

FEDERAL WORK STUDY (FWS) CHECKLIST

In order to secure your Federal Work Study position, you must fulfill the following requirements.

STUDENTS RETURNING TO THEIR PREVIOUS FWS POSITION:

- **FWS Authorization Form** - If you are being rehired by the department for which you previously worked, complete and sign the FWS Authorization Form, and have your supervisor sign and date the form.
- **Job Description Form** - Your supervisor must complete the Job Description Form.
- **Federal Work Study Student Policies form** - You must read and sign the Federal Work Study Policies form.
- Return all completed forms to the Office of Financial Aid and Scholarships for processing.
- Human Resources will notify you via your SCSU email of your employment start date.

STUDENTS CHANGING/TRANSFERRING TO A NEW FWS JOB OR STUDENTS NEW TO FWS:

- Visit Southern's student employment website at <http://www.southernct.edu/student-life/academic-success/career-services/students-resources/student-employment.html>, click on **JOBSs** (under On-Campus Student Employment), create or update your profile and post your resume. Search for Federal Work Study positions.
- **FWS Authorization Form** - Once you have secured a position, you must complete and sign the FWS Authorization Form and have your supervisor sign and date the form.
- **Job Description Form** - Your supervisor must complete the Job Description Form.
- **Federal Work Study Student Policies form** - You must read and sign the Federal Work Study Student Policies form.
- Return all completed forms to the Office of Financial Aid and Scholarships for processing.
- Human Resources will contact you via your SCSU email if a background check is required.
- Human Resources will notify you via your SCSU email of your employment start date.

OFF-CAMPUS FWS STUDENTS:

- **Off-Campus Contract Agreement Form** - students assigned to off-campus FWS must complete the Off-Campus Contract Agreement with their supervisor.
- **FWS Authorization Form** - Once you have secured a position, you must complete and sign the FWS Placement Form and have your supervisor sign and date the form.
- **Job Description Form** - Your supervisor must complete the Job Description Form.
- **Federal Work Study Student Policies Form** - You must read and sign the Federal Work Study Student Policies form.
- Human Resources will contact you via your SCSU email if a background check is necessary.
- Human Resources will notify you via your SCSU email of your employment start date.

Any questions concerning the instructions or placement procedures should be directed to the Office of Financial Aid and Scholarships in the Wintergreen Building.