

Dear Student:

Welcome to the Federal Work Study Program. Below you will find some information that will help you understand what forms are necessary to participate in the FWS Program. Please read them carefully and then put them away in a safe place until you come to campus.

GENERAL INSTRUCTIONS FOR GETTING HIRED:

- 1) Read the FWS information booklet carefully.
- 2) Complete the interview form to the best of your ability. Don't worry if you do not know your schedule yet.
- 3) Complete the student/employee sections, except for your social security number, on the Student Employment Clearance Form, I-9 Form, W-4 Form, and IT-2104 or IT2104E. You should fill in your social security number when filling out the I-9 form with your supervisor and upon submitting documents to the Financial Aid or Payroll Office.
- 4) If you already have an idea about where you would like to work you are welcome to go directly to that department to inquire about employment. If not, please attend the Work Study Job Fair.

***HELPFUL HINT:** Attending the Fall Job Fair will ease the job search process since the majority of the employers participate in the event.*

- 5) Once you have been hired you must have your supervisor complete the employer section of the enclosed Student Employment Clearance Form and the I-9 Form.

***HELPFUL HINT:** In order to have the I-9 Form completed you will have to present **two** forms of identification. Make sure you bring either your birth certificate or social security card with you to campus. Your school ID or driver's license can be your other identification. If you have a passport, that will be the only document that you need to complete the I-9.*

- 6) Return Student Employment Clearance Form and I-9 to the Work Study Coordinator's table at the Job Fair or to the Financial Aid Office, HAB 607A or 603.
- 7) Return the W-4 Form, and IT-2104 or IT2104E Form to the Payroll Office's table at the Job Fair or to the Payroll Office, HAB 301.

WARNING: If these four forms **are not** on file in the appropriate office **before** you submit your first time sheet **you will not get paid.**