weeks).** International students on F-1 and J-1 visa status must further limit their employment to a maximum of 6 hours in any individual week.

**Summers:** Restrictions on summer employment depend on whether the student retains status as a Washington University student during this time:

1. Students on 12-month awards are limited to 48 total hours of employment for the period June 1 – July 31 (equivalent to 6 hours per week for 8 weeks).
2. Students on 10-month awards who accept any support from the Graduate School and/or who register for any summer coursework are limited to 144 total hours of employment for the period June 1 – July 31 (equivalent to 18 hours per week for 8 weeks).
3. Students on 10-month awards who do not accept any support from the Graduate School and who do not register for any summer courses have no restriction on summer employment, but will not retain their FICA-exempt student status for this employment. F-1 and J-1 students in this category may require written work authorization and should contact the Office for International Students and Scholars well in advance of the start of employment.

The number of additional hours refers to the time engaged in discretionary supplemental work. It does not include time spent as a Teaching Assistant (TA) or Research Assistant (RA) during the fall or spring semesters. It also does not include time spent as an instructor in University College. A short list of some types of work to which these limitations **do** apply include: employment by university libraries, museums, computer centers or the Alumni and Development Office; tutoring, paid research assistance to a faculty member outside of a full-semester RA award, summer RA awards to students on 10-month support, paid hourly work assisting at department events. The maximum number of hours may be further restricted (but may not be expanded) by external granting agencies, by department policies, or by individual dissertation advisors and dissertation committees. International students on F-1 and J-1 visas may **not** teach in University College during the fall or spring semesters, or during summers if they are on 12-month support.