

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.
-

Contact Information:

Yvette Washington, Federal Work-Study Coordinator or
Holly Gallagher, Counselor
Student Financial Assistance and Education
601 W. Lombard Street, Suite 221
Baltimore, Maryland 21201
410 706-7347