

SUMMER/FALL/SPRING 2012-2013
WORK STUDY JOB CERTIFICATION
(Must Be Complete By All FWS Students & On-line Orientation)
<http://www.umaryland.edu/fin/workstudy/index.html>

Students are not permitted to work until all Payroll and Job Certification forms have been submitted to the Financial Assistance & Education.

Finding an Employer

It is your responsibility to identify and arrange interviews with eligible employers. FWS Positions are listed on our Federal Work-Study Website <http://www.umaryland.edu/fin/workstudy/index.html>. The Federal Work-Study Office is located in the Office of Student Financial Assistance and Education at 601 West Lombard Street, Suite 221.

New UMB Work Study Student

After you find an eligible job, you must complete a payroll packet. The completed payroll packet and the following items will be used for job certification.

1. Your state issued driver's license
 2. Your UMB Student ID
 3. Your original Social Security Card
 4. Non- Citizen must also bring their alien Registration Card (green card).
- For Office Use Only: Emp ID # _____

ALL UMB Work Study Students Summer/Fall/Spring Award Amount: _____

If you have previously earned Federal Work Study funds at UMB and you have already been hired by an eligible Work Study Employer, you still need to provide the following employer information:

Student Name: _____

SSN# _____ Local Phone No. _____

Local Address: _____

University Email Address: _____

Organization/Department Name: _____

Supervisor's Name: _____

Supervisor's Title: _____

Supervisor's Signature: _____

Alternate Supervisor's Name: _____

Alternate Supervisor's Title: _____

Supervisor's Phone No.: _____ Fax No: _____

Position Title: _____

Position Location: _____

Please check one: Is the position On Campus _____ or Off Campus _____

Could this position be considered Community Service? Yes _____ No _____ Start Date: _____
(must be a date)

We cannot complete your Job Certification until your supervisor has submitted a Summer/Fall/Spring Student Work-Study Request Form. (If the position is listed with the On-line Work Study Jobs your supervisor has already submitted this form.)