



UNIVERSITY OF MARYLAND
SUMMER 2012/FALL 2012/SPRING 2013
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 _____

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.