STUDENTS' INSTRUCTIONS FOR
FEDERAL WORK-STUDY PLACEMENT

Fall 2016-Spring 2017

You have been awarded Federal Work-Study for the academic year 2016-2017. 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 with you to Powdermaker 206/208. 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.

***NEW THIS YEAR***: Students will be seen by appointment only. The Financial Aid Office will start placement for F'16/Sp'17 on Aug. 16, 2016. From August 16th through August 23rd, placement will be held in PH206/208. Use the link below to make an appointment. Since space is limited, the appointment slots will be taken up early. You may not get an appointment during this week. If you cannot get an appointment for this week, you can make an appointment for and during the next four weeks. After August 23rd placement will be held in the Financial Aid Office, JH202

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