



**MICHIGAN OFFICE OF  
RETIREMENT SERVICES**

P.O. Box 30171 · Lansing, MI 48909-7671

[www.michigan.gov/ors](http://www.michigan.gov/ors)

Toll Free: 800-381-5111

Local: 517-284-4400

Fax: 517-284-4416

DATE

NAME

ADDRESS

CITY, STATE ZIP

Member ID:

Email Address:

## Part-Time Student Employee Retirement Plan Eligibility

Dear *NAME*:

The Office of Retirement Services (ORS) has reviewed your Part-Time Community College Student Employment Verification Request (R3800C) form and researched your employment history using the information you provided.

The requirements to establish membership in the retirement system or to be credited with this service are that you were enrolled as a part-time student while also being employed by the community college. Based on our research, your employment does not meet these criteria. Therefore, you are not eligible to become a member of the Michigan Public School Employees' Retirement System or to be credited with service.

Sincerely,

Customer Service  
Michigan Office of Retirement Services  
*Big Plans. Small Steps.*