



**UNIVERSITY OF MARYLAND
SUMMER 2011/FALL 2011/SPRING 2012
FEDERAL WORK-STUDY STUDENT REQUEST
(Supervisor's On-line Orientation must completed)
<http://www.umaryland.edu/fin/workstudy/index.html>**

Could this work-site be considered as Community Service? Yes_____ No_____

UMB Department _____
(Full Name of Department)

Off-Campus Agency _____
(Full Name of Agency)

Address _____

Telephone _____ Fax No. _____

Work Study Supervisor's Name _____

Work Study Supervisor's Title _____

E-mail Address _____

Alternate Supervisor's Name _____

Alternate Supervisor's Title _____

E-mail Address _____

Job Title _____

Duties _____

Number of students requested to perform duties described above _____
(Complete a separate request form for a job with different duties)

Completion of this request form does not guarantee the department/agency that Federal Work Study students will actually be referred. The person who signs this form must also sign the Job Certification Form and the biweekly payroll time sheets. If a student exceeds their maximum WS award, the supervisor's department is responsible for paying 100 percent of the over award.

601 W. Lombard St., Suite 221 * Baltimore, Maryland 21201-1575 * 410 706 7347 * 410 706 0824 fax