

2017-2018 Federal Work-Study (FWS) Program Instructions

Follow the steps below to utilize your FWS award successfully

1. FWS jobs are limited and FWS student employees are in high demand, therefore, ***don't wait***, and start looking for a job as soon as possible. FWS job postings can be reviewed at <http://Career.Arizona.edu>. Scroll to Handshake (previously Wildcat JobLink) and click on Search Opportunities.
2. You can also use the department contact list at <http://www.financialaid.arizona.edu/types-aid/work-study/federal-work-study/FWSjobs>. You must interview for each job in which you apply. Jobs are very competitive and are not guaranteed.
3. Follow the "How to apply" instructions on the job description.
4. Take your FWS Authorization with you on job interviews. Your prospective employer may ask to see it as verification that you have been awarded FWS. Interview with the prospective employer. The interview should be used as a screening mechanism for both you and the employer.
5. You must complete the following before you can begin working:
 - a) When you are hired, give your FWS Authorization form to your employer. They must complete the Employer Information section and send it to the Office of Scholarships and Financial Aid.
 - b) Establish your work schedule with your supervisor as well as review job performance expectations and any other employment related issues.
 - c) Complete all personnel and payroll related paperwork. Bring the appropriate documents with you when you meet with your employer. See Employment Eligibility Verification (Form I-9) Acceptable Documentation on this page.
6. August 14, 2017 is the first day you may begin working as a FWS employee for the 2017-2018 academic year.
7. Keep track of your earnings using the FWS balance sheet so you are not surprised when you run out of eligibility. An excel balance sheet may be downloaded from <http://financialaid.arizona.edu/types-aid/work-study/federal-work-study>
8. Maintaining a 2.0 cumulative GPA as an undergraduate or a 3.0 cumulative GPA as a graduate student is required to work as a FWS student employee.
9. If you would like to continue working during the Summer 2018 sessions, you will need to complete a Summer Federal Work Study Application. The applications will be available on the Office of Scholarships and Financial Aid website in March, the week after spring break.
10. If you are interested in tutoring a child in reading or math, read about the WordCats and MathCats program (formerly America Reads*America Counts Challenge) at http://www.coe.arizona.edu/wordcats_mathcats . To apply to the program, submit an application, or for general questions, you must contact Michelle Tellez at mtellez1@email.arizona.edu or call 520.626.1204.

For further assistance email the FWS Program at romerom@email.arizona.edu or askaid@arizona.edu

EMPLOYMENT ELIGIBILITY VERIFICATION (FORM I-9) ACCEPTABLE DOCUMENTATION

Before you can begin working, your prospective employer must verify your eligibility to work. You must give them one document from List A *or* one document from list B *and* one document from List C.

List A	List B	List C
Documents that Establish BOTH Identity and Employment Eligibility	Documents that Establish Identity	Documents that Establish Employment Eligibility
<ol style="list-style-type: none"> 1. U.S. Passport. 2. Certificate of U.S. Citizenship. 3. Certificate of Naturalization. 4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating an unexpired employment authorization. 5. Alien Registration Receipt Card with photograph. 6. Unexpired Temporary Resident Card. 7. Unexpired Employment Authorization. 8. Unexpired Reentry Permit. 9. Unexpired Refugee Travel Document. 10. Unexpired Employment Authorization Documentation issued by the INS with contains a photograph. 	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address. 2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address. 3. School ID card with a photograph. 4. Voter's registration card. 5. U.S. Military card or draft record. 6. Military dependent's ID card. 7. U.S. Coast Guard Merchant Mariner card. 8. Native American tribal document. 9. Driver's license issued by a Canadian government authority. 	<ol style="list-style-type: none"> 1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment). 2. Certification of Birth Abroad issued by the Dept. of State. 3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the U.S. bearing an official seal. 4. Native American tribal document. 5. U.S. Citizen ID card. 6. ID card for use of Resident Citizen in the U.S. 7. Unexpired employment authorization document issued by the INS (other than those listed under List A).
	<p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 1. School record or report card. 2. Clinic, doctor, or hospital record. 3. Day-care or nursery school record. 	