Requesting FICA Tax Exemptions
Student-Employee User Guide

Office of Human Resources Management
Requesting FICA Exemptions in CUNYfirst

1. After logging into CUNYfirst, find the **CUNYfirst Menu** and select **HR/Campus Solutions**.

![CUNYfirst Menu](image1)

2. Expand the drop-down menu for **Self Service** and select **Student Center**.

![Self Service Menu](image2)

(continued on next page)
3. In the Student Center, navigate to the Personal Information section and select FICA Exemption Request.

4. The FICA Exemption Request page is where you will submit requests for FICA exemptions. Select Request under Exemption Request. Once your request has been submitted, the Exemption Request button will be frozen.

5. Once your request is submitted, your Request Status will update to Requested. Once your request is Approved or Denied, your Request Status will update accordingly.
Ineligible Status in CUNYfirst

1. If you are attempting to request a FICA exemption but are not eligible, your Exemption Request button will not be accessible. You will be listed as “Not Eligible” under Request Status, as seen below.

If you wish to obtain details on your ineligible status, you will need to contact your campus HR office.
FAQs

2.  *If I am employed at multiple campuses, will I have to submit more than one request?*
   No. Only one request is required per semester. This request accounts for all jobs that a student holds university-wide.

3.  *Will I be notified via email once my request has been approved/denied?*
   No. You will need to check the status of your request in CUNYfirst. Email notifications will not be sent out.

4.  *If my request gets denied, will I be informed why?*
   CUNYfirst will only inform you of your request status *(whether it’s approved/denied)*. If you need clarification, you will need to reach out to your campus’ Human Resources office.