



MEMORANDUM

TO: Graduate Program Directors
Graduate Program Coordinators

FROM: Lawrence Martin, Dean of the Graduate School
Lynn Johnson, Director, Human Resource Services

SUBJECT: Graduate Student Employment

DATE: 01/31/2006

It has come to our attention that departments, and the Graduate students they employ, may be unaware of some of the critical regulations surrounding graduate student employment.

For those employing **international graduate students** it is essential to comply with the employment limitations imposed by certain immigration statuses. Failure to do so places both the student and University in jeopardy. For the student, failure to comply with the hours limit imposed by immigration status is a violation of their immigration status, and will result in immediate employment termination by the University. Violation of immigration regulations governing employment are deportable offenses. Current immigration regulations do not provide for reinstatement to student status following unauthorized employment. For the University, non compliance could result in the loss of **all** Federal funding.

Key Points to note:

During the academic year (including Intersession) graduate students may work on the **Graduate student payroll** (State or RF) up to a **maximum of 20 hours**. Students who are US citizens, Permanent Residents, or who possess evidence of work authorization (Employment Authorization document (EAD), who wish to work additional hours, (up to a maximum total of 40 hours) may do so on an hourly RF or State **student payroll**. International students in F-1 or J-1 status may not work more than 20 hours per week while school is in session.

Occasionally graduate students are asked to undertake a one time service that is different to their normal obligation (ie. helping at commencement, singing/playing a musical instrument at a reception). This should be paid as a lump sum payment on the graduate student payroll.

Graduate students salary should not exceed \$1111 biweekly (\$23,333 per 10 month/21 paycheck academic year) on the graduate payroll. Requests to exceed this are rarely approved, but should be directed to Lawrence Martin, Dean of the Graduate School.

To help departments in complying with both immigration regulations and the graduate student employment policy, we ask that all Graduate employment appointment forms indicate **accurately**

the number of hours/FTE that the student will work. On **State forms please indicate FTE**, following the formula indicated on the Graduate student employee policy at <http://www.asa.stonybrook.edu/grademployment> . On **RF forms** please indicate accurately the **number of hours** the student will work. HRS will generate State & RF biweekly reports to ensure that departments/students are not in jeopardy of noncompliance.

Questions about employment should be referred to HRS at 632-6285 for State, and 632-6162 for Research Foundation.

Questions about employment restrictions imposed by immigration regulations should be referred to International Student Services at 632-4685.