



Congratulations! You were awarded Federal Work-Study (FWS) for the 2012 – 2013 academic year.

To be eligible for placement, review these basic requirements listed below.

1. File the 2012-2013 FAFSA and indicate your interest in the Federal Work Study Program.
2. Register and maintain a minimum of six (6) credits in your division of matriculation.
3. Have your bill paid in full for the current semester.
4. Meet [Satisfactory Academic Progress \(SAP\) Guidelines](#).
5. Not owe a repayment of any financial aid funds.

Continuing matriculated Brooklyn College students may be eligible to utilize their 2012 – 2013 FWS award during the summer. To apply, complete the [Federal Work-Study Program Request Form](#), call (718) 951-5178 or 951-5816 for a review of your eligibility status and to schedule an appointment for job placement.

Fall 2012 placement procedures for eligible students:

[Make an appointment for Federal Work-Study placement:](#)

1. Log on to: **BC WEBCentral Portal**
2. Go to **eServices Tab / Schedule an Appointment**
3. Click: **Financial Aid Specialists Tool (F.A.S.T.)**
4. Click: **Federal Work Study (FWS) Placement**
5. Choose an appointment that fits your schedule with one of the FWS Program Assistants (*Allow a minimum of 1 hour to arrange interviews and for a review of the placement process*).

Students who participated in the FWS Program at Brooklyn College during the prior academic year are exempt from the Online Orientation. All other students must bring the completed FWS Orientation Questions with them to their job placement appointment.

To access the Online FWS Program Orientation please go to:

- Brooklyn College website: <http://www.brooklyn.cuny.edu/pub/index.php>
- Highlight **Current Students** at the top of the page and select **Financial Aid**
- On the right margin click **Undergraduate or Graduate Financial Aid**
- On the right margin click **Federal Work-Study Program (FWS)**
- The Online Orientation is the first link under: [Orientation](#)

You will be notified where to report for your job placement appointment. You must bring: [FWS Placement Packet](#) (print from website), your validated Brooklyn College ID Card, completed [FWS Orientation Review Questions](#), resume, U.S. Social Security Card and Permanent Resident Card (if applicable) or U.S. Passport. Please bring acceptable documents as listed on the Form I-9 for employment eligibility verification. All documents must be current (not expired) and the name must match your information on file with Brooklyn College.

Unable to participate, complete form below and return via U.S. mail, fax to (718) 951-4778 or e-mail to fws@brooklyn.cuny.edu.

To: Ms. Millicent Grant

Check one:

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Defer FWS award: Request to work Spring 2013

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Decline FWS award: Refusing work for 2012-2013 academic year

Print Name: _____ Social Security # xxx-xx-_____
(Last 4 Digits)

Telephone #: _____ Email: _____

Signature _____ Date _____

Office of Financial Aid

Brooklyn College of the City University of New York
2900 Bedford Avenue Brooklyn, New York 11210. Telephone (718) 951-5178 Fax (718) 951-4778