INSTRUCTIONS FOR FEDERAL WORK STUDY (FWS) PLACEMENT FOR FALL 2021 - SPRING 2022

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

- Filed the 2021-2022 FAFSA application and be awarded Federal Work study on CUNYfirst for the 2019/2020 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](http://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 over zoom**

The Financial Aid Office will begin placement for the Fall 2021 will begin on **July 29, 2021** and continue throughout the semester. **Use the link below to make an appointment for placement.**

[https://www.ventusappointment.com/Booking/Booking/Index/QueensCollegeFWSP](https://www.ventusappointment.com/Booking/Booking/Index/QueensCollegeFWSP)

Office of Financial Aid Services • 65-30 Kissena Blvd • Queens, NY 11367-1597 • Phone: 718-997-5102 • Fax: 718-997-5122