PROCEDURES FOR OBTAINING A FEDERAL WORK STUDY (FWS) POSITION 2014-2015

2. Contact the supervisor of the department that you are interested in working to set up an interview.
3. Take both copies of the FWS contract with you to the interview. Once you are hired complete the “Student Agreement” section on the contract and have your supervisor complete the “Supervisor Section”. Return one copy of the signed contract to the Financial Aid Office.
4. If you are a returning FWS student, you will need to complete a 2014 W-4 Form and Pennsylvania Certificate of Residency. Every University employee, even out of state residents, is required to complete the form. Both forms are located at; www.holyfamily.edu/finaid/forms, click “Student Employment”.
5. First time FWS students will need to complete a 2014 W-4 Form, Pennsylvania Certificate of Residency, Workmen’s Compensation and Federal I-9 form. In order to complete the I-9 Form, two forms of identification are required. Be sure to review the list of accepted documents and please note only original documents can be accepted. Forms can be obtained at; www.holyfamily.edu/finaid, click on “Student Employment”.
6. Once all of the required documents are received, the Financial Aid Office will email both the student (using your Holy Family email address) and supervisor authorizing the student to begin working. You may not begin working until the email is received.