

## Student Employment – Certification of Intent to Enroll

### **Student Instructions:**

Complete this form if you want to work as a student employee during the summer, but are unable to pre-register for the term indicated below, due to a program-related reason. *(Reasons such as having a registration hold for a balance owed on your student account or your preferred classes not being available are not acceptable. It must be a program-related reason and certified by the applicable University administrator.)* By signing this form, you are certifying that you intend to register for at least half-time credits (6 credits for undergraduates and 5 credits for students in a Masters degree program) and will do so at your earliest opportunity.

Student employees are exempt from paying FICA (Social Security) taxes on earnings from a student job if working at the institution where they are currently registered for classes on at least a half-time basis. If you fail to register at least half-time for the term indicated, your student employment will be canceled and you may owe back FICA taxes to the IRS for hours you have worked as a student employee.

### **Certification of Intent to Enroll:**

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
*(Please print)*

I certify that I intend to register for at least half-time credits during Fall quarter \_\_\_\_\_. I understand that if I fail to register for at least half-time, my student employment will be canceled and I may owe FICA taxes for hours I worked as a student employee.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

**Administrative Authorization:** I certify that the above student is unable to enroll for the selected quarter due to the following administrative, program-related reason:

- Applied for Master's program; CWU undergraduate degree not yet posted  
(Registrar's office staff sign below)
- Approved for student teaching (Course # \_\_\_\_\_) in the Fall; paperwork being processed  
(Academic department secretary or professor sign below)
- Internship learning agreement submitted and approved; paperwork being processed  
(Career Services staff sign below)
- Approved as Graduate Assistant for Fall quarter  
(Graduate Studies staff sign below)
- International student  
(Office of International Studies Program staff sign below)
- Other (SPECIFY \_\_\_\_\_)

\_\_\_\_\_  
*Program Administrator Signature (see above)*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Department Name*

\_\_\_\_\_  
*Date*

### **SEO Authorization:**

- Request approved
- Request denied (not related to program)

\_\_\_\_\_  
*SEO Signature*

\_\_\_\_\_  
*Date*