

# Federal Work Study (FWS) Program Checklist

Complete these nine simple steps to employment. Follow them in order and check them off as you complete each step.

- \_\_\_\_\_ 1. Complete a Free Application for Federal Student Aid (FAFSA) or Renewal Application. Indicate your preference for Work Study Interest on the FAFSA.
- \_\_\_\_\_ 2. Eligibility Criteria: Below is a list of eligibility requirements.
  - (a) You must have completed a FAFSA for the academic year. Eligibility for FWS is determined through the Free Application for Federal Student aid (FAFSA) process. Financial Aid eligibility must be determined each academic year.
  - (b) Your financial aid file must be complete for the academic year. All required documentation is received and processed, and the verification process has been completed.
  - (c) You must remain enrolled in at least 4 credits.
  - (d) You must be in compliance with SAP requirements.
  - (e) You must have an unmet need for the academic year.
  - (f) You must turn in your completed work-study application form confirming your employment.
- \_\_\_\_\_ 3. If you're eligible, your award will appear on your Financial Aid Award Letter. Work Study applications will be mailed separately shortly before fall term; you must have the application form to obtain a position in the FWS program. If FWS does not appear on your FA Award Letter and you are interested, please ask to speak with a Financial Aid Advisor to discuss the effect that FWS would have on your other awards and the possibility of adding FWS depending upon your eligibility.
- \_\_\_\_\_ 4. For available FWS job opportunities, visit our Work Study Program webpage at <http://www.indianhills.edu/payingforcollege/workstudy.php>.
- \_\_\_\_\_ 5. Contact the supervisor listed with the position to set up an interview.
- \_\_\_\_\_ 6. Interview with the department or off-campus agency. **Bring your Federal Work Study application form to your interview.** The supervisor must complete the Employer/Department Information section.
- \_\_\_\_\_ 7. You must complete the following before you can begin working:
  - (a) Have the supervisor sign your FWS Application. They must complete the Employer/Department Information section.
  - (b) Bring your completed form back to the Financial Aid Office located in the Bennett Student Services Center to the Work Study Coordinator or the Administration Building on the Centerville Campus.
  - (c) Complete all personnel/payroll-related paperwork, including the Form I-9. Every employer must complete the federal Form I-9 for all employees.
  - (d) Bring original forms of identification, such as; a Social Security card and Driver's license, *see page 2 for Form I-9 Acceptable Documentation*, to be shown to the hiring manager at the time of hire to complete the [Federal I-9](#).
  - (e) Students requesting direct deposit will need to provide a voided check so that their paychecks may be direct deposited into an account of their choosing.
- \_\_\_\_\_ 8. Establish your work schedule with your supervisor as well as review job performance expectations and any other employment related issues.
- \_\_\_\_\_ 9. Students must maintain at least half-time enrollment and meet SAP standards to work as a FWS student employee.

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>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, gender, height, eye color, and address</li> <li>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, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID Card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**