INSTRUCTIONS FOR FEDERAL WORK STUDY (FWS) PLACEMENT FOR FALL 2017 - SPRING 2018

To be eligible for Federal Work-Study job placement, you must meet the requirements below:

- Filed the 2017-2018 FAFSA application and be awarded Federal Work study on CUNYfirst for the 2017/2018 academic year.
- Enroll and maintain at least 6 credits for the Fall and / or Spring semesters.
- Meet Satisfactory Academic Progress (SAP) guidelines (see qc website)
- Not in default of a loan or not owe a repayment of any financial aid funds.
- Meet other eligibility requirements (e.g., citizenship status)

Once you have met the criteria listed above you must use the “on-line” placement system that will allow you to download the necessary forms and view available job descriptions:

- Go to www.qc.cuny.edu/fao
- Click on Campus Work Study
- Scroll down to Student Instructions for FWS Placement

Please make sure that you complete ALL forms and bring proof of citizenship with you at the time of placement (see form I-9 for acceptable citizenship documentation - no expired documents). The Financial Aid Office cannot advise you on completing the required tax forms.

Students will be seen by appointment only in the Financial Aid Office located in Jefferson Hall Room202.

The Financial Aid Office will begin placement for the Fall 2017 on August 14, 2017 and continue throughout the semester. Use the link below to make an appointment for placement.

https://www.ventusappointment.com/Booking/Booking/Index/QueensCollegeFWSP