



**GET PAID EVERY TWO WEEKS!**

**ON AND OFF-CAMPUS JOBS!**

**GREAT WORK ENVIRONMENTS!**

**EXCELLENT FOR YOUR RESUME!**

**FEDERAL  
WORK  
STUDY  
PROGRAM**

**EARN UP TO \$2,000 A YEAR!**

## To Become Eligible for the Federal Work-Study Program

### You Must:

Have a Work-Study Award (Located on your Financial Aid Award Letter)

Select your place of Employment

Notify the Office of Student Financial Services of your intent to work no later than October 1<sup>st</sup>

### YOU MUST ALSO COMPLETE AND SUBMIT THE FOLLOWING:

1. W- 4 Form

2. Employment Eligibility Verification Form (along with a copy of two forms of identification)

which include: A Driver's License, State ID card, Social Security Card and/or Birth Certificate -

(a Passport may be substituted for the two requested forms of identification)

3. UAPB Drug Free Work Place Policy

4. Rules of Agreement (available online)

5. Employee Class and Work Schedule (Requires Supervisor's Signature)

6. Certification Form (Requires Supervisor's Signature)

**ALL FORMS ARE AVAILABLE IN CALDWELL HALL ROOM 102**