



Career Services
1001 Faculty/Administration Building
656 Reuther Mall
Detroit, MI 48202-3622
(313) 577-3390
(313) 577-4995 (FAX)
www.careerservices.wayne.edu

Declaration of Off-Semester

Upon completion of this form: fax, mail or deliver to Career Services.

Student 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.

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.

Non-Domestic Students: Prior to submitting this form to Career Services, students must contact the **Office of International Students and Scholars** for authorization.

Upon completion of this form: fax, mail or deliver to Career Services.