

## Approval for Employment in Addition to an Assistantship

Revised 7/1/2025

Graduate students who receive a stipend from Virginia state funds via an assistantship are occasionally permitted to accept JMU employment in addition to the assistantship. Permission for such employment must come from The Graduate School, in response to approval by the student's program director or advisor. The student and director or advisor should carefully consider the effect of additional employment on the student's academic performance. Students cannot be paid for work until it is approved. Under the Affordable Care Act, non-fulltime employees may work no more than 29 hours per week. Most Graduate Assistantships are considered to require 20 hours of work per week. **Additional employment should be approved prior to work completion and the number of hours worked in any given week should total 29 hours or less.** Payroll will not process a pay to a student holding an assistantship until permission is granted by The Graduate School. **For international students with F-1 visa status, approval from ISSS is required prior to submission of the ePAR.**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Email: \_\_\_\_\_ Program of Study: \_\_\_\_\_

Name of Assistantship Supervisor: \_\_\_\_\_

Name of Supervisor for Additional Employment: \_\_\_\_\_

Assistantship hiring department: \_\_\_\_\_

Average number of hours worked weekly in the assistantship: \_\_\_\_\_  
(A typical assistantship is counted as 20 hours per week.)

Department in which the additional employment is requested: \_\_\_\_\_

- ☐ Date on which employment begins: \_\_\_\_\_
- ☐ Date on which employment ends: \_\_\_\_\_
- ☐ Number of hours to be worked per week: \_\_\_\_\_ Number of hours to be worked in total: \_\_\_\_\_

**All signatures are required for approval. This form must be completed and signed prior to submission of the ePAR.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
*"I understand the limit on hours of employment in addition to my assistantship as required by JMU in light of the ACA."*

International Student & Scholar Services Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Required for international students with F-1 visa status*

Additional Employment Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
*"I am requesting this student to work another job in addition to his/her assistantship."*

Assistantship Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
*"I approve this student's request to work another job in addition to his/her assistantship."*

Graduate School Approval: \_\_\_\_\_ Date \_\_\_\_\_

*Please submit this form with all required signatures to The Graduate School, MSC 6702.*