STUDENTS’ INSTRUCTIONS FOR
FEDERAL WORK-STUDY PLACEMENT
Fall 2017 - Spring 2018

You have been awarded Federal Work-Study for the academic year 2017-2018. You must be enrolled for at least 6 credits for Fall 2017 and be in good academic standing.

If you are seeking placement you must use the “on-line” placement system that will allow you to download the necessary forms and view job descriptions available: go to www.qc.cuny.edu/fao, click on On Campus Work Study and scroll down to Student Instructions for FWS Placement.

Please make sure 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.

Once you have found the job that interests you, print the job description and bring it to the Financial Aid Office. A Student/Employer Acknowledgments Form will be given to you to bring to the department you have chosen. This form will act as your introduction to the department supervisor. Once you have been accepted for the position, you must bring the signed Student/Employer Acknowledgments Form back to the Financial Aid Office, Jefferson Hall, Rm. 202 with your other required documents.

Students will be seen by appointment only. The Financial Aid Office will start placement for Fall 2017 on August 14, 2017 and continue throughout the entire semester. Use the link below to make an appointment for placement.

https://www.ventusappointment.com/Booking/Booking/Index/QueensColleg eFWSP