



2017-2018 Federal Work-Study (FWS) Recipients **How does FWS work at Holy Family?**

1. Available positions are listed at www.holyfamily.edu/fws-job-listings
2. Contact the supervisor of the department where you are interested in working to set up an interview.
3. Bring your class schedule, other work schedules, and your FWS award amount (found on your award letter or your WebAdvisor account) with you to the interview.
4. Once a supervisor has chosen to hire you, the supervisor will contact the FWS Coordinator and you will be notified via email that a contract has been prepared for you.
5. Complete the “Student Section” of the contract, and have the supervisor complete the “Supervisor Section.”
6. Complete the following forms and submit to the Financial Aid Office, along with your contract. They are available at <http://www.holyfamily.edu/employment-programs> (you may wish to complete these during the summer and have them ready when you come to school):
 - W-4 Form (2017)
 - Residency Certification Form
 - Worker’s Compensation Form
 - 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 – we will review them and hand them back to you.)
7. Once all of the required documents have been received and processed, 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 you receive this email.