

The Federal Work Study (FWS) Authorization Form must be completed in its entirety in order for a student's FWS eligibility to be reviewed. Students should submit the form to the Office of Student Financial Aid (OSFA). The OSFA will email a copy to the student once the review is complete, and, if eligible, the student may begin to apply for FWS positions using CareerLink on the Career Services website and this form as proof of eligibility. If offered a position, the hiring supervisor should complete the supervisor's section and submit the completed document to the OSFA. OSFA will send an FWS Award Agreement to the student. The student must sign and return the contract to OSFA. The OSFA will notify the Student & Temporary Employment Programs Office (STEP) that the student is going to be hired as FWS, and the student and supervisor must then complete and submit the necessary hiring paperwork to Human Resources.

Step 1: STUDENT INQUIRY *(After completing this section, take form to OSFA. After certification, OSFA will email you a copy of the form.)*

Last Name: _____ First Name: _____

Student ID: _____ GRU Email: _____

I am interested in participating in the Federal Work Study Program. I understand that I must first secure a job before an actual award will be made. Once my eligibility is determined, the Office of Student Financial Aid will email it to me, and I may use it as proof to my potential supervisor that I am eligible for FWS. I further understand that, if I am awarded, I will be required to sign a Federal Work Study Award Agreement that outlines my responsibilities as a FWS employee.

Student Signature Date

Step 2: OSFA CERTIFICATION *(OSFA will email a copy of form to student once certified.)*

_____ The student named above IS eligible for the Federal Work Study Program.

_____ The student IS NOT eligible for the Federal Work Study Program because: _____

OSFA Signature Date

Step 3: SUPERVISOR HIRING CONFIRMATION *(Once complete, return to OSFA and await arrival of FWS Award Agreement via email.)*

Supervisor's Name: _____ GRU Email: _____

Department: _____ Phone: _____

Our department wishes to hire this student under the FWS Program at a rate of \$_____ per hour.

The student will work the following semester(s): _____ Fall 2015 _____ Spring 2016

The student will work _____ hours per week. I understand students are limited to working no more than 25 hours per week. I further understand that the student may not begin work until Human Resources has authorized the student to do so and the FWS Award Agreement has been returned to the OSFA.

Supervisor Signature Date