

**SUMMER/FALL/SPRING 2023-2024
WORK STUDY JOB CERTIFICATION**

Students are not permitted to work until all Payroll and Employment forms have been submitted to and approved by the Office of Student Employment. Forms cannot be submitted electronically.

Finding an Employer

It is your responsibility to identify and arrange interviews with eligible employers. Approved FWS positions are listed on our Federal Work-Study website <http://www.umaryland.edu/workstudy>.

The Student Employment Office is located at 601 West Lombard Street, Suite 221.

New UMB Work Study Students

After you find an eligible job, you must complete a payroll packet. The completed payroll packet will be used for employment verification. Completed packets must be hand delivered for review.

Federal Work-Study Students are not permitted to exceed 20 hours of work per week and must be enrolled properly, 6 credit hours for graduate/professional students and 9 credit hours for undergraduate students after the add/drop period.

For Office Use Only: Emp. ID # _____ FWS 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 information:

Student's Legal Name: _____

SSN# _____ Local Phone No. _____

Local Address: _____

University Email Address: _____

Student's Signature: _____

To be Filled Out by Approved Supervisor ONLY

Organization/Department Name: _____

Supervisor's Legal Name: _____

Supervisor's Title: _____

Supervisor's Signature: _____

Alternate Supervisor's Legal 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 Worksite _____

Could this position be considered Community Service? Yes _____ No _____

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 on our website, then your supervisor has already submitted this form.)

Return completed form to:

Student Financial Assistance & Education; University of Maryland, Baltimore; 601 W. Lombard St, Suite 221; Baltimore, MD 21201
Phone: 410-706-7347 E-Mail: fws@umaryland.edu URL: www.umaryland.edu/workstudy