

**Federal Work Study  
2020-2021 Academic Year**

1. Complete the 2020-2021 Free Application for Federal Student Aid (FAFSA) online.
2. Make sure your registration is complete.
3. Login to Student Self-Service Under the Financial Aid Section:
  - a. Check FA Missing Information Letter to make sure you have no outstanding information/ documentation to submit to the Financial Aid Office.
  - b. Make sure you have accepted your Federal Work Study award in Student Self-Service.
  - c. Complete and submit the Work Study Application Processing Form. Self-Service will direct you to the Application Link.
4. Complete new hire documentation with Payroll Office.



The Cooper Union for  
The Advancement of  
Science and Art

Financial Aid Office  
30 Cooper Square Second Floor  
New York, NY 10003

## 2020-2021 Federal Work Study Processing Form

_____	_____	_____
Last Name	First Name	Student ID#
_____		_____ @cooper.edu
Address		Email
_____	_____	_____
City	State	Zip Code
_____		_____
		Primary Contact #

**Positions:** Indicate the top three positions you are interested in applying for 2020-2021.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Available to Work:** (Check and provide hours)

Monday/ Hours: \_\_\_\_\_

Tuesday/ Hours: \_\_\_\_\_

Wednesday/ Hours: \_\_\_\_\_

Thursday/ Hours: \_\_\_\_\_

Friday/ Hours: \_\_\_\_\_

**Describe special skills:**

  
  
  

**Terms and Conditions:**

I have read, and accept the Federal Work Study Policy.

I understand that Federal Work Study is on a first come first basis.

I will respect and follow all necessary requirements.

_____	_____
Signature	Date

THIS FORM MUST BE RETURNED TO THE FINANCIAL AID OFFICE IN ORDER TO INITIATE YOUR FEDERAL WORK STUDY PROCESS.