

Have you worked on campus before in the Student Employment Program?

No

Yes

Are you eligible for College Work-Study for the current academic year?

Yes

No

I don't know

Print a W-4 and I-9 from the links provided at www.wagner.edu/financial_aid/forms

Complete the W-4 and Section 1 on Page 3 of the I-9. Be sure to sign and date each form.

Gather original forms of ID. The acceptable forms of ID are listed on Page 4 of the I-9. WE CANNOT ACCEPT COPIES OF IDs.

Bring completed W-4, I-9, and IDs with you when you come to the Office of Financial Aid.

Beginning on the 1st day of classes of the Fall semester you can come to the Office of Financial Aid to complete your paperwork.

Beginning the 3rd week of classes of the Fall semester you can come to the Office of Financial Aid to complete your paperwork.

If you have not yet filed a FAFSA for the academic year, we recommend you do so in order to be considered for federal aid, such as College Work-Study. You can apply online at fafsa.ed.gov.

If you have completed a FAFSA, refer to your Financial Aid Award Notice to determine if CWS is part of your federal aid package.

If you have completed your FAFSA and do not yet have an Award Notice, contact our office for additional guidance.

Review the Student Employment Database at www.wagner.edu/financial_aid/finaidtypes/employment/jobs.

Make a priority list of a few jobs. Positions are first-come, first-serve and your paperwork will be job specific. Make sure you know which jobs you would like! Bring it to the Office of Financial Aid.

A financial aid administrator will complete a Referral Form for a job you would like. You take the Referral to your supervisor. The supervisor will discuss the position's responsibilities, scheduling, etc. If you are hired, the supervisor will sign the Referral. You will also sign the Referral and then bring it back to our office. **YOU CANNOT BEGIN WORKING UNTIL WE HAVE THE COMPLETED REFERRAL ON FILE.**

Complete a monthly timesheet with your supervisor and both sign it at the end of each month. Submit the completed timesheet to the Office of Financial Aid no later than 4 p.m. on the first day of the month. Keep a copy of each timesheet for your own records.