



**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