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.

_________________________________________  Date
Student’s Signature

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 ______________________________________________________________________)

_________________________________________  Print Name
Program Administrator Signature (see above)  Department Name  Date

SEO Authorization:

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

_________________________________________  Date
SEO Signature