Declaration of Off-Semester

Last Name: ____________________________  First Name: ____________________________

Banner ID: ___________  Semester: ___________  Year: ___________

It is understood that during the off-semester it is permissible to work more than 20 hours per week, but not more than 40 hours per week, pending supervisor’s approval.

During the off-semester, students not enrolled for the requisite number of credit hours are subject to FICA taxes.

Student Signature: ____________________________  Date: ____________________________

Supervisor’s Signature: ____________________________  Date: ____________________________

Department: ________________________________________________________________

Student Assistant: ________________  College Work-Study: ________________

College Work-Study Students must enroll for the requisite number of credit-hours during the off-semester as required by the Office of Scholarships and Financial Aid and as outlined on page four of this guide.

Non-Immigrants: Prior to submitting this form to University Counseling and Placement Services, students must contact the Office of International Students and Scholars for authorization.

05/03