



جامعة فهد بن سلطان
FAHAD BIN SULTAN UNIVERSITY

STUDENTS EMPLOYMENT POLICY

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|---------------------|------------|----------------|--------------|
| Form # | SA-400-F01 | Revision # | 02 |
| Accessibility level | A | Effective date | Jan 20, 2021 |

STUDENT EMPLOYMENT APPLICATION FORM

Date: / /

| | | |
|--|---------------|--|
| Full Name: | | ID Number: |
| College: | Major: | Mobile: |
| | Term: | Year: |
| Number of credits completed: | | Number of work hours requested per week: |
| Desired department to work for: | | Financial need is a reason? Yes <input type="radio"/> No <input type="radio"/> |
| Student Signature: | | Date: |

The student should submit this form to the registrar's office for processing. The registrar checks the eligibility criteria and forwards the application to the Students Affair Office for processing and final action. Copies of the signed form are sent to Registrar, HR and Finance departments. The registrar informs the student and keeps a copy of the form in the student's file.

Registrar Office Use Only:

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| Eligibility Criteria: Financial need? Yes <input type="radio"/> No <input type="radio"/> Cumulative GPA > 3? Yes <input type="radio"/> No <input type="radio"/> Last full-load term GPA > 3? Yes <input type="radio"/> No <input type="radio"/> Current semester load > 12 credit? Yes <input type="radio"/> No <input type="radio"/> Any misconduct on record? Yes <input type="radio"/> No <input type="radio"/> | Admissions Director : <input type="radio"/> Satisfies the criteria <input type="radio"/> Do not satisfy the criteria Signature : |
|--|---|

Administrative Use Only:

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| Dean of Student Affairs <input type="radio"/> Approve <input type="radio"/> Disapprove Signature: | Vice Chancellor for Administrative Affairs <input type="radio"/> Approve <input type="radio"/> Disapprove If approved, the student is assigned to work in Department/Unit: ▪ ▪ Signature: |
| Vice Chancellor for Academic Affairs <input type="radio"/> Approve <input type="radio"/> Disapprove Signature: | |

Copies

Human Resource Department

Finance Department

Registrar

