

FEDERAL WORK-STUDY (FWS) PROCEDURES

If you were offered and are **accepting FWS funds**, you must submit the following documentation to the Financial Aid Office (FAO) **BEFORE YOU BEGIN WORK:**

New FWS Students

- [Student On-line FWS Orientation](#) (view online) – print and sign confirmation page.
- [Job Certification Form](#)- your supervisor must complete this form.
- [Payroll Packet](#)- available in the FAO.
- [Three \(3\) forms of identification](#)- student ID, driver's license, social security card.
- [Lawful Permanent Resident/Alien](#)- permanent residence card or alien registration card with picture and/or unexpired employment authorization card.

***All of the indicated documentation is **required** for students' eligibility to work under the FWS Program. Go to <http://www.umaryland.edu/fin/workstudy/index.html> for orientation and Job Certification form.

*****You may not begin work** until all documentation has been submitted to FAO. It may take approximately six (6) weeks after payroll documents are accurately completed before receiving first paycheck.

Returning FWS Students

- [Student On-line FWS Orientation](#) (view online) - print and sign confirmation page.
- [Job Certification Form](#)- your supervisor must complete this form.

All of the indicated documentation is **required** for students' eligibility to work under the FWS Program.

*****You may not begin work** until all documentation has been submitted to FAO.

Go to <http://www.umaryland.edu/fin/workstudy/index.html> for orientation and Job Certification form.

If you were offered and are **declining FWS funds**, you must do so by selecting the 'Decline' option on the [Accept Awards by Aid Year](#) page of SURFS. Also, email FAO aidtalk@umaryland.edu to have **FWS Procedures requirement** removed from your record.

IMPORTANT INFORMATION FOR ALL FWS STUDENTS:

1. **Federal Work-Study Jobs Listings** are available on your webpage <http://www.umaryland.edu/fin/workstudy/index.html>.
 2. Timesheets **will NOT be accepted or processed** for students who have not submitted **ALL** of the required FWS documentation to the FAO.
 3. **Backdated timesheets** will **NOT** be processed for students who were **not certified** to work under the FWS Program.
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Contact Information:

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